



## Rappahannock Area Youth Services & Group Home Commission

### Regular Meeting Minutes

January 19, 2023

4:30pm

- I. Call to Order  
The meeting was called to order by Dr. Duffy at 4:30pm. A quorum of voting members was present.
- II. Public Comment  
No members of the public were in attendance.
- III. Approval of Minutes  
Dr. Duffy motioned to approve the November 21, 2022 minutes. Dr. Hummer seconded the motion. All in attendance were in favor of approval.
- IV. Budget and Finances  
Mr. Fearon presented the year-to-date financial report. Of note, the Positive Alternative to School Suspension (PASS) program has brought in \$22,250.00 in revenue to date with an additional \$11,000.00 in outstanding funds owed. Mr. Fearon reported that one former staff member has filed for unemployment. Overall, the agency revenue to date is on track as budgeted.
- V. Services Update  
Mr. Fearon presented the program enrollment reports for Chaplin Youth Center, the Fredericksburg office and Northern Neck office. Chaplin's census remains consistent. The agency is working together with Spotsylvania DSS to offer respite care while ensuring the safety of residents and staff members. The Fredericksburg office has experienced an increase in referrals, particularly from Spotsylvania and Stafford counties. Mr. Fearon asked for continued support from the membership with regards to funding a therapist for this office once the current therapist's contract expires. Enrollment numbers have increased in the Northern Neck as well, as they have expanded programming into the schools.  
  
Mr. Whitley requested a jurisdictional breakdown of program enrollment. Mr. Fearon will provide that report at the next meeting.
- VI. Comments, announcements, and other business  
Discussion continued from the previous meeting regarding a Staff Appreciation event in the spring/summer. The members present confirmed that either Friday May 5<sup>th</sup> or May 12<sup>th</sup> would be dates that most could attend. Mr. Fearon will confirm with Chaplin Youth Center staff and schedule for one of those dates.  
  
The updated Member Attendance Report was provided with the meeting materials.  
  
The membership discussed making changes to the meeting location and time due to a scheduling conflict for both of the Stafford County members. The membership agreed to rotating the meeting location among the localities, starting with Stafford for the March meeting. The members agreed to shift the meeting start time to 5:00pm to allow for extra travel time and to keep the meeting duration to an hour, if possible. Meeting materials will be sent out prior to the meeting date to give members time for review in order to assist with keeping the meeting time shorter.  
  
Mr. Whitley requested to revisit the discussion regarding scheduling a strategic planning retreat in the spring or fall. This item will be on the agenda for the next meeting for further discussion.



**Rappahannock Area Youth Services & Group Home Commission**

VII. Next Meeting and Adjournment

The meeting was adjourned by Dr. Duffy at 5:07pm without objection. The next meeting is scheduled for March 16, 2023.

Attendees

**Commission Members:**

*51% of membership (at least 4 members) attending in person is required to meet quorum*

**Fredericksburg City**

- ✓ Dr. Timothy Duffy, Chairman
- ✓ Mr. Mark Whitley

**Stafford County**

- ✗ Dr. Pamela Yeung
- ✗ Ms. Donna Krauss
- ✓ Dr. George Hummer, Advisory Council

**Spotsylvania County**

- ✓ Dr. Deborah Frazier, Vice Chairman
- ✓ Mrs. Amy Swift

**Legal Counsel**

- ✗ Mr. Brendan Hefty
- ✗ Mr. Bill Hefty

**Staff and Committee Members:**

- ✓ Mr. Davy Fearon, Jr., Executive Director
- ✗ Mr. Kyle Nguyen, Youth Advisory Committee

- ✓ Mrs. Melanie Lee, Secretary
- ✗ Mrs. Amy DeMatteo, Alternate Secretary