



## Rappahannock Area Youth Services & Group Home Commission

Regular Meeting Minutes  
February 17, 2022  
4:30 P.M.

- I. Call to Order  
The meeting was called to order by Dr. Duffy at 4:40pm. A quorum of voting members was present.
- II. Public Comment  
No members of the public were present for public comment.
- III. Approval of Minutes
  - a. December 16, 2021 minutes  
The membership decided that a vote to approve the December 16<sup>th</sup> meeting minutes will take place at the March meeting as there were not enough voting members present who were in attendance at the December meeting to approve the minutes.
- IV. Program Update
  - a. Enrollment report  
Mr. Fearon presented the enrollment data reports for the Fredericksburg, Northern Neck, and Residential programs through January 2022. He reported that numbers overall are improving. He noted that Spotsylvania County numbers remain low because the CSU has been providing their own services. He discussed his meeting with Mr. Butaitis, the CSU Director, who reported that they intend to increase utilization of our programs. We are optimistic regarding the upward trend in enrollment.
- V. Budget and Finances
  - a. Financial Report (YTD comparison)  
Mr. Fearon presented the financial report. Mr. Whitley provided an explanation of the report to the membership. Mr. Whitley requested an explanation on the shortfall in revenue from Spotsylvania County thus far this year. Mr. Fearon reported that this was discussed with Mr. Butaitis when they met, and he is working to correct it. Spotsylvania currently owes OOOY \$85,000 in unpaid fees. Mr. Fearon noted that there are no outstanding fees owed in the other referring localities.  
  
The Commission welcomed newly appointed member, Ms. Pamela Yeung, and provided her with a brief orientation of the agency's history and services.
  - b. CYC Staff Request  
Mr. Fearon presented the membership with an overview of current staffing and enrollment at Chaplin Youth Center. CYC currently has eight residents and if they get to nine, they will need an additional staff member on duty in order to remain within compliance. He reported that they currently have a vacant part-time position, and requested authorization to transition that opening into a full time position in order to ensure they stay compliant with the required resident to staff ratio. Mr. Whitley motioned to approve this request, with a second by Ms. Swift. This passed with unanimous approval.  
  
Mr. Fearon also discussed the PASS Program pilot and the need for an additional part-time staff member when that program is implemented, tentatively in March. Ms. Swift inquired about the revenue PASS will generate. Mr. Duffy requested that the membership be presented with a memo summarizing expected revenue from this program for the March meeting. The membership will vote on the request after reviewing this information.
  - c. Health Plan Rates



RAPPAHANNOCK AREA  
OFFICE ON YOUTH

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Mr. Fearon presented the FY2023 Employee Benefits Overview, noting an 8% increase from last year. He reported that this is the same plan as previous years and employee contribution percentage is the same. Overall, differences from last year are minimal. Mr. Whitley motioned to approve, with a second by Ms. Yeung. All members present were in favor of approval.

VI. Old Business

a. Rebranding discussion

Mr. Fearon presented the new logo to the membership. After some discussion by the membership, it was determined that no vote is needed to approve this change in logo.

b. CYC Proposed Policy Changes

Mr. Fearon presented the proposed policy change regarding transportation of CYC residents for emergency off site medical treatment if only one staff member is on duty at the group home. The policy now states a staff member or administrator on call will meet the resident at the hospital within one hour until relieved by a parent/guardian. It previously stated that a staff member would meet the resident "within a reasonable amount of time." After discussion, Mr. Whitley motioned to approve the changes with the plan to put it back on the agenda next month for further evaluation. Ms. Yeung abstained from the vote. The vote was deferred until the next meeting due to not having enough voting members present.

VII. New Business

a. CYC Staffing

Mr. Fearon reported that it will cost the agency an additional \$106,000 to hire the appropriate number of staff in order to have two group home staff members on duty at all times. The membership agreed that the current budget does not support the agency's ability to hire these additional staff at this time.

b. CYC/OOY Emergency response discussion

Mr. Fearon provided an overview of the events that took place at Chaplin Youth Center during the most recent snow storm and the discussed the need to have a comprehensive emergency plan in place, to include expected response from localities. Mr. Whitley provided an update on how the City of Fredericksburg responded by plowing the group home's driveway and parking lot. Mr. Fearon discussed the power outage and the sprinkler system malfunctioning which resulted in the inability to turn off the fire alarm. The fire department was overwhelmed with calls and were unable to respond in a timely manner. Residents were relocated to the OOY Fredericksburg Office once it was safe to leave after the city sent plows to clear the driveway and parking lot. The membership agreed that a comprehensive plan needs to be developed.

c. FY2023/2024 Capital Projects

Mr. Fearon presented upcoming capital projects needed for Chaplin Youth Center, to include a whole home generator. He was able to find a generator which will help keep some electricity on in case of another power outage, but a larger generator is needed and should be considered in the future. CYC will also need new windows and some kitchen repairs. An immediate need is new cameras because there are several blind spots within the group home and no cameras outside of the house. The estimated cost for cameras is \$3600.00.

VIII. Comments, announcements and other business

a. Youth resource event- March/April 2023

Mr. Fearon reported to the membership that this event scheduled for May 2022 has been postponed until next year due to the uncertainty of COVID at this time.

IX. Next Meeting and Adjournment

a. Discussion (Third Thursday of every other month)

Dr. Duffy suggested that commission meetings happen on the third Thursday of each month moving forward.



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b. Tentative: March 17<sup>th</sup>, 2022

The membership agreed to meet again on March 17<sup>th</sup>. Dr. Duffy adjourned the meeting at 6:15pm without objection from the membership.

### Attendees

#### **Commission Members:**

##### **Fredericksburg City**

Dr. Timothy Duffy, Chairman

Mr. Mark Whitley

##### **Stafford County**

Ms. 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