



Rappahannock Area Youth Services & Group Home Commission

Regular Meeting Agenda
December 16, 2021
4:30 P.M.

- I. Call to Order
The meeting was called to order by Dr. Duffy at 4:33pm. A quorum of voting members was present.
- II. Public Comment
No members of the public were present for public comment.
- III. Approval of Minutes
Dr Duffy requested a motion to approve minutes for the September, October, and November meetings. Dr. Hummer motioned to approve, second by Mr. Snellings. All present were in favor of approving the minutes.
- IV. Program Update
 - a. Attendance reports
Mr. Fearon presented the data reports of residents and bed days at Chaplin for the months of October and November of this year, showing comparisons from the previous two fiscal years. Chaplin's census has increased from previous years.
Mr. Fearon presented the Fredericksburg office's data, noting that participant numbers are lower due to smaller class sizes to maintain COVID protocols. He noted that referrals are continually increasing.
Mr. Fearon reported that the Northern Neck office has had an increase in referrals.
- V. Budget and Finances
 - a. Financial Report (YTD comparison)
Mr. Fearon presented the financial report, noting no major deficits. He reported that the Northern Neck office had to refund \$52,000 and he is working the Northern Neck Program Director on the VJCCCA plan to ensure this does not occur again.
 - b. FY23 proposed Budget
Mr. Fearon presented the FY23 proposed budget. Of note, training revenue is increasing as schools have allowed trainings to resume. In addition, the Positive Alternative to School Suspension program is an opportunity to generate significant revenue for the agency. Mr. Fearon presented the cost to rent the current office space and increase each year. The membership discussed the possibility of looking into more affordable alternative spaces when the current lease expires. Mr. Fearon reported that the budget includes a 3% salary increase for staff. Dr. Frazier motioned to approve the budget, second from Dr. Hummer. This passed with unanimous approval.
 - c. Upcoming grant opportunities
Mr. Fearon informed the membership that the agency is submitting applications for two grants from the Community Foundation, one for \$10,000 to support the PASS program and the other for \$7500 for Chaplin to repair the basketball court and make it multi-use.
- VI. Old Business
 - a. Local Government Funding Application discussion
Mr. Fearon reported that the agency requested level funding, and requested that members advocate for this level of funding from their localities.
- VII. New Business
 - a. CYC Proposed Policy Changes
Mr. Fearon presented the proposed policy changes for the CYC Policy and Procedures Manual. Ms. Krauss requested a more specific and detailed policy regarding the timeline of when on-call staff would arrive at the hospital to meet a resident who was transported by ambulance alone. Ms. Krauss suggested that 2 staff be on duty overnight at the group home to prevent residents from having to travel to the hospital alone in case of



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emergency. After discussion, the membership agreed to table a vote until next month. Mr. Fearon will work with Residential Services Director to revise the policy and overnight staffing schedule.

- b. Positive Alternatives to School Suspension (PASS) program
Mr. Fearon presented an overview of the PASS program. The agency is piloting this program, starting in January of next year, to support schools and students, as well as generate additional revenue for the agency. Members expressed support and agreed that there is a need for this program.
- c. Rebranding (logo only) discussion- Logo approval needed (viewed electronically)
Mr. Fearon presented the logo provided by the contracted graphic designer. Ms. Krauss offered to ask the graphic designer for Stafford County develop some additional options. Logo options will be emailed to members for consensus in order to expedite the approval process.
- d. Serious incident reports and regulatory authority visit-outcomes discussion
Mr. Fearon requested feedback from the Commission regarding notification of Serious Incident Reports. After discussion, it was decided that Mr. Fearon will provide a monthly report of significant incidents unless immediate notification is warranted.
- e. Meeting attendance discussion
Mr. Fearon presented the Commission Meeting Attendance Report. There was a brief discussion on attendance reports being required by localities. Mr. Fearon will continue providing this report.

VIII. Comments, announcements and other business

- a. Holiday observance
 - i. Staff
Mr. Fearon requested approval to provide all staff with a gift card in observance of the holiday since there will not be a holiday party this year. Ms. Krauss suggested the amount be \$100. Members agreed to the distribution of gift cards to all staff. Mr. Whitley noted that it is taxable income. Dr. Duffy and Mr. Fearon will work together on the holiday cards and gift cards for all staff.
 - ii. CYC
Mr. Fearon presented an overview of the event, "A Holiday at Chaplin." This will include activities happening throughout the two week break from school. Mr. Fearon is working on getting donations from community sponsors to fund this event, estimated to cost approximately \$2000 in total.
- b. Staff event- May 14th
Mr. Fearon informed the Commission that he is planning for an all staff event for May 14th of next year. He would like this to be an annual event.
- c. Youth resource event- March/April
Mr. Fearon presented the idea for a signature event, aimed to provide youth with resources.
- d. Youth needs assessment
Mr. Fearon reported that he is wants to assess youth needs and determine if resources are available in the community based on these needs.
- e. VJCCCA plans
Mr. Fearon reported that he will be working on the VJCCCA plans in January.

IX. Next Meeting and Adjournment

Meeting was adjourned at 5:50pm without objection. Next meeting is January 20, 2022 at 4:30pm.

Attendees

Commission Members:

- ✓ Mr. Gary Snellings
- ✓ Dr. Deborah Frazier, Vice Chairman
- ✓ Ms. Amy Swift
- ✓ Dr. George Hummer, Advisory Council

- ✓ Dr. Timothy Duffy, Chairman
- ✓ Ms. Donna Krauss
- ✓ Mr. Mark Whitley
- ✗ Mr. Brendan Hefty, Legal Counsel



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office on youth

Staff and Committee Members:

Mr. Davy Fearon Jr., Executive Director

Mr. Kyle Nguyen, Youth Advisory Committee

Mrs. Melanie Lee, Secretary