

# **RACS BOARD of DIRECTORS**

*ATT # 1*

## **Meeting Minutes May 13, 2020**

Rockbridge Area Community Services Board of Directors held a Zoom meeting of the Board of Directors on Wednesday, May 13, 2020 at 12:30 p.m.

### **MEMBERS PRESENT**

Mr. Keith Hartman, Chair  
Dr. James Gire  
Dr. Michael Gilmore  
Mrs. Janet Jolly  
Mr. Kevin Kendall

Mr. Brent Styler  
Mr. Malcolm Brownlee  
Mr. Steve Funkhouser, Vice Chair  
Mrs. Ann-Ashby McKissick

### **MEMBERS ABSENT**

Ms. Perlista Henry  
Mrs. Susan Parochniak

Mrs. Jade Knick  
Mrs. Kari Lightner

### **ADMINISTRATION, STAFF and GUEST PRESENT**

Kim Shaw, Executive Director  
Michele Mathis, CFO/Admin Director  
Barbara Wright, Board Clerk

### **CALL TO ORDER**

Due to COVID-19 this was a distancing meeting held through zoom. The meeting was called to order by Chairperson, Keith Hartman at 12:35 p.m.

### **STAFF LONGEVITY RECOGNITION**

The board recognized Angie Turner for 5 years as Residential staff.

### **BOARD EDUCATION**

Kim mentioned that once the COVID-19 is over, staff will be coming to present information about their programs to the board.

### **MINUTES**

The minutes of the January 22, 2020 meeting of the RACS Board of Directors were unanimously approved with a motion from Mrs. McKissick and a second from Mr. Brownlee.

### **PUBLIC COMMENTS**

None

### **PROGRAM COMMITTEE**

The committee did not meet

### **RESOURCE COMMITTEE**

- The Committee did not meet but Michele presented the financial reports for January, February and March 2020. Michele explained the revenue shortfall in March was due to COVID-19 issues, but she expected to see an improvement for April due to the staff furloughs. The January, February and March reports were unanimously approved with a motion from Dr. Gilmore and a second from Mrs. Jolly.

### **EXECUTIVE DIRECTOR'S REPORT**

Kim provided a follow-up to items listed in her written report that was included in the packet

- Mentioned that she has had conversations with Darryl at the News Gazette about doing short articles about RACS programs and how the COVID-19 has affected the Agency.
- Mentioned that she has weekly calls with the Department and her colleagues to share the challenges that CSBs are facing as well as comparing notes. She mentioned that the furloughs are hoping to help with the financial shortfall from March.

- Mentioned that Michele is working on the 2021 budget but until RACS finds out what cuts the Governor is making, she is holding off on presenting the budget. Once the letter of notification is received and will hopefully present it in early June.
- Reminded board members that Bath County is looking for someone to replace Jackie Baughan who resigned from the board in April.

#### **BOARD MEMBER COMMENTS**

- Mr. Kendall asked if Kim will be doing the short articles in the Bath Recorder because he feels that it would be good to send the articles to them as well. Mr. Kendal mentioned that he would be willing to help out if Kim needed some help. Mrs. McKissick agreed that it would be a good idea to reach out to Bath also. Kim has agreed to send the articles to Bath also.
- Mrs. Jolly asked if there is an expectation of RACS receiving any more grant money due to the COVID situation? Kim mentioned that Michele has applied for approximately 98K but have not heard anything from that and there is another tele-health grant that requires some information that Michele is looking into. She mentioned that RACS is not eligible for other grants.
- Dr. Gilmore asked if the board has vacant positions and asked if Barbara would send a copy of the roster with the next packet. Kim mentioned that Lexington City and Bath County still have vacant positions at this time.
- Dr. Gire asked how much of the shortfalls are covered by the staff furloughs? Kim mentioned that the shortfalls are all covered by the staff furloughs.

#### **CHAIR'S COMMENTS**

Mr. Hartman thanked the board members for being available and asked for a motion to go into closed session to discuss a personnel matter

Pursuant to Code of Virginia 2.2-3711.A, paragraph 4 the Virginia Freedom of Information Act and Pursuant to Code of Virginia 2.2-3711.A, paragraph 7 a motion that the board go into closed session to discuss Personnel matters not related to public business and to protect the privacy of individual(s).

Motion by Mrs. McKissick and a second by Mrs. Jolly that the board agreed to go into closed session.

The board approved going back into open session with a motion by Mrs. McKissick and seconded by Mrs. Jolly

The board by roll call vote certified that only the issues for which they went into closed session were discussed. All members confirm?

\_\_\_\_\_X\_\_\_\_\_ Yes \_\_\_\_\_ No.

#### **ACTION IN OPEN SESSION –**

The Board reviewed goals that were used to evaluate the Executive Director and unanimously voted to approve the evaluation as presented and to renew the contract without changes. The evaluation was completed in early March but do to the COVID-19 pandemic, the board was not able to meet until today so the contract will be retroactive to March.

The meeting adjourned at 1:55 p.m. and the next meeting of the Rockbridge Area Community Services Board will be at 2:30 p.m. on June 10, 2020, 241 Greenhouse Road, Lexington, VA

Respectfully Submitted

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Barbara Wright, Board Clerk