

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

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Joseph E. Hubbard, C.P.A.
Executive Director

Jennifer Kirkland, LCSW
Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, September 22, 2016 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Donald Hunter, called the meeting to order at 6:00 p.m.

II. Roll Call:

PRESENT: Donald Hunter Shel Bolyard-Douglas
E. Jane Elliott Brenda Ebron-Bonner
Sherry Saunders Rose Mastracco
Frances Randolph Mark Payne
W. Joe Green Phyllis Moore-Tolliver
Jennifer Moore Ray Spicer
Rhonda Greene

EXCUSED: Roger Wiley, P.C.

III. Approval of Agenda

MOTION: Mr. Green made the motion to approve the agenda as presented.

Seconded by: Mrs. Mastracco

Motion carried.

IV. Approval of Minutes

MOTION: Mr. Green made the motion to approve the minutes of the June 2, 2016 meeting as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried.

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greenville
(434) 348-8900

Hopewell/Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

- V. **Public Comments** – Chairman, Donald Hunter, welcomed Ray Spicer back to the Board of Directors. Mr. Spicer was a former member representing Dinwiddie County, but returns to the Board representing the City of Hopewell.

Board member, Captain Mark Payne, attended the 40-hour Crisis Intervention Training (CIT) class, and stated this brings their department up to 100% compliance, except for one person. Mr. Hunter stated that the initial goal was to get 25% of patrol officers trained, but we have exceeded that goal.

- VI. **Appointment Executive Director's Evaluation Committee** – Chairman, Donald Hunter appointed Mr. W. Joe Green, Capt. Mark Payne, and Dr. Phyllis Moore-Tolliver to the Evaluation Committee to complete Mr. Hubbard's yearly evaluation. Mr. Green was appointed Chairman of the committee.

- VII. **Recognition of Employees** – Mr. Hubbard recognized Camby Steen, Adult Services Mental Health Case Manager, for being selected Employee of the Month for July 2016. Ms. Steen was recognized for her outstanding contributions to the agency, not only in her area of case management, but across the board. She was very active in being a big fund raiser for the Petersburg Area Art League to benefit the art collective. She contributed to helping her supervisor and colleagues learn and understand peer support. She went the extra mile for her consumers, and helped in mentoring new staff with no one asking her to do so whether they worked in her department or not. For these reasons and more, Ms. Steen deserved to be recognized as D19's July 2016 Employee of the Month. Unfortunately, Ms. Steen passed away in August.

Mr. Hubbard also recognized the Children's Clinical and Prevention Services (CCPS) Team. Team nominations can only be made by a Director. Regina Smith, Manager of the CCPS Team, referred the nomination to her Director. Patricia Green, Pamela McDaniel, Katrina Pearson, Shamekia Smith, Sharon Sykes, Ronda Tate, and Shahna Williams make up the CCPS Team. Despite the ongoing challenges faced for the past several months, due to multiple staff vacancies (5), increasing demands to cover additional clients/localities, FAP Teams, restrictive state performance contract requirements and guidelines, mandatory projects and statewide initiatives, CCPS staff members have consistently demonstrated an exemplary level of professionalism, and decision and commitment to our D19 youths and families. Each CCPS staff has appropriately represented this agency, our division, and assigned CCPS program sites while assuming voluminous job functions and tasks in accordance with our overall mission.

- VIII. **Old Business** – None

IX. New Business – Proposed Changes to Human Resources Policy

Human Resources Policy 3.3.7 Starting Salary currently states that new employees may be offered up to a 10% increase over their current or most recent salary OR the minimum salary for the range assigned to their position classification, if higher. After speaking to an Employee Relations Attorney, he suggested that the 10% cap be removed in order to have the flexibility to bring in people at a more consistent rate. However, starting salaries of new employees will be based on the availability of funding within the current budget. The Executive Director has the final authority to approve salary offers.

Human Resources Policy 4.1.2 Employment Changes: Transfer, Promotion, Demotion, and Termination currently states that when an employee is promoted, salary action should relate to the number of grades promoted, i.e., 10% increase for 1-2 grade promotion; 15% increase 3 grade promotion; 20% for increase for 4 grade promotion; and 25% increase for 4 grade or higher promotion. All increases are based on current salary. In order to have the flexibility to retain staff that will not have a large impact on the budget, it is being proposed that we change promotion salary increases to the following: 10% salary increase for 1 grade promotion; 15% salary increase for 2 grade promotion; 20% salary increase for 3 grade promotion; 25% salary increase for 4 grade or higher promotion with all increases being based on current salary. The Executive Director has the authority to approve a higher salary for internal promotion in exceptional circumstances based on KSA's, budget, program needs, experience of candidate, and compensation of comparable positions. We are planning a class compensation review to make recommendations in the future.

MOTION: Mr. Green made the motion to accept the Human Resources policy changes based on information presented.

Seconded by: Mrs. Bolyard-Douglas

Motion carried.

X. Informational Items

- A. Financial Report** – Mr. Hubbard reviewed the Financial Report for informational purposes.

- B. Staff Advisory Committee Minutes** – SAC minutes provided for informational purposes.
- C. Petersburg Funding Update** – Mr. Hubbard informed the Board that we have a balanced budget this year with no carryover. However, we have not received local funding requested from the City of Petersburg. We are still owed \$48380.75 for FY16, but the city is currently holding that amount. Funding for FY17 is in jeopardy with a balance of \$209,185.00. We are currently waiting to hear back from the Petersburg's Interim Director of Finance.
- D. Summary of Salary Changes Effective 12/1/16** - The exempt/non-exempt status of employees has been reviewed in accordance with the Fair Labor Standards Act (FLSA) laws coming into effect December 1, 2016. As a result, a few individual positions will be increased in order to meet the salary requirements as they have potential to work over 40 hours per week, going into overtime. Individual positions being increased include Procurement Manager, Residential Assistant, Crater Clinician, and MH Therapist, Sr. All PACT clinicians will remain exempt. All full-time Crisis Intervention providers, Crisis Stabilization providers, Crisis Assessment Coordinator, and Emergency Services Therapists will be classified as exempt with salaries increased on December 1, 2016. All full-time SA Therapists will be classified as exempt. Case Managers, QMHP, MH Skill Building will all be changed to non-exempt on December 1, 2016 with no salary action.

XI. Closed Session:

MOTION: At 7:25 p.m. Mr. Hunter moved to go into Closed Session under direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3712 of the *Code of Virginia* to discuss legal and personnel matters.

Seconded by: Mrs. Moore

Motion carried.

- XII.** The Chairman announced a Closed Session was held in accordance with Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3712 of the *Code of Virginia*. A roll call was taken certifying that to the best of each Board member's knowledge only public business matters lawfully exempted from open meeting requirements, and only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting.

Roll Call Vote:

Donald Hunter – yes

W. Joe Green – yes

Capt. Mark Payne – yes

Frances Randolph – yes

Jennifer Moore – yes

Rose Mastracco – yes

Rhonda Green – yes

Shel Bolyard-Douglas – yes

Ray Spicer – yes

Phillis Moore-Tolliver – yes

Sherry Saunders – yes

E. Jane Elliott – yes

Brenda Ebron-Bonner – yes

MOTION: Mrs. Bolyard-Douglas made the motion to accept all three budget reduction considerations effective 1/1/17 to include, closing the Sycamore Center located in Petersburg; consolidating clinical services positions; and changing the staffing pattern for the Crisis Stabilization Program.

Seconded by: Capt. Payne

Motioned carried.


XIII. Adjournment

MOTION: Mrs. Moore made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

There being no further business, the meeting was adjourned at 7:45 p.m.


Donald Hunter, Chair (Date) 10/27/16


Lisa Newby, Recorder (Date) 10/27/16