

# DISTRICT 19 COMMUNITY SERVICES BOARD

## MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803

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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, October 27, 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:**

|                 |                  |                        |
|-----------------|------------------|------------------------|
| <b>PRESENT:</b> | Donald Hunter    | Brenda Ebron-Bonner    |
|                 | Sherry Saunders  | Rose Mastracco         |
|                 | Capt. Mark Payne | W. Joe Green           |
|                 | Ray Spicer       | Phyllis Moore-Tolliver |

|                 |                  |                      |
|-----------------|------------------|----------------------|
| <b>EXCUSED:</b> | E. Jane Elliott  | Shel Bolyard-Douglas |
|                 | Frances Randolph | Jennifer Moore       |
|                 | Rhonda Greene    | Roger Wiley, P.C.    |

**III. Approval of Agenda**

**MOTION:** Capt. Payne made the motion to approve the agenda as presented.

Seconded by: Mr. Green

Motion carried.

**IV. Approval of Minutes**

**MOTION:** Mr. Green made the motion to approve the minutes of the September 22, 2016 meeting as presented.

Seconded by: Mrs. Mastracco

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** – Dr. Phyllis Moore-Tolliver announced that she has 30 years of service with the Federal Government.

**VI. Appointment of Nominating Committee** – Chairman, Donald Hunter appointed Mrs. Ebron-Bonner, Mrs. Mastracco and Mrs. Saunders to the the Nominating Committee to select officers for the 2016-17 fiscal year. They will make their report at the next meeting.

**VII. Old Business – None**

**VIII. New Business – None**

**IX. Informational Items**

**A. Financial Report** – Mr. Hubbard reviewed the Financial Report for informational purposes. As reported at last month’s meeting, this report shows additional Medicaid revenue, due to timing of billing and revenue being received.

**B. Staff Advisory Committee Minutes** – SAC minutes provided for informational purposes. All Staff Meeting is scheduled for December 16<sup>th</sup> at the Union Train Station, Old Town Petersburg.

**C. Program/Staffing Updates** – An update on the closing of the Sycamore Center Psychosocial Program will be provided every month until closed. Full time case managers facing layoff will be reassigned to programs that have vacancies.

**D. Petersburg Funding Update** – Mr. Hubbard informed the Board that he attended a meeting with Petersburg, and the Acting City Manager was no longer there. Petersburg has hired a consulting group. The city has paid for the end of the quarter, and will be paying on a quarterly basis. They are on track to make payments.

**X. Closed Session:**

**MOTION:** At 6:25 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: Capt. Payne

Motion carried.

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

Brenda Ebron-Bonner – yes

Sherry Saunders – yes

Capt. Mark Payne – yes

W. Joe Green – yes

Rose Mastracco – yes

Ray Spicer – yes

Phyllis Moore-Tolliver – yes

**MOTION:** Mr. Green made the motion to accept and approve the Executive Director's Performance Evaluation and Pay for Performance Addendum as discussed.

Seconded by: Mrs. Saunders

Motion carried.

**XI. Adjournment**

**MOTION:** Mr. Spicer made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

There being no further business, the meeting was adjourned at 6:41 p.m.

  
Donald Hunter, Chair (Date) 12-1-16

  
Lisa Newby, Recorder (Date) 12/1/16