

# 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, January 26, 2017, 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            W. Joe Green  
                 E. Jane Elliott                Brenda Ebron-Bonner  
                 Sherry Saunders               Rhonda Greene  
                 Capt. Mark Payne                Shel Bolyard-Douglas  
                 Frances Randolph               Phyllis Moore-Tolliver  
                 Roger Wiley, P.C.

**EXCUSED:** Rose Mastracco        Jennifer Moore  
                 Ray Spicer

### III. Approval of Agenda

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

Seconded by: Ms. Greene

Motion carried.

### IV. Approval of Minutes

**MOTION:** Mr. Green made the motion to approve the minutes of the December 1, 2016 meeting as presented.

Seconded by: Ms. Randolph

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 – None**

**VI. Recognition of Employees -** Mr. Hubbard recognized Christina Sadler, Accounting Manager, Finance Division, as Employee of the Month for January 2017. Ms. Sadler is being recognized for being an overall team player and assisting staff where needed. Human Resources recently experienced a period of transition with position vacancies. Tina made sure that staff knew how processes should be done, and how it would affect payroll if done incorrectly. She was also very patient in making sure things were done correctly. This speaks to her passion on wanting to make sure things run smoothly. She has demonstrated what it means to be a team player and deserves to be Employee of the Month.

**VII. Educational Topic – Community Integration Update**

Melissa DeVault, Manager of Community Integration, and Britney Hill, Crisis Intervention Provider, gave an update on Community Integration Programs. The Virginia Association of Community Services Boards (VACSB) asked us to upgrade from Commonwealth Coordinated Care (CCC) to Commonwealth Coordinated Care Plus (CCC-Plus). This means that managed care is coming to Virginia and it is not optional. All eligible individuals will be enrolled. If a plan is not selected prior to the go live date, individuals will be randomly enrolled in a plan. CCC-Plus will officially begin in Tidewater, July 1, 2017. Central Virginia will officially start on September 1, 2017, with full state implementation on January 1, 2018.

CCC-Plus requires full integration of physical care, behavioral health care, substance use treatment and long term support services (LTSS). The aged, blind, disabled without long term support services, dual eligible with and without LTSS, individuals receiving ID/DD, technology and day support waivers, elderly or disabled with consumer direction waiver and intermediate and skilled nursing homes qualify for CCC-Plus.

Case Managers are an essential part of the model. Managed Care Organizations (MCO) are going to require a high level of active involvement by the Case Manager. Managed Care Organizations will likely contract with the CSBs to take over the Care Manager responsibilities. This will be an additionally contracted service.

District 19 is in the process of developing and implementing employee training. MCOs have been selected and contracts are in the process of being finalized.

**VIII. Old Business**

Mr. Wiley, Board Attorney, stated that his firm has been working with the current management for Petersburg. District 19 should be paid up through December 2016 (end of the last quarter).

**IX. New Business – None**

**X. Informational Items**

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

**B. Staff Advisory Committee Minutes – None**

**C. FY16 Audit Report** – The Audit Reports for 2016 were provided to Board members. Mr. Hubbard was pleased to report that D19 continues to have a strong financial position along with an unqualified opinion from our auditors. The financial condition of the CSB increased in 2016 compared to 2015.

**D. Class and Comp Review**

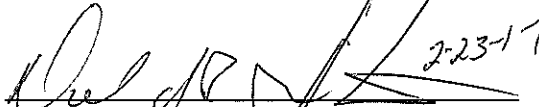
Per our earlier discussion with the Board, we have contracted with a consultant to provide a comprehensive plan to update our classification and compensation system. The process will include four phases: employment outreach, job assessment, salary survey, and recommendations. We will phase in the recommended changes that we are in support of over the next few years. We will look at the most critical area to recommend the first phase implementation to be presented as part of the budget for the next fiscal year.

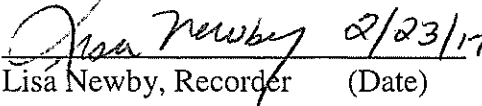
**XI. Adjournment**

**MOTION:** Mrs. Elliott made the motion to adjourn the meeting.

Seconded by: Mrs. Bolyard-Douglas

There being no further business, the meeting was adjourned at 6:43 p.m.

  
Donald Hunter, Chair (Date) 2-23-17

  
Lisa Newby, Recorder (Date) 2/23/17