

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, February 23, 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 6:02 p.m.

II. Roll Call:

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

EXCUSED:	Jennifer Moore	Capt. Mark Payne
	Roger Wiley	Frances Randolph

III. Approval of Agenda

MOTION: Mrs. Elliott made the motion to approve the agenda as presented.

Seconded by: Ms. Greene

Motion carried.

IV. Approval of Minutes

MOTION: Mrs. Bolyard-Douglas made the motion to approve the minutes of the January 26, 2017 meeting as presented.

Seconded by: Mrs. Saunders

Motion carried.

V. Public Comments – Mrs. Saunders informed the Board that Greensville County will start providing transportation on May 1, 2017 with one bus. The bus will run from 7:00 a.m. to 7:00 p.m. The route is being finalized now.

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greensville
(434) 348-8900

Hopewell/Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

VI. Recognition of Employees - Mr. Hubbard recognized Shimere Wyche, Human Resources Associate II, Operations Division, as Employee of the Month for February 2017. Mrs. Wyche has done an exceptional job in the last few months, as Human Resources has had vacancies and staff changes. Shimere has taken on additional responsibilities, and has done so with a positive attitude. Numerous employees have made comments about how helpful she has been. When an issue arises that is not part of her job, she still researches the issue so that an answer can be provided. Shimere does not hesitate to learn new processes and has stepped up to the plate to make the most of a challenging situation. She has worked closely with Payroll to learn new processes and to work on identifying ways to improve efficiency between HR and Payroll Departments. Mr. Hubbard presented Mrs. Wyche with her award for Employee of the Month for February 2017.

VII. Educational Topic – Child and Adolescent Services

Division Director, Sherri Diven, and two of her managers gave an overview of the CSB's role with local governments and the Children's Services Act. Regina Smith, Manager of Children's Clinical and Prevention Services (CCPS) reviewed the history of CSA and the role and participation of local teams. Sherri Diven, reviewed Systems of Care (SOC), history and how to request an application. Finally, Diana Barnes, Manager of Specialized Children's Services, explained Independent Assessment, Certification and Coordination Team (IACCT), who makes up the teams, and how it works.

The Board of Director's were given handouts to follow along as the different aspects of the Children's Services Act were discussed.

VIII. Old Business – None

IX. New Business

Item A. – Approval of Sycamore Center Sales Contract – Board members were previously called for approval to sell the Sycamore Center at full asking price. The Board's attorney reviewed the contract and advised the Board to move forward.

MOTION: Mrs. Moore-Tolliver made the motion to accept the contract as presented to move forward with the sale of the Sycamore Center.

Seconded by: Mrs. Bolyard-Douglas

Motion carried.

Item B. – Bank Street Lease Addendum – The owners of the 20 West Bank Street building, also own the 110 West Bank Street building, which has now become vacant. The owners approached D19 to see if we would be interested leasing the space. District 19 is interested in moving the Spring Center Program to that building after a few renovations. The landlords have agreed to lease the space to District 19 without cost beginning March 1, 2017 through February 29, 2020, with seven additional parking spaces. Our attorney reviewed the contract and advised to move forward.

As a side note, Mr. Hubbard wanted to remind the Board that District 19 still owns seven acres of land on Route 460. This property was originally purchased to build administrative offices for District 19, but the City of Petersburg wanted the central office to be located in downtown Petersburg.

MOTION: Mr. Green made the motion to accept the addendum as presented and to move forward with leasing the space with seven additional parking spaces.

Seconded by: Ms. Green

Motion carried

Item C. – Human Rights Policy Update – Jennifer Kirkland, Operations Director, reviewed the updated Human Rights policy with the Board. This policy has not been updated since 2011 and there are language changes. There is also a change in the complaints process. The Board was given a copy of the revised policy for approval.

MOTION: Mr. Green made the motion to adopt the updated Human Rights policy as presented.

Seconded by: Mrs. Elliott

Motion carried

X. Informational Items

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

B. Staff Advisory Committee Minutes – Provided for informational purposes.

C. FY18 Budget Preparation Schedule - Audit Report – There is no need to have a special work session for putting the budget together. Budget items will be discussed at the March meeting.

D. Conference Committee Amendments – Board members were given a handout of the Virginia State Budget Amendments – HB1500 (Conference Report). Mr. Hubbard briefly mentioned that there is a push to move more people to GAP now at 100% poverty level, which will cause more consumers to become eligible for GAP.


XI. Adjournment

MOTION: Mrs. Bolyard-Douglas made the motion to adjourn the meeting.

Seconded by: Ms. Green

Motion carried

There being no further business, the meeting was adjourned at 7:05 p.m.


Donald Hunter, Chair 3-23-17
(Date)


Lisa Newby, Recorder 3/23/17
(Date)