

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

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

(804) 862-8054 - Fax: (804) 863-1665

jhubbard@d19csb.com

jkirkland@d19csb.com

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, April 27, 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 Ray Spicer
E. Jane Elliott Brenda Ebron-Bonner
Sherry Saunders Frances Randolph
Capt. Mark Payne Shel Bolyard-Douglas
Rose Mastracco Phyllis Moore-Tolliver
Rhonda Greene

EXCUSED: Jennifer Moore W. Joe Green

III. Approval of Agenda

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

Seconded by: Mrs. Mastracco

Motion carried.

IV. Approval of Minutes

MOTION: Mrs. Elliot made the motion to approve the minutes of the March 23, 2017 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 - Carolyn Brown has been a huge asset to District 19 Community Services Board for 13 years. She is always willing and eager to assist anyone who asks, and sometimes even without asking. She has helped the Community Integration Department enormously over the years. In the last several months, Mrs. Brown has assisted the new administrative associates in Community Integration with learning processes, ordering supplies, completing purchase orders, etc. Community Integration has recently experienced turnover in the department, and Mrs. Brown has met the needs of all the new staff consistently and effectively. Mrs. Brown is quick to prepare phones, business cards, names plates, and assist with obtaining needed supplies. She is always thorough and careful about saving the agency money. We consider her to be a “go to person” and she always gets the job done. Her support and assistance is seen throughout the Board, and everyone that comes into contact with her only has positive things to say. Mrs. Brown is a true example of a team player, and her dedication to the Board is truly appreciated. For this reason and more, Mr. Hubbard presented Mrs. Carolyn Brown the Employee of the Month award for April 2017.

VII. Old Business – None

VIII. New Business

Overview of FY18 Budget – Mr. Hubbard briefly gave an overview of the FY18 Budget. The budget will be formally adopted at the May Board meeting. We are decreasing the budget by \$33,000 from FY17. We are proposing a 2% years of service salary increase prorated 20% each year up to 5 years of service and a 2% one-time bonus prorated each year up to 5 years of service. We will use \$280,000 retained earnings for one-time expenses. We need to figure out how changes with the federal government on Medicaid funding will affect our budget. Mr. Hubbard stated that we will bring back the budget next month along with the Performance Contract. We will update the budget accordingly as new things come in.

Mr. Hubbard would also like for us to develop a video for our website to provide education on drug use, where to go for help, and then link it to services. Board member, Jane Elliott stated that we need to provide education for families for Narcan. Joe asked Carol Webster to look into that and provide follow-up. However, our Nurse Manger is currently training nurses at our sites, how to give Narcan. We will provide more information as it becomes available.

IX. Informational Items

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

B. Staff Advisory Committee Minutes – None

Reminder: May All Staff planned for Friday, May 19th at the Airfield Conference Center in Wakefield, Virginia.


X. Adjournment

MOTION: Dr. Moore-Tolliver made the motion to adjourn the meeting.

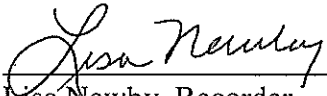
Seconded by: Mrs. Bolyard-Douglas

Motion carried

There being no further business, the meeting was adjourned at 6:26 p.m.



Donald Hunter, Chair (Date)

 5/25/17

Lisa Newby, Recorder (Date)