

# 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, September 28, 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                      Rose Mastracco  
Sherry Saunders                      Phyllis Moore-Tolliver  
Frances Randolph                      Shel Bolyard-Douglas  
Ray Spicer                                  Danielle Powers, P.C.

**EXCUSED:** Jennifer Moore                      W. Joe Green  
E. Jane Elliott                              Brenda Ebron-Bonner  
Capt. Mark Payne

### III. Approval of Agenda

**MOTION:** Mrs. Bolyard-Douglas made the motion to approve the agenda as presented.

Seconded by: Ms. Randolph

Motion carried.

### IV. Approval of Minutes

**MOTION:** Dr. Moore-Tolliver made the motion to approve the minutes of the May 25, 2017 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. Moore-Tolliver stated that the Jessica Ann Moore Community Center in Waverly, Virginia has opened. They are currently open every Saturday from 10:00 a.m. to 3:00 p.m.

Board Chairman, Donald Hunter, announced that Prince George County will be having their Drug Kick-Back event, where anyone can bring in medications to get rid of them. This event will be held on October 28, 2017.

VI. **Committee Appointments**

A. **Evaluation Committee** – Mr. Hunter appointed Board members Rose Mastracco, Shel Bolyard-Douglas, and Ray Spicer to the Evaluation Committee. The Evaluation Committee is responsible for completing the performance evaluation on the Executive Director, Joseph Hubbard, for last performance period (November 1, 2016 – October 31, 2017).

B. **Nominating Committee** - Mr. Hunter appointed Frances Randolph, Phyllis Moore-Tolliver, and Sherry Saunders to the Nominating Committee. The Nominating Committee is responsible for recommending Board members to serve as officers for the 2018 calendar year.

- VII. **Recognition of Employees** - Mr. Hubbard recognized two employees who exemplified exceptional services for the months of July and August 2017. Sheila Brown, NGRI Coordinator for Emergency Services, was Employee of the Month for July 2017. Sheila has been an outstanding employee since her days as a Case Manager. As the NGRI Coordinator, she is punctual, reliable and dependable with any work assignments that she performs. She is knowledgeable about various subjects and has over 10 years of experience in the field. She always seeks the best services and accommodations for her consumers that are reasonable for their incomes, and at the level they are currently functioning. She is an asset to her division and this agency.

Tyechia Parker, Intake Coordinator for Petersburg Mental Health Case Management Team, was Employee of the Month for August 2017. Since Tyechia arrived to the MHCM team, she has been the epitome of a team player. She was hired as the Intake Coordinator, however when asked to assist in other areas, she stepped up with no complaints. Tyeshia's responsibilities increase daily and she continues to smile and get the work done. During the screening and intake process, the consumers seem to grow fond of her and often call back asking for her. Community partners speak fondly of her. She is clearly a great representation of District 19 CSB.

Shirley Penson, Adult ID Senior Case Manger, is Employee of the Month for September 2017. As Senior Case Manager for Adult ID Case Management Services, Shirley goes over and beyond every day. She always has a positive attitude, a willingness to assist, shares her wealth of knowledge, and motivates individuals and the team. At times, she is tasked with ensuring that a departing employee's caseload is kept up to date. She distributes the work equitably amongst those still working in the department. She is a role model for other case managers. Her knowledge of the job and community resources is indispensable. She never asks anyone to do anything that she would not do herself. Shirley also carries a caseload of her own, some of which are very challenging. However, she always has time to lend an ear and give a pep talk. With the recent turnover in staff, she has assisted in ensuring that individuals are still maintaining contacts with case managers, have their plans updated, and quarterly reports completed on time. She is always courteous to both internal and external customers. Shirley has been an asset to District 19 and her team, for her timely delivery of services while ID Adult Case Management is short staffed, ensuring that all active cases have case management contacts as needed. She supports new hires in learning, and is always willing to do whatever it takes to get her work done while being a team player.

**VIII. Old Business – None**

**IX. New Business**

**A. Human Resource Policy Updates** – Jennifer Tunstall, Director of Operations, presented proposed changes to several Human Resources polices to the Board for approval. **Chapter 2.3 Reasonable Accommodations (ADA)** was added due to an increase in employee requests for “reasonable accommodations” due to disabilities, and the fact that we do not currently have a policy in place for accommodation requests. **Chapter 3 Recruitment and Selection** was revised to reflect current processes used based on changes in language, DBHDS recommendations, and electronic recruitment systems. “Human Resources Director” changed to Director of Operations or HR Supervisor. DMHMRSAS changed to DBHDS throughout document. **Policy 3.2.2** changed from 90 days to 120 days for positions in the same job classification that become vacant within 120 calendar days from the application closing date. The position recruited for previously does not need to be internally or externally advertised. The majority of changes were in the “Criminal History Check” section E, based on Department requirements.

**Chapter 5.6 Clinical Licensure Incentives** added Certifications, in addition to Licensure, to the policy. Master's degree clinicians who become licensed as a clinical social worker, professional counselor or psychologist, or who become a Certified Substance Abuse Counselor (CSAC) while employed at D19 CSB, will be offered incentives for doing so. Benefits to the Board include increased reimbursement for services, and enhanced professionalism. This is important when marketing to Health Maintenance Organizations (HMOs) and consumers. This incentive is applicable to both full-time and part-time employees who agree to provide supervision. **Policy 7.4 Grievance Procedure** revised language, clarified steps, and updated requirements per the Code of Virginia. It is a 3-step process and does not involve the Board unless the grievance is coming from the Executive Director.

Policies and forms were reviewed and approved by D19 Board Attorneys.

- B. Classification/Compensation Plan Recommendations** – Board members were given proposed changes recommended by the Consultants, Evergreen Solutions, that performed the Classification/Compensation Review over the past few months. The Administration is proposing to adopt Phase I, effective October 2017, that will impact 35 employees whose salaries fell below the minimum on the new scale. There are also five grades to be changed to higher grades. This phase represented the most critical areas of need based on the consultant's review. Phase II would impact additional employees and help move more individuals toward the midpoint of the salary range, and address the compression issues of salary with new staff and those with more seniority. Phase II would be recommended in the FY 18 Budget to the extend funding is available.

**MOTION:** Mrs. Bolyard-Douglas made the motion to adopt Phase I, new pay scale bringing 35 employees up to new salaries.

Seconded by: Mr. Spicer

Motion carried.

**X. Informational Items**

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

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

**C. STEP VA/Financial Realignment** – Mr. Hubbard presented the Board with information relating to STEP VA and the DBHDS Commissioner’s proposal related to Financial Realignment. In summary, these two documents provide an outline for the State’s plan to address increasing needs within the Community Behavioral Care System via a transferring of resources from the State Facility System. The timeframe for this reform is four years per code. To pay for this system reform, DBHDS is looking for financial realignment which will shift resources from the State Facilities to the Community. This would be accomplished over a period of time by reducing the size of State Facilities or total closure. A certain amount of those funds would then go to the Community System to develop the necessary resources to address the needs of all discharges in the community and if Local or State Facility Inpatient Services were needed, the CSB would buy days from the State Hospital or the Local Hospital. The Board was given a Draft Plan that gives an overview of that process through an example.

**D. D19’s Billboards Relating to Opioid Epidemic** – The Board was informed last May that we were working to increase the awareness of the Opioid epidemic, and were going to pursue the use of billboards in our catchment area to educate the public about our services and to learn the warning signs of addiction. We currently have four billboards reserved for eight weeks. These billboards are located in strategic areas, including Route 58, I-95, and I-85.

Candace Roney, SUD/Jail Service Manager, and Letitia Wallace, Nursing Manager, have been taking the lead in REVIVE training to teach how to give Narcan. There is a link on the D19 website providing a list of upcoming trainings.

**XI. Closed Session - None**

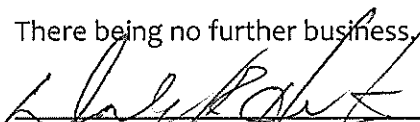
**XII. Adjournment**

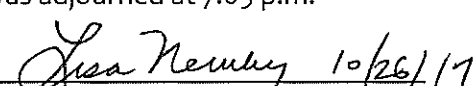
**MOTION:** Dr. Moore-Tolliver made the motion to adjourn the meeting.

Seconded by: Mr. Spicer

Motion carried

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

 10/25/17  
Donald Hunter, Chair (Date)

 10/26/17  
Lisa Newby, Recorder (Date)