

DISTRICT 19 COMMUNITY SERVICES BOARD
MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

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

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Joseph E. Hubbard, C.P.A.
Executive Director

Jennifer Tunstall, LCSW
Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, March 22, 2018, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Vice-Chair, Shel Bolyard-Douglas, called the meeting to order at 6:04 p.m.

II. **Roll Call:**

PRESENT: Shel Bolyard-Douglas W. Joe Green
 Rose Mastracco Sherry Saunders
 Frances Randolph Phyllis Moore-Tolliver
 Ray Spicer

EXCUSED: Donald Hunter Brenda Ebron-Bonner
 Mark Payne

III. **Approval of Agenda**

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

Seconded by: Ms. Randolph

Motion carried

IV. **Approval of Minutes**

MOTION: Mr. Joe Green made the motion to approve the minutes of the February 22, 2018 meeting as presented.

Seconded by: Dr. Moore-Tolliver

Motion carried

V. **Public Comments** – Mrs. Newby, Clerk of the Board, read a card from Joseph Hubbard, former D19 CSB Executive Director, thanking the Board for their support over the years. He also expressed his confidence in Jennifer Tunstall being selected as the new Executive Director.

- 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

- VI. Recognition of Employees** - Interim Executive Director, Ginny Travis, recognized Theresa Mason, ID/DD, Residential and Support Services Manager, Adult Services, as Employee of the Month for March 2018. Theresa Mason is truly an asset to her team. Even when her department is consistently understaffed, she serves as an exemplary role model for others. She works tirelessly and always exercises service-leadership, initiative, and accepts and carries out additional responsibilities beyond regular job assignments for the good of the team, department, and District 19. She never fails to acknowledge the contributions and efforts of others. She is always in touch, and no more than a phone call away. Theresa is skilled at bridging the gap between clients, providers, case managers, and families so that they are successful at meeting the needs of individuals. She projects a warm and inviting spirit, and offers helpful and friendly assistance to those in need. She continues to be innovative by improving processes for the program, making it more efficient and effective. Theresa has been with the agency many years, and her knowledge and experience shows. She has contributed tremendously to the success and improvement of the ID/DD, Residential, and Support Services Program.
- VII. Educational Topic – STEP VA – Same Day Access** – Jennifer Tunstall and Melissa DeVault provided an overview of STEP VA/Same Day Access. STEP VA was developed to address accountability, access, quality and consistency across all CSBs to work toward excellence in behavioral healthcare and ultimately a healthy Virginia. STEP VA services are intended to foster wellness among individuals and prevent crises before they arise.

The General Assembly has mandated that all of STEP-VA be provided in every Community Services Board in Virginia. However, it has not been fully funded. The pilot for District 19 will start by June 1, 2018, but it has to be implemented by July 1, 2019.

Same Day Access - A person calls or appears at the CSB and is assessed that day. Based on assessment, the person is scheduled for appropriate initial treatment within 10 days. Average results seen by The National Council of Behavioral Health was a 60% reduction in wait times, greater engagement, and reduced no-shows. They also saw a 35% reduction in staff time needed per access to treatment event, and 9 hours per week in time saved, per direct care staff on documentation.

DBHDS has identified one time funds to support all 40 CSBs with contracting costs for MTM Services for this project. Each of the 40 CSBs was given \$26,760 of DBHDS one time funding for contracting costs with MTM Services. District 19 has received this funding and is working with MTM on the implementation process. Melissa DeVault is the lead person on this project.

VIII. Old Business – None

IX. New Business

- A. Employee Health Insurance** – Katrina Parker, Human Resources Supervisor, presented a slide presentation to the Board on the health insurance options for District 19 staff. The biggest change that staff will see is that we will be offering three plan options next fiscal year instead of two. The options are the Key Advantage 500 Plan, Key Advantage 1000 Plan, and the Key Advantage High Deductible Health Plan. We will not be offering the Key Advantage 250 due to the huge increase in premium amounts and the changes in benefit coverage for some services on that plan. After discussion, the Board selected Option 1 in which the Board assumes all of the projected increase on the KA 1000 single prevention plan. We would move from KA250 to KA500 and add an HDHP plan option. This is similar to what the Board adopted last year. Ms. Parker is currently working on a plan to educate staff on an individual bases. Christina Sadler, Accounting Manager, presented the financial impact of the upcoming changes. Open Enrollment starts April 16th through May 15th. Vendors will spend two days at Bank Street, and one day at the Emporia Clinic.

MOTION: Mr. Green made the motion to adopt Option 1 for health insurance plans for District 19 CSB staff.

Seconded by: Dr. Moore-Tolliver

Motion carried

- B. Atlantic House Relocation** – District 19 currently provides psychosocial rehab services to consumers at the Atlantic House in Emporia. We are looking at another option due to space. The certificate of occupancy is currently 15, but we are paying rent for space that we are not using. We also have to heat the entire building. The landlord is agreeable to letting us pay on a month-by-month basis after June, until we can find another space. We are working with a realtor. Mr. Green asked that specifications be sent to him as he is working with at least one realtor now.

Mrs. Saunders requested that consideration be given to selecting a space that is on the public transit route so that consumers can access transportation.

X. Informational Items

- A. Financial Report** – District 19 is still financially strong. We are still keeping an eye on Medicaid revenues.
- B. SAC Minutes** – SAC minutes will be provided next month.

XI. Closed Session

Motion: At 7:20 p.m., Mrs. Bolyard-Douglas made the motion to go into Closed Session under direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A)(1) of the *Code of Virginia* to discuss legal and personnel matters regarding the new contract for the Executive Director’s position.

Seconded by: Mr. Joe Green

Motion carried

Vice-Chair, Shel Bolyard-Douglas, moved that the District 19 Community Services Board certify that, in the closed session just concluded, nothing was discussed except legal and personnel matters regarding the new contract for the Executive Director’s position, held in accordance with Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A)(1) of the *Code of Virginia*.

Roll Call:

Shel Bolyard-Douglas - yes	W. Joe Green - yes
Rose Mastracco – yes	Sherry Saunders - yes
Ray Spicer – yes	Frances Randolph - yes
Phyllis Moore-Tolliver – yes	

MOTION: Dr. Moore-Tolliver made the motion to accept the Executive Director’s contract for Jennifer Tunstall with salary and benefits, and to work on the addendum over the next 90 days as amended.

Seconded by: W. Joe Green

Motion carried

Vice-Chair, Shel Bolyard-Douglas asked for a motion to hold the contact until the Board Chairman, Donald Hunter can sign it.

MOTION: Dr. Moore-Tolliver made the motion to hold the contract until it can be signed by the Board Chairman, Donald Hunter.

Seconded by: Mr. Spicer

Motion carried

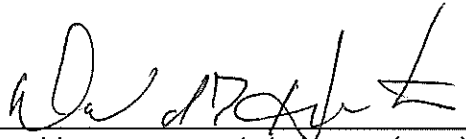
XII. Adjournment

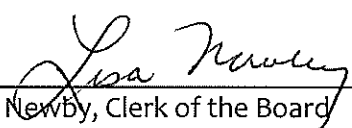
MOTION: Dr. Moore-Tolliver made the motion to adjourn the meeting.

Seconded by: Mrs. Mastracco

Motion carried

There being no further business, the meeting was adjourned at 8:00 p.m.

 5-24/18
Donald Hunter, Board Chairman (Date)


Lisa Newby, Clerk of the Board (Date)