

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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Jennifer Tunstall, LCSW
Executive Director

Melissa DeVault, MS
Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, May 24, 2018, 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	Shel Bolyard-Douglas
	Rose Mastracco	Capt. Mark Payne
	Ray Spicer	Phyllis Moore-Tolliver
	W. Joe Green	Brenda Ebron-Bonner
	Danielle Powell, P.C.	

EXCUSED:	Frances Randolph	Sherry Saunders
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III. **Approval of Agenda**

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

Seconded by: Dr. Moore-Tolliver

Motion carried

IV. **Approval of Minutes**

MOTION: Mr. Green made the motion to approve the minutes of the April 26, 2018 meeting as presented.

Seconded by: Mrs. Mastracco

Motion carried

V. **Public Comments – None**

VI. **Recognition of Employees** - Jennifer Tunstall, Executive Director, recognized Shana Wallace, Payroll Accountant, in the Finance Department, as Employee of the Month for May 2018. Shana is always friendly even when she has a lot going on. She is vital in the partnership that is required between Payroll and Human Resources. She is

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greenville
(434) 348-8900

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(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

always willing to help, and makes sure that staff understand their responsibilities related to Payroll. She always works on behalf of the employees, and wants to make sure that each D19 employee understands their pay and benefits. Shana exemplifies what it is to have a “teamwork” personality. She has a good work ethic and works hard. She deserves this honor and more.

VII. Educational Topic: I-Work Project

The I-Work Project at District 19 is a project between three agencies:

- Division of Rehabilitative Services (DARS) - Dave Smith, Vocational Rehabilitation Counselor
- Career Support Systems (CSS) – Christopher Hicks, Regional Director
- District 19 CSB – Margarita Echavarria – Case Manager

These three agencies come together as a team to assist clients in getting jobs. They work together to find appropriate employment for clients in their community. DARS assists clients in getting jobs that their skill level meets. Eighty percent of the unemployed community has mental health issues. These programs get it to 70 percent. At present, District 19 has 33 clients receiving help with I-work services.

VIII. Old Business - None

IX. New Business

Item A. Approval of FY 19 Operating Budget - Last month, Mrs. Tunstall presented the draft FY 19 budget to the Board of Directors for review. District 19 has not received any information on funding from DBHDS. The only modifications made to the budget include a 2% raise across the board in July. We are still waiting for more information regarding psychiatric services, including the contract/agreement for the resident. We are still negotiating the contract.

Item B. Board Counsel Contract Negotiation – Mrs. Tunstall informed the Board of Directors that she was approached by Board Counsel with the option of changing from an hourly rate to a flat yearly fee. Board Counsel, Danielle Powers, explained that going from an hourly fee to a flat fee will encourage more phone calls to get in on the front end of things. It is also better for budgeting purposes. For these reasons, Mrs. Tunstall brought the proposal before the Board to move from an hourly rate to a yearly flat fee.

MOTION: Capt. Mark Payne made the motion to move forward with changing payment to Board Counsel from an hourly rate to a yearly flat fee.

Seconded: Dr. Moore-Tolliver

Motion carried.

MOTION: Mrs. Bolyard-Douglas made the motion to amend the budget to amend legal fees to a flat yearly fee.

Seconded: W. Joe Green

Motion carried

X. Informational Items:

Item A. Finance Report - Finances still look good. There were some delays in claims processing, but that will be worked out with the MCOs.

Item B. Draft FY 19 Performance Contract Financial Report - We have not received the Performance Contract yet.

Item C. SAC Minutes – None for this month. All Staff went well, but we had to move it inside due to the weather.

Item D. 2017 Community ROI Report – Operations Director, Melissa DeVault, gave an overview of the 2017 ROI report for District 19. This report is included in our agency Annual Report and includes Community Need, Community Investment, Community Services, Community Outcomes and Community Innovations.

XI. Closed Session – None

XII. Adjournment:

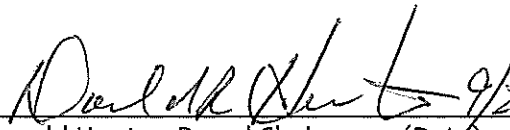
MOTION: Dr. Moore-Tolliver made the motion to adjourn the meeting.

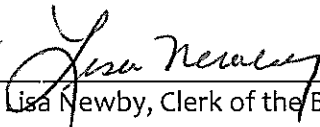
Seconded: Mr. Ray Spicer

Motion carried

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

 9/27/18
Donald Hunter, Board Chairman (Date)


Lisa Newby, Clerk of the Board (Date)