

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, September 27, 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 6:02 p.m.

II. **Roll Call:**

PRESENT: Donald Hunter Sherry Saunders
Rose Mastracco Capt. Mark Payne
Ray Spicer Phyllis Moore-Tolliver
Col. Karen Craig Brenda Ebron-Bonner
Danielle Powell, P.C.

EXCUSED: Shel Bolyard-Douglas W. Joe Green

III. **Approval of Agenda**

MOTION: Capt. Payne made the motion to accept 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 24, 2018 and July 18, 2018 meetings as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried

V. **Public Comments – None**

- 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 - Jennifer Tunstall, Executive Director, recognized Margarita Echavarria, Petersburg Case Manager/I-Work Vocational Case Manager for Adult Services as Employee of the Month for June 2018. Naomi Crosier, Project Manager for the Electronic Health Records System in the Operations Division was recognized as Employee of the Month for July 2018. Michael Terry, Petersburg Case Manager for Adult Services was recognized as Employee of the Month for August 2018, and Theresa Jarratt, Administrative Support Specialist II for Adult Services in the Colonial Heights Clinic was recognized as Employee of the Month for September 2018. This award recognizes the exceptional and significant achievements of individual staff that exemplify District 19's excellence in public service.

VII. Old Business

Item A. PACT Consultant Update – In July of 2018, the Board of Directors held a special meeting to discuss the Licensing Consent Agreement for PACT. The Board approved to move forward with the agreement. The Executive Director reported that the agreement has been signed with Allegheny Health Choices Incorporated, out of Pennsylvania. Consultants will be on-site the second week in October and have already started a review of documentation.

Item B. Same Day Access – Jessica Thomas, Director of Community and Crisis Services, presented the Board with an overview of the Same Date Access Program. District 19's pilot of the Same Day Access Program started on June 1, 2018. It is located on Suite 8 of the Bank Street Building, and operates Monday through Friday from 9:00 a.m. to 1:00 p.m. It is staffed by one full-time Access Specialist, one full-time Assessor, and existing D19 staff from other programs assist when needed. Through the Step-VA program, the state has mandated primary care screenings; however, they have not provided any direction thus far. Primary screenings will be conducted in SDA. The primary screenings will have to be standardized throughout the state. District 19 will eventually expand the Same Day Access program to outlying clinics/programs, but that is still in the planning stage.

Board Chairman, Donald Hunter, inquired as to how this information is getting out to the public. Ms. Thomas replied that there are round table discussions held every quarter with the community. Ms. Thomas also stated that the information about the program was shared with all local hospitals, and that they are accessing the services. We also have a flyer on our website, Twitter and Facebook.

VIII. New Business

Item A. Budget Update – Lisa Clark, Finance Director, reviewed FY18 financial highlights with the Board. The local funds report reflected a shortfall due to requests

not being met by three localities. The Performance Contract requires that the reports must reflect what D19 has budgeted from each locality and what was actually received at year end. The Executive Director, Jennifer Tunstall, also reported that D19 must meet the minimum ten percent local funding match. A waiver has been requested since we did not meet the ten percent local match.

The Executive Director also gave a brief overview of Medicaid Expansion and how it will impact the agency. Medicaid Expansion will go into effect on January 1, 2019, and includes a reduction in state general fund dollars to Community Services Boards totaling approximately 11 million dollars in FY 2019 and 25 million dollars in FY 2020. Community Services Boards will be expected to bill back those state general funds through Medicaid reimbursed service delivery to individuals who are newly eligible for Medicaid under expansion. General funds for District 19 will be cut \$225,000 for FY19. We might have to cut some outside sources. Board members are encouraged to advocate in their specific locality for funding.

Item B. Rental Space for IOP Meetings – Dr. Moore-Tolliver excused herself from the meeting for this discussion. District 19 is in need of space for Intensive Outpatient Program (IOP) meetings for our clients in Sussex, Virginia. The Sussex Clinic cannot house the IOP groups as the clinic is not large enough to accommodate the staff and clients. Dr. Moore-Tolliver is the owner of a community center in Sussex and has offered rental space for the groups. Carol Webster, Adult Services Director, and Richard Prim, Greensville/Emporia Clinic Manager, looked at the space and said that it meets the requirements for group meetings. Mrs. Tunstall would like Board approval to start contract negotiations with Dr. Moore-Tolliver to secure the rental space for IOP groups.

MOTION: Col. Craig made the motion to approve the negotiation process with Dr. Moore-Tolliver to rent a space with the Jessica A. Moore Foundation Community Center with the leasing contract being brought back to the Board for approval.

Seconded by: Mrs. Mastracco

Motion carried

Item C. Executive Director's 6-Month Evaluation – The Executive Director's 6-Month Evaluation will be completed in Closed Session.

IX. Informational Items:

Item A. Finance Report - Reports included for informational purposes.

Item B. SAC Minutes – Minutes included for informational purposes. District 19's next All Staff meeting is scheduled for December 15, 2018.

X. Closed Session

MOTION: At 6:26 p.m., Capt. Mark Payne made the motion for District 19's Board of Directors to convene in Closed Session under direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A) (1) of the *Code of Virginia* for discussion and consultation with legal counsel and employee to discuss performance evaluation or job assignments of a specific employee.

Seconded by: Dr. Moore-Tolliver

Motion carried

Board Chairman, Donald Hunter, moved that the District 19 Community Service Board certify that, in the closed session just concluded, nothing was discussed except the matters of the 6-Month performance evaluation and job assignments of the Executive Director, 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:

Donald Hunter – yes	Capt. Mark Payne – yes
Sherry Saunders – yes	Col. Karen Craig - yes
Dr. Moore-Tolliver – yes	Frances Randolph – yes
Rose Mastracco – yes	Ray Spicer - yes
Brenda Ebron-Bonner – yes	

XI. Adjournment:

MOTION: Capt. Payne made the motion to adjourn the meeting.

Seconded: Mrs. Ebron-Bonner

Motion carried

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

Donald Hunter 10/25/18 Lisa Newby
Donald Hunter, Board Chairman (Date) Lisa Newby, Clerk of the Board (Date)