

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

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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, April 25, 2019, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

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

II. **Roll Call:**

PRESENT:	W. Joe Green	Brenda Ebron-Bonner
	Rose Mastracco	Phyllis Moore-Tolliver
	Mark Shiflett	Sherry Saunders
	Frances Randolph	Daphne Turner
	Gary Talley	Shamika Lewis
	Richard Yates	Danielle Powell, P.C.

EXCUSED:	Donald Hunter	Ray Spicer
	Antonio Morgan	Mark Payne

III. **Approval of Agenda**

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

Seconded by: Mrs. Ebron-Bonner

Motion carried

IV. **Welcome New Board Member** – District 19’s Board of Directors welcomed new Board member, Richard Yates, representing the City of Colonial Heights. Mr. Yates is a retired Guidance Counselor who worked with the City of Colonial Heights School system for 34 years.

V. **Approval of Minutes**

MOTION: Mr. Green made the motion to approve the minutes of the March 28, 2019 meeting as presented.

Seconded by: Ms. Randolph

- 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

Motion carried

VI. Public Comments – None

- VII. Recognition of Employees** - Jennifer Tunstall, Executive Director, recognized Dallas Lauchner, Mental Health Case Manager, as Employee of the Month for March 2019. Mr. Lauchner has served as a Case Manager with District 19 for over 25 years in the Adult Services Division. He is being recognized for his positive thinking and behavior, work ethic, and willingness to step up to assist where needed.

Mrs. Tunstall also recognized two retirees for the month of May 2019. Carol Webster, Director of Adult Services, will be retiring on May 1, 2019. Mrs. Webster has been with District 19 for over 32 years. She has held the position of MR Coordinator, MR Director, Director of MR and Residential Services, and currently Director of Adult Services. Carol was considered the “go to” person since she has been with the Board the longest of any of the Directors. District 19 wishes her the best in her retirement.

The second retiree Mrs. Tunstall recognized was Doris Robinson. Doris has been with District for 16 years of service. She came to District 19 as an Eligibility Specialist and eventually became the agency’s Consumer Advocate. We also wish Doris a very happy retirement.

VIII. Educational Topic – Lisa Clark, Director of Finance

“Financing the Mission” – Lisa Clark gave an overview of funding and budgets at the request of Board Chair, Shel Bolyard-Douglas. Mrs. Bolyard-Douglas felt that it would be a beneficial for the Board to be educated on how CSBs are funded and the impact of Medicaid in the CSB planning process.

Mrs. Clark educated the Board on funding sources using the current FY20 draft budget. She explained how general fund dollars work and the difference between restricted and unrestricted funding sources. She also explained how funds are allocated when programs do not meet revenue amounts they are budgeted for. Mrs. Clark and Mrs. Tunstall explained Medicaid Expansion and how this has had an impact on the current budget. Board members were given the opportunity to ask questions to better understand how the budget process works and where District 19 receives its funding.

IX. Old Business

Item A. Leasing Sussex Clinic for IOP – We will potentially be selling the Sussex Clinic because it is not large enough to hold current IOP groups, and we will be providing

more community based services. However, moving the entire clinic is on hold at this time, but we plan to move forward with becoming licensed to provide IOP groups in the Community Center. We have recently hired an SUD Therapist to provide that service.

Item B. Psychiatry Recruitment Updates – Our contract with MCV for psychiatrist and intern services will expire on June 30, 2019. We are unable to renew or extend the contract because MCV has a shortage of psychiatrists themselves. Therefore, we have started the recruitment process by posting positions for a psychiatrist or psychiatric nurse practitioner. To provide coverage for current consumers until someone is hired, we have asked our PACT physician to provide services one to two days a week for a few months, based on his current PACT schedule. We may also have to look at using Locum Tenens to provide temporary coverage.

X. New Business

Item A. Telework Policy - Mrs. Tunstall created a new policy that will give some employees the opportunity to perform their regular work away from their primary work location during the employee's normal work hours in accordance with a Telework Agreement. This policy does not entitle or guarantee any employee the opportunity to telework as some positions within the organization, by their nature, do not lend themselves to teleworking. Specific criteria must be met and supervisor approval is required in order for an employee to engage in telework.

Employees approved for telework must sign the Telework Agreement between the employer and employee that details the terms and conditions of an employee's work away from his or her central workplace. The employee must be employed with District 19 for at least one year. However, exceptions may be granted by the Division Director. If approved, the telework policy will be implemented very slowly and cautiously, and adjusted as we go along to make sure employees have the necessary tools to successfully perform work tasks. This policy was developed to improve recruitment, retention, and community-based treatment.

MOTION: Dr. Moore-Tolliver made the motion to accept the Telework Policy as presented.

Seconded: Mr. Green

Motion carried

Item B. General Fund Reduction Impact for FY20 – District 19 will have a reduction of mental health general fund dollars in the amount of \$511, 000, due to Medicaid Expansion. We only have three budget line items that can be deducted from, as all other funds are restricted or ear marked. These are mental health pharmacy, mental health general funds and mental health Juvenile Justice. All three line items will be decreased in order to meet the \$511,000. The service impact of this reduction is that we will be discontinuing services with Crater Juvenile Detention Center. This will not involve any staff lay-offs because the only staff working there recently resigned. Also, we are not mandated to provide those services, and although it is a valuable service to provide, the state has imposed the reduction in funds. We recently met with the Director of Crater, Jack Scott, to let him know of our plan, and encouraged him to talk to the Department and his locality regarding funding. If they are able to come up with funding we will gladly continue to provide services at Crater Detention.

Mrs. Tunstall stated that shortly after the meeting with Mr. Scott, she received a call from DBHDS stating their concerns with cutting Juvenile Detention. The Department stated that they might restrict those funds and not allow CSBs to cut funding. If the Department can provide additional funding or decrease our fund reduction, we will provide the service. The Department stated that they would look into funding and will do further analysis. The plan is to discuss further with DBHDS after providing data to them next week.

Item C. FY20 Budget Draft – The Executive Director and Finance Director reviewed the draft budget with the Board to address questions on any line items presented. Highlights included required general fund reductions due to Medicaid Expansion, increase in salaries, wages and related benefits, and increase in psychiatric budget services.

The Board was given a detailed copy of the draft budget to review as the budget will need to be approved for FY20 at the next Board meeting in May.

XI. Informational Items:

Item A. Financial Report – Report included for informational purposes. Lisa Clark, Finance Director, stated that District 19 went from one platform in Electronic Health Records (EHR) to a new one. This caused some delays in billing. We will be caught up by the end of the fiscal year. March billing went much smoother, and was sent out today.

Item B. SAC Minutes – Minutes included for informational purposes.

XII. Closed Session – Closed session was not needed at this meeting.


XIII. Adjournment:

MOTION: Mr. Talley made the motion to adjourn the meeting.

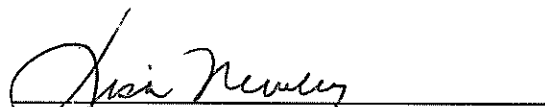
Seconded: Ms. Turner

Motion carried

There being no further business, the meeting was adjourned at 7:45 p.m.



Shel Bolyard-Douglas, Board Chair (Date)



Lisa Newby, Clerk of the Board (Date)