

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 26, 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 Sherry Saunders
Frances Randolph Phyllis Moore-Tolliver
Ray Spicer Brenda Ebron-Bonner
W. Joe Green Danielle Powell, P.C.

EXCUSED: Capt. 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: Dr. Moore-Tolliver made the motion to approve the minutes of the March 22, 2018 meeting as presented.

Seconded by: Mr. Green

Motion carried

V. **Public Comments** – Board member, Ray Spicer, introduced Lee Bujakowski, an Attorney with the law firm of Marks and Harrison, to speak to the Board regarding a class action suit against the opioid industry, namely pharmaceutical companies that manufacture and distribute opioids.

- 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

Board member, Joe Green, thanked Mr. Bujakowski for making us aware of this issue and how it is affecting communities.

Board member, Sherry Saunders, stated that from another perspective, we have to be careful about these types of things because she is working with the Department of Labor on six named pharmaceutical companies, and they are losing thousands of jobs because of this type of litigation. These pharmaceutical companies don't just produce opioids, they also produce antibiotics, and when the pharmaceutical company leaves, we lose jobs. We have lost 300 jobs in Virginia alone with just one pharmaceutical company. Mr. Hunter stated that most likely District 19 will not play an active role due to our relationship with pharmaceutical companies that assist us with medication for our consumers who cannot afford medications.

- VI. Recognition of Employees** - Jennifer Tunstall, Executive Director, recognized Angela Clarke-Smith, Administrative Assistant for Community Integration, as Employee of the Month for April 2018. Angela has been an Administrative Assistant for one year. In that time, she has worked diligently to become efficient at the tasks assigned to her, and consistently takes on new tasks. She is here early every morning and ensures all deadlines are met. Angela is thorough in her work and takes the initiative to request additional training and further information when needed. Angela eagerly took on a temporary position to identify and update CCC Plus consumers for billing purposes. She completed this task quickly and efficiently, which was a major project for our agency. Angela has quickly become an integral part of our team and is instrumental in the department's ability to continue expanding.

Angela has taken on the role of completing financials and working denials for most of Community Integration programs. She often goes over and beyond to ensure we receive reimbursement for claims. Angela understands the importance of maintaining financial stability, and works hard for our agency.

- VII. Old Business – None**

- VIII. New Business**

Item A. Policy Revision Proposals – Mrs. Tunstall presented two policies to the Board for revision approval. Policy 5.7.6 B states that compensatory time off is not granted for work done at home. We are asking that the policy be revised because there may be times when specific, exempt, employees in programs such as Information Technology, Finance, and Electronic Records management may be required to do telework due to special projects or urgent needs. This must be preapproved by the Division Director. Compensatory time off may only be granted for work done at

home on a limited case-by-case basis with prior approval limited to exempt employees after hours or on days off.

After discussion, Board would like “preapproved” changed to “approved” to cover urgent/necessary tasks done without prior approval.

MOTION: Mr. Green made the motion to approve Policy 5.7.6 section B with a modification to change “preapproved” to “approved” in line 4 of the paragraph.

Seconded by: Ms. Randolph

Motion carried

The second policy revision relates to Policy 9.3 Compensatory Leave, which requires a small revision to be consistent with another policy stating that comp time must be used within six months of accrual, and if staff has other leave (annual/sick), comp time must be used first before other leave can be taken. We found out from an employment law attorney when we were looking at updating our FLSA status, that wording in our policy was that we could not do that for nonexempt employees. If they earned it, they could use it when they wanted and would not lose it in six months if they did not want to use it. Therefore, we need to remove that from the policy. At the end of the policy we added, “Terminating, non-exempt, employees will receive compensation for authorized and unused compensatory leave balances at the regular pay rate received by the employee.” We need to add “non-exempt” to be consistent with Compensatory Policy 5.7.6 H.

MOTION: Dr. Moore-Tolliver made the motion to approve the revision as presented.

Seconded by: Mrs. Saunders

Motion carried

Item B. No Show Policy – Mrs. Tunstall requested Board approval for a new policy we need to put in place with Same Day Access. The No Show Policy is a new policy recommended by MTM, who is working with us through STEP/VA, and this is part of the project that needs to be implemented. We pulled information from our current Medical Services Division policy. Melissa worked on this policy with a committee and Leadership Team.

Ms. DeVault reviewed the No Show Policy with the Board. The reason the No Show Policy is being recommended by MTM is because with Same Day Access we will be trying to get more people in for services, and more people will be missing appointments. This will in turn delay other people trying to get in for services. The policy MTM had was pretty extensive and somewhat punitive, so we did not want to go that route for people trying to get in for services. We decided to keep it simple to basically say, if you miss 50% of your appointments in a six month period, you would be seen on a walk-in status rather than rescheduling you an appointment. With the Same Day Access, the pilot is 5 days a week so they would be able to walk-in 5 days a week and once we extend past the pilot date giving them more access. We did not want to deny care, but did not want to fill up the schedule with someone who continues to miss appointments.

MOTION: Mr. Green made the motion to approve the No Show Policy as presented.

Seconded by: Mrs. Bolyard-Douglas

Motion carried

Mrs. Tunstall announced that Ms. DeVault will be our new Director of Operations effective May 10, 2018.

Item C. FY19 Draft Operations Budget - Lisa Clark, Director of Finance, reviewed the draft FY19 Operations Budget. She distributed an updated Total Expense Comparison sheet with a revision to wages-regular and wages-overtime. Typically we bring the draft budget to the April Board meeting and then the final budget to the May Board meeting. Usually any changes from the draft to final budget is changes in funding. We have not received any notification from the Department regarding our funding for next year, so we basically included level funding for all the general funds and federal dollars that we receive. If we hear something different, we will make revisions for the final budget.

Mrs. Clark reviewed line items in the budget and explained increases. Some items included a 2% board-wide salary increase for full-time and hourly employees based on mid-point of the range. There was an increase in health insurance cost that was previously approved by the Board. Increases also included a one-time cost for renovations for the Atlantic House psychosocial program, renovation cost for the Spring Center (which has been completed), and Atlantic House renovations once new location is found. We have several new programs that we are going to receive funding for in FY19. These include Permanent Supportive Housing, Pregnant Parenting Women (PPW), and anticipated funding for Same Day Access as part of the mandate for STEP-VA.

Mrs. Tunstall stated that the 2% increase is in response to Phase II of the Class and Comp study in which only a few staff would receive raises to bring them closer to mid-point of their salary range. However, we would like to give all staff employed for at least one-year a 2% raise based on mid-point range of their salary. This would benefit more staff across the board.

IX. Informational Items

Item A. Financial Report – Provided for informational purposes. There are no issues at this time.

Item B. SAC Minutes – Provided for informational purposes. District 19's May All Staff scheduled for May 18, 2018 at Temple Park.

X. Executive Session – None

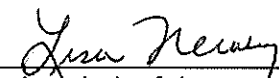
XI. Adjournment

MOTION: Mrs. Mastracco made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

There being no further business, the meeting was adjourned at 7:08 p.m.


Donald Hunter, Board Chairman (Date)


Lisa Newby, Clerk of the Board (Date)