

# 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, January 23, 2020 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Vice-Chair, Brenda Ebron-Bonner, called the meeting to order at 6:02 p.m.

### II. Roll Call:

<b>PRESENT:</b>	Brenda Ebron-Bonner	Ray Spicer
	Bertha Judge	Sherry Saunders
	Frances Randolph	Daphne Turner
	Gary Talley	Jean Grim
	Shamika Lewis	Kenneth Robinson
	W. Joe Green	Richard Yates
	Danielle Powell, P.C.	

<b>ABSENT:</b>	Rose Mastracco	Antonio Morgan
	Shel Bolyard-Douglas	Mark Shiflett

### III. Approval of Agenda

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

Seconded by: Mrs. Grim

Motion carried

### IV. Approval of Minutes

**MOTION:** Mr. Robinson made the motion to approve the minutes of the December 5, 2019 meeting as presented.

Seconded by: Mr. Green

Motion carried

- 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

- V. Recognition of Employees** – Mrs. Tunstall recognized Dallas Lauchner for being selected District 19’s Employee of the Year for 2019. Mr. Lauchner was previously recognized as Employee of the Month for April 2019. He was congratulated for such a well-deserved honor.

Mrs. Tunstall also shared with the Board the unexpected death of an employee, Sheila Lassiter, who worked as a Sr. Case Manager for District 19 for many years. Sheila was a dependable leader and an asset to this agency. We arranged for EAP to come in to assist employees with the grief process. Sheila will be missed by all.

- VI. Public Comments** – Board member, Bertha Judge, thanked District 19 SUD and Prevention for the movie and ad.

**VII. Old Business**

**A. Motion to Approve Board Meeting Schedule**

**MOTION:** Mr. Green made the motion to approve the Board of Director’s Meeting Schedule for 2020 as presented.

Seconded by: Ms. Randolph

Motion carried

- B. Nominating Committee Report** – Mr. Green served as the Chair for the Nominating Committee for the selection of offices for 2020. Committee members also included Bertha Judge (Sussex) and Jean Grim (Prince George). Mr. Green thanked committee members for their assistance in the nominations. The Nominating Committee nominations were as follows:

Brenda Ebron-Bonner, Chair  
Ray Spicer, Vice-Chair  
Daphne Turner, Treasurer

Mrs. Ebron-Bonner, Vice-Chair, opened the floor for further nominations. There were no further nominations from the floor.

**MOTION:** Mrs. Judge made the motion to accept the nominations for Chair, Vice-Chair, and Treasurer as stated.

Seconded by: Mr. Talley

Motion carried

**VIII. New Business**

- A. Suggested Revisions to Board of Directors By-Laws** - Executive Director, Jennifer Tunstall, presented to the Board suggested revisions to the By-Laws. The current By-Laws were revised and signed in January 2011. Current By-Laws were updated to match duties and powers with what is stated in the code. Revisions were also made to update terminology that is no longer used (i.e. mental retardation).
- B. Policy for Accepting Credit/Debit Card Payments** - Mrs. Tunstall presented Policy FM 006 Consumer Credit/Debit Card Payments Collections to the Board for approval. This new policy will authorize a consumer to make a payment on their account for services rendered via use of a credit/debit card (VISA/Master Card/Discover). Payments will be accepted in person only for now. We will not be accepting mail-in or phone-in payments at this time, but this may be considered at a later date. Consumer authorization will be made by entering their PIN number or signing the receipt by the electronic transmitter. To ensure payment is posted to the correct consumer account, the account number will be written on the printed receipt at the time of transaction. Staff is prohibited from storing credit card information electronically (in databases or excel worksheets) and sending credit card information via electronic means (i.e. e-mail, chat, instant messaging). Credit card information should not be placed in client record (EHR or physical record). Credit card numbers appearing on receipts or reports must be truncated to the last 4 digits.

It has been a long process waiting for the bank to transition to their new system. Once we hear back from them, we can start the process. The bank/credit card company does charge a percentage of each transaction, but we do not know that percentage yet. We will not be setting a minimum amount required to use charge as we were informed that this is prohibited.

**MOTION:** Mr. Green made the motion to approve the Credit/Debit Card policy as presented.

Seconded by: Ms. Turner

Motion carried

- C. Executive Director's Quarterly Training Update** – Mrs. Tunstall reviewed her quarterly update of what has been offered to staff per her contract requirements to maintain an environment that provides for the safety, professional growth, and morale for employees. Updates include staff activities in most clinics to boost morale (recognition/celebration of birthdays, teambuilding activities, baby showers, support/encouragement with cards, verbal/written acknowledgement and appreciation). Programs also participated in the Suicide Awareness Walk, trainings at All Staff (self-care, EAP presentation, Compassion Fatigue, and Yoga). Comment boxes have been placed in all clinics, additional holiday given, and continued employee spotlights, commendations, and accolades for dedication and hard work.

In addition, many training opportunities were offered to staff. Board member, Bertha Judge, asked if there were incentives tied to staff completing trainings. Mrs. Tunstall stated that the agency pays for trainings that support CEUs. We also pay for trainings for licensure, in addition to required trainings. Some take trainings for interest, not credentialing.

Board member, Mrs. Lewis asked Mrs. Tunstall what some of the issues are that causes moral issues. Mrs. Tunstall named work load and demands on CSBs as one of the main reasons. District 19 salary ranges are also lower than some of the neighboring CSBs. Vacancies require staff to pick up additional duties. Mr. Talley asked if the Board could see a summary of comments from the comment boxes. Mrs. Tunstall stated that there have been no comments received thus far.

- D. Conflicts Waiver – Hefty Wiley & Gore, P.C.** - District 19's legal firm was recently engaged by the City of Emporia to provide interim legal services. Based upon the firm's experience in representing entities with similar organizations memberships, they did not anticipate any conflicts arising between District 19 and Emporia. Nonetheless, should a conflict of interest arise, the firm may have to recuse itself from involvement in particular matters. The firm would request that the Board expressly approve the firm's representation of the city, with the understanding that should an actual conflict arise while the firm is still representing both entities, they would either recuse their firm entirely, or represent D19 on that matter and not the city, depending on the circumstances. The firm would assist in the retention of outside legal counsel to handle that specific matter.

**MOTION:** Mr. Robinson made the motion to accept the Conflicts Waiver as presented.

Seconded by: Mr. Talley

Motion carried

**IX. Informational Items**

**Item A. Finance Report** – The financial report is presented for informational purposes. We struggle with six MCOs to get prior authorizations (PA) for services and payments. DMAS is looking at MCOs to make sure they are in line with each other for reimbursement for CSBs.

**Item B. The Virginia Behavioral Health System Needs Assessment** - This report was provided for informational purposes. JBS International in collaboration with the Cansler Collaborative Resources (CCR) and Omni Institute utilized a multi-tiered approach to complete this portion of the Virginia Needs Assessment that includes an analysis and recommendations on the expanded potential populations as a result of Medicaid expansion; services needed for supporting the population; considerations for an adequate clinical and administrative workforce; the influence of managed care on Community Services Boards; and the infrastructure necessary to thrive in this new environment. Each Board member was provided a copy of the report for their review.

**Item C. VACSB Annual Report** – A copy of the 2019 VACSB Annual report was distributed to each Board member. This report gives an overview of what CSBs have accomplished over the past fiscal year.

**X. Closed Session**

**MOTION:** At 7:16 p.m. Vice-Chair, Mrs. Ebron-Bonner moved that District 19 Community Services Board convene in closed session to discuss the following as permitted by Virginia Code § 3711 (A)(1) and 3711 (A)(8) consultation with legal counsel regarding the specific legal advice regarding the discharge of a former employee.

Seconded by: Mr. Green

Motion carried

The Vice-Chair moved that District 19 Community Services Board certifies that, in the closed session just concluded, nothing was discussed except the matter of Virginia Code § 3711 (A)(1) and 3711 (A)(8) consultation with legal counsel regarding the specific legal advice regarding the discharge of a former employee.

Roll Call:

Brenda Ebron-Bonner – Yes  
Richard Yates – Yes  
Ray Spicer – Yes  
Daphne Turner – Yes  
Jean Grim – Yes  
Frances Randolph – Yes

W. Joe Green – Yes  
Sherry Saunders – Yes  
Shamika Lewis – Yes  
Gary Talley – Yes  
Kenneth Robinson – Yes  
Bertha Judge – Yes

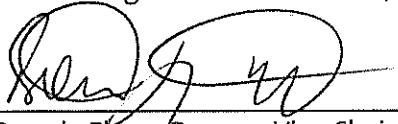
**XI. Adjournment**

**MOTION:** Mr. Robinson made the motion to adjourn the meeting.

Seconded by: Mr. Talley

Motion carried

There being no further business, the meeting was adjourned at 8:10 p.m.

  
Brenda Ebron-Bonner, Vice-Chair

  
Lisa Newby, Clerk of the Board