

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, February 27, 2020 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chair, Brenda Ebron-Bonner, called the meeting to order at 6:05 p.m.

II. **Roll Call:**

PRESENT: Brenda Ebron-Bonner W. Joe Green
Rose Mastracco Sherry Saunders
Frances Randolph Bertha Judge
Shamika Lewis Richard Yates
Mark Shiflett Daphne Turner
Gary Talley Shel Bolyard-Douglas
Jean Grim Danielle Powell, P.C.

ABSENT: Ray Spicer Antonio Morgan
Kenneth Robinson

III. **Approval of Agenda**

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

Seconded by: Mr. Green

Motion carried

IV. **Approval of Minutes**

MOTION: Mr. Green made the motion to approve the minutes of the January 23, 2020 meeting as presented.

Seconded by: Col. Shiflett

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 - Mrs. Tunstall recognized Lawrence Hall, Mental Health Case Manager with Petersburg Adult Services, as Employee of the Month for February 2020. Mr. Hall is a team player as evidenced by assisting his co-workers in making monthly contacts, completing paperwork, and taking on extra cases. He educates his co-workers about community resources to assist consumers with meeting their needs. He develops person-centered, recovery based treatment plans that represents the consumer's capacity to change. Lawrence has a great sense of humor, welcoming spirit and approachable demeanor. He is a joy to work with on the Adult Mental Health Team.

VII. Old Business

Approval of Revised Board of Directors By-Laws – In accordance with Board requirements, Mrs. Tunstall provided the amended by-laws for the Board to review on February 12, 2020. The Board was given two weeks to review before adopting the amended by-laws.

MOTION: Mr. Green made the motion to adopt the revised Board By-Laws sent out last month.

Seconded by: Ms. Randolph

Motion carried

VIII. New Business

A. Personnel Committee Appointment – The Personnel Committee is appointed once a year to complete the Executive Director's performance evaluation. Board Chair, Mrs. Ebon-Bonner asked for volunteers to complete the evaluation. Based on volunteers, the Personnel Committee will consist of Mr. Talley, Mr. Green, and Mrs. Bolyard-Douglas. Once the performance evaluation has been completed, the Committee will make a report to the Board.

B. Policy Approval: Employee Retreat (HR 12.2) – Mrs. Tunstall presented HR Policy 12.2 Employee Retreats, to the Board for approval. The purpose is to establish a policy and procedure for employee retreats. The purpose of employee program retreats are to be aimed at strengthening coworker relationships, developing levels of communication, improving trust, and allowing supervisors to observe how the team works together in different situations. Retreats can also improve employee morale, connectedness, and job satisfaction. Retreats will have a specified budget, and will be coordinated by Division Directors and Managers. Approvals must be received at least 30 days prior to the retreat date.

MOTION: Mrs. Judge made the motion to approve HR Policy 12.2 Employee Retreats as presented.

Seconded by: Mrs. Lewis

Motion carried

IX. Informational Items

- A. Financial Report** – District 19 is having ongoing issues with Managed Care Organizations (MCO). There have not been a lot of changes since last month.
- B. Quarterly DBHDS CAP Report (October – December)** – This report is being provided to share any last quarter audits from DBHDS and the Corrective Action Plans (CAPs) that have been issued when there were regulatory issues/inconsistencies in our practice(s) as an agency. District 19 has to respond to the citation(s) with a CAP that must be accepted by DBHDS. Citations do not lead to paybacks. Paybacks are from DMAS audits.
- C. DBHDS Outcomes Dashboard** – This report is being provided for informational purposes. As a requirement of STEP-VA and CCS, DBHDS comes up with outcomes and compare with other CSBs. Our numbers are very low, and we are working with IT to get better numbers. However, numbers are not getting uploaded so it appears that our numbers are low. The information is not translating to the system so we are working with the state on this. The Data Management Committee meets often on what is reported. We will be sharing more when IT issues improve, and we should see an improvement in our numbers.
- D. FY 2020 Executive Service Summary/July 2019 – January 2020** – The Executive Service Summary provides a summary of services provided by month to individuals residing in each locality over a specified period of time.
- E. SAC Minutes** – Provided for informational purposes.

X. Closed Session - None

XI. Adjournment


MOTION: Mrs. Bolyard-Douglas made the motion to adjourn the meeting.

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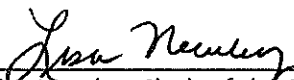
Seconded by: Ms. Randolph

Motion carried

There being no further business, the meeting was adjourned at 6:31 p.m.



Brenda Ebron-Bonner, Chair (Date)



Lisa Newby, Clerk of the Board (Date)