

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 23, 2020 at 6:00 p.m. via WebEx.

I. The Chair, Brenda Ebron-Bonner, called the meeting to order at 6:07 p.m.

II. Confirming Quorum

As a preliminary matter, we are going to do a roll call. Please respond when your name is called.

III. Roll Call:

PRESENT:	Brenda Ebron-Bonner	Ray Spicer
	Bertha Judge	Shel Bolyard-Douglas
	Frances Randolph	Gary Talley
	Jean Grim	Shamika Lewis
	Kenneth Robinson	W. Joe Green
	Richard Yates	Rose Mastracco
	Danielle Powell, P.C.	

ABSENT:	Sherry Saunders	Antonio Morgan
	Daphne Turner	Mark Shiflett

IV. Approval of Agenda

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

Seconded by: Mrs. Grim

Motion carried

V. Reason for electronic meeting

This Public Meeting of District 19 Board of Directors is being conducted remotely consistent with Governor Northam's Executive Orders 53 and 55, due to the current State of Emergency in the Commonwealth given the outbreak of the novel coronavirus.

- 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

In order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, we have been advised and directed by the Commonwealth to suspend public gatherings. The nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location. For this meeting, the Board is convening by [telephone conference/video conference via WebEx] as posted on D19's website identifying how the public may join.

VI. Public Comments – None

VII. Informational Items

A. Operations during COVID-19 pandemic – Due to the pandemic COVID-19, District 19 Community Services Board closed all offices to the public on March 17, 2020. We discontinued the provision of face to face with consumers. This also included PACT and Medical Services. Psychosocial programs closed and individuals were contacted by phone.

On April 1, 2020, a new emergency sick leave policy was developed and implemented with sick leave for specific circumstances. To date, nine (9) staff have used sick leave so far. A total of 245 hours have been used. On April 3, 2020, Mrs. Tunstall developed and implemented a new furlough policy, and on April 12, 2020, twenty-six (26) staff were furloughed. The financial impact was \$131,643. During this time, daily reports were being sent to DBHDS, and they were notified of closures. We had to send operations reports daily, and finance reports weekly. Reports were sent to the Board last week for review. As of March 12, 2020, we had 211 employees; we are now at 185 due to the furlough. We have 10.5 weeks of operating expenses in reserve.

All programs are working in some form with the majority of services provided via telehealth. Same Day Access is still continuing to operate. There has been an increase of case management cases. We are limiting face to face contact to protect staff and consumers. PACT and medical services are still providing medication injections and medication delivery. However, it is done outside of District 19 building sites. Productivity reports are looking good. There is a Director on-site at Bank Street daily. There is at least one employee at each clinic daily to answer phones, get mail/faxes, etc.

District 19 had one employee that tested positive for COVID-19. Staff that came in contact with this person were quarantined for 14 days. That staff person has recovered and no other cases have been reported. Because District 19 took steps early to stop consumers and the public from entering the buildings, that appears to have helped in preventing the spread of this virus.

B. Mitigation activities to alleviate conditions resulting from COVID-19

Psychosocial Rehab locations have been closed since the beginning of the state of emergency. The Program Coordinator is checking in with consumers by telephone contact. DMAS allows for one unit to be billed for telephone contact of PSR services. The Spring Center is located on Bank Street beside the main building, and the Atlantic House is located in Emporia in the Emporia Clinic. In PSR programs, consumers share one open space for six to seven hours a day. At the Spring Center, many consumers are medically frail and live in assisted living facilities. All staff in the PSR programs have been furloughed except the Program Coordinator. We have been operating in the negative since FY18. There are five (5) full time staff and six (6) prn staff. Due to the operational design of this program and the long-term impact of COVID-19, as well as already having difficulty sustaining this program prior to the pandemic, PSR programs will be closed permanently. We are notifying DBHDS per the regulation requirements as well as consumers that are impacted and community providers.

School Based Therapy (SBT) services are provided in the schools. Schools are currently closed and we are uncertain of when schools will re-open. School Based Therapists have been furloughed. Due to the pandemic and uncertainty of when schools will re-open and what the needs will be in the future, the School Based Therapy program will be officially closed. The SBT program is valuable to the localities. They are always requesting more services. We will plan to develop a program similar to SBT in the future that will be in-line with other services and will be a billable service. There are three (3) full time and one (1) part-time staff.

District 19 has a detailed lay off policy for employees on layoff, and processes to move them into other positions in other programs. There are eight (8) full-time and one (1) part-time staff. The eight (8) full-time staff will be offered transfers to move into vacant positions with the same pay grade. Human Resources will look at open positions and the HR file to see what matches, and then offer positions in the same grade. The staff can chose to accept the position or decline per the layoff policy. The one (1) part-time/prn staff will be placed on terminated status due to layoff policy. Our layoff policy requires that before we can move into layoff status, staff must be given a 30-day notice. The staff have not been notified yet.

District 19 will be applying for several grants for telehealth, out-patient substance use, FEMA assistance, and is looking at the Cares to capture any funding support that we can at this time. We are working with the Bank of Southside Virginia (BSV) for a line of credit. We had a line of credit about ten to fifteen years ago, but never used it. We are applying for the line of credit as a safety net just in case we need it. We are still billing for services.

Medicaid has relaxed some of its guidelines regarding face to face contacts. We can bill face to face contacts even though it is being done over the phone or video conferences. That seems to be going well and is stable at this time.

We will continue to operate as we have and bill for services through telehealth and reduced face-to-face contact during the state of emergency. We will follow guidelines as required by the state and CDC to ensure the health and safety of our employees and the community.

VIII. Adjournment

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

Seconded by: Mr. Yates

Motion carried

There being no further business, the meeting adjourned at 6:46 p.m.

Brenda Ebron-Bonner, Chair

Lisa Newby, Clerk to the Board