

# 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, May 28, 2020, at 6:00 p.m. via WebEx.

**I.** The Chair, Brenda Ebron-Bonner, called the meeting to order at 6:06 p.m.

**II. Roll Call:**

**PRESENT:** Brenda Ebron-Bonner                      W. Joe Green  
Richard Yates                                              Mark Shiflett  
Shamika Lewis                                             Daphne Turner  
Gary Talley                                                 Jean Grim  
Kenneth Robinson                                       Bertha Judge  
Danielle Powell, P.C.

**ABSENT:** Rose Mastracco                              Sherry Saunders  
Ray Spicer                                                 Antonio Morgan  
Shel Bolyard-Douglas                                  Frances Randolph

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

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.

**IV. Approval of Agenda**

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

Seconded by: Mr. Talley

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. Approval of the Minutes**

**MOTION:** Mr. Robinson made the motion to approve the February 27, 2020 and April 23, 2020 as presented.

Seconded by: Mrs. Grim

Motion carried

**VI. Public Comments – None**

**VII. Enterprise Presentation: Fleet Management** – Eddie Simon, Account Executive, Calvin Davis, Account Manager, and Ryan Winkels, Director of Enterprise Fleet Management gave an overview of the Fleet Management program at Enterprise. Mrs. Tunstall stated that most of District 19’s fleet is over ten years old with over 100,000 miles on the vehicles. The aging fleet is causing safety concerns, have multiple maintenance issues, and leads staff to using their personal vehicles and seeking mileage reimbursement. The goal is to evaluate applicable funding options with a proactive replacement plan. Enterprise will provide turnkey acquisition maintenance and provide a full maintenance program. Lisa Clark, Finance Director, is working on three different options. We have worked on this project for several months. Mrs. Clark has done extensive analysis on gas, usage, expenses and odometer readings. With this plan we would move from a fleet of 76 vehicles to 47 vehicles and will “pool” vehicles at the Bank Street office where possible to maximize use and efficiency. The term of commitment is flexible; a five year term with no penalty for early termination. District 19’s legal counsel has reviewed the contract and agreements and has made recommendations for revisions prior to approval.

**VIII. Status Update on Operations during COVID-19**

**A. Update regarding employees impacted by layoff** – Mrs. Tunstall presented the Board with an overview of operations and mitigating activities to alleviate conditions resulting from COVID-19. As a result of the pandemic, some staff were moved to furlough and lay off status per policy.

Tonight, Mrs. Tunstall provided the Board with an update on staff impacted by the pandemic. Eight (8) full-time staff were offered positions in same grade; five (5) accepted, two (2) declined, and one (1) decided to retire. There were two (2) full-time employees who declined the offered position in their same grade and moved to layoff-termination per policy. The part-time School Based Therapist was not covered by the layoff policy, and was therefore terminated. Mrs. Tunstall

reassured the Board that termination would not affect future employment because the termination was not due to disciplinary action. Staff accepting new positions will move into those positions very soon.

- B. Protocols and plans for phasing in public access and face-to-face services -** Mrs. Tunstall presented the Board with an overview for resuming full operations post Executive Order 53 and 55. The State of Virginia is now in Phase One. District 19 will continue to operate as usual during Phase One. We will continue to provide telehealth services and remain closed to the public. During Phase Two, staff will be required to wear masks if that is still the order. Phase Two at District 19 may not line up with Governor Northam's order to enter the state into Phase Two. It may take longer due to supplies and operational structure. District 19 will continue to generally provide telehealth services as long as we are being reimbursed and it is allowable by regulating entities. We have seen increased productivity in some services and telehealth is proving to be a preferred method for some consumers as well as staff. Staff and consumer safety is the priority during this time.

Board members asked what the impact would be if there is a directive from the Governor to reopen with guidance, and District 19 does not comply. The Board Attorney stated that there is not a criminal penalty for not following the directive. The goal is that we work towards it. Mrs. Tunstall also stated that VACSB and DBHDS informed CSBs that when the governor says we can reopen, but we feel we are not ready, there is no forcible requirement to do so at this time.

Board members also asked about staff and consumers wearing masks. Mrs. Tunstall stated that we will have to see how long the governor's order states it is required at each stage. Currently the requirement is that a mask must be worn by all employees in the buildings and consumers during service provision. If consumers don't have a mask, we will have to provide them with one. When the order is removed, we will request that they continue to wear a mask, but won't require it.

Board members inquired if District 19 has a target date for Phase Two. Mrs. Tunstall advised the Board that we are waiting for an order on the state of emergency to end, which has been extended to indefinitely. This will then allow us to move slowly. We are working with VACSB and the Department via calls every Friday. July 1<sup>st</sup> is the tentative target date for District 19 to move into phase two, but that could change.

- IX. Mitigation activities to alleviate conditions resulting from COVID-19/effects taken to ensure the continuation of essential functions during the pandemic:**

- A. Internal Audit Review** - This audit report was provided to the Board back in March, but we did not have a meeting. Mrs. Tunstall provided an overview of the audit processes, findings, and action plans. Auditors started coming on-site November 19, and continued for a few months. The auditors looked at everything operationally. They met with Leadership Team and multiple individuals. In addition to the areas that were identified as concerns in the report, there was a list of commendations from DBHDS for multiple programs.
- B. Financial Review/FY21 Budget Proposal** – The financial report is pretty consistent in line items as of this report. The report shows an excess of \$799,236 in revenue; this was due to unexpected revenue coming in but also includes restricted funds that cannot be used outside of their specific requirements. The Board was presented with a copy of the draft budget for review. The final budget will be presented with request for approval at the next Board meeting in June. There is a decrease in the budget for FY20 to FY21 as the items are budgeted more closely to actual from the previous year. Region 4 had unspent regional funds and each Region 4 CSB received these funds as a one-time expense items support. District 19 received \$511,000 in these regional funds, of which \$368,500 will be spent in FY21. One hundred thousand (\$100,000) is allotted for Enterprise Fleet Management, \$90,000 for server equipment and storage, and \$177,000 for flooring at the Bank Street location. We had a deficit in Medicaid revenue due to problems with authorizations and the pandemic. Our request for local fund contributions for last year were met. Our local fund requests for FY21 included a 6% increase to meet the 10% match requirement. However, we have not received award letters from localities and due to the pandemic have concerns that localities did not/will not support the 6% increase. Therefore, we budgeted level funding for localities. We hope that they will not go below last year and are hopeful that at least some localities will approve the 6% increase in contribution. Mrs. Tunstall and Mrs. Clark also advised the Board that we have not received any money for COVID-19 yet. We have applied for grants, but have not received them yet, and FEMA could take 18 months to 2 years. It is a long process.

The Board inquired if any type of bonus or raise could be incorporated in the budget. Mrs. Tunstall stated that she was in favor of staff increases, but there is no money in the budget to do so at this time. Giving a raise during the pandemic would not make sense financially when we have closed programs, furloughed staff, and have considered applying for a line of credit to ensure financial stability. However, we could look at it later in the year and see how our revenues and expenses are balancing out. The Board asked if Finance could look at the numbers again to see if an increase of 2% could be given. Mrs. Tunstall stated that they (Finance) could definitely look at the numbers again and if we can make it happen by reducing expenses within the budget, we will do that. The Board asked Mrs. Tunstall to bring back options she feels are feasible for some type of increases. Everyone understands that this has been a stressful time for all.

**C. Line of Credit** - District 19 has been working with BSV to establish a line of credit as a “safety net” in case it was needed. The line of credit has been preliminarily approved for \$100,000,000. District 19 had a line of credit back in 1994 for two to three years, but closed it out because it was never used. After discussion with legal counsel, there are things we are required to obtain in order to allow the CSB to agree to take a loan, including approval from the localities. This item will be placed on hold until a later date.

**D. Additional Board Meetings June 25th and July 23<sup>rd</sup>** (if needed) – Due to additional items that need to be finalized this fiscal year, the Board will need to meet in June and July if necessary.

**MOTION:** Mr. Green made the motion to approve an additional meeting on June 25<sup>th</sup> as presented.

Seconded by: Mr. Robinson

Motion carried

## **X. Closed Session**

### **Roll Call:**

<b>PRESENT:</b>	Brenda Ebron-Bonner	W. Joe Green
	Richard Yates	Mark Shiflett
	Shamika Lewis	Daphne Turner
	Gary Talley	Jean Grim – lost connection
	Kenneth Robinson	Bertha Judge

<b>ABSENT:</b>	Rose Mastracco	Sherry Saunders
	Ray Spicer	Antonio Morgan
	Shel Bolyard-Douglas	Frances Randol

**MOTION:** At 7:57 p.m. Mr. Yates moved that District 19 Community Services Board convene in closed session to discuss the following as permitted by Virginia Code § 3711 (A)(1) the performance evaluation or job assignments of a specific employee.

Seconded by: Mr. Robinson

Motion carried

Board member, W. Joe Green moved that District 19 Community Services Board certifies that, in closed session just concluded, nothing was discussed except the matter of Virginia Code § 3711 (A)(1) the performance evaluation or job assignments of a specific employee.

**Roll Call:**

**PRESENT:** Brenda Ebron-Bonner - Yes  
W. Joe Green – Yes  
Richard Yates – Yes  
Mark Shiflett - Yes  
Shamika Lewis – Yes  
Daphne Turner – Yes  
Gary Talley – Yes  
Jean Grim – lost connection  
Kenneth Robinson – Yes  
Bertha Judge – Yes

**MOTION:** Mr. Green made the motion to accept the Performance Evaluation of the Executive Director with an increase in salary of 3%.

Seconded by: Mr. Talley

Motion carried


**XI. Adjourn**

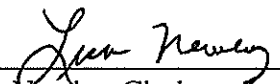
**MOTION:** Mr. Robinson made the motion to adjourn the meeting.

Seconded by: Mrs. Lewis

Motion carried

There being no further business, the meeting was adjourned at 8:55 p.m.

  
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Brenda Ebron-Bonner, Chair

  
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Lisa Newby, Clerk to the Board