

# 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, June 25, 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 6:00 p.m.
- II. **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.

### III. Roll Call:

**PRESENT:** Brenda Ebron-Bonner                      Mark Shiflett  
Ray Spicer    Shamika Lewis  
Gary Talley    Shel Bolyard-Douglas  
Jean Grim    Kenneth Robinson  
Frances Randolph                                      Danielle Powell, P.C.

**ABSENT:** Richard Yates                              Daphne Turner  
Bertha Judge    Sherry Saunders  
Sherry Saunders                                        Rose Mastracco  
Antonio Morgan

### IV. Approval of Agenda

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

Seconded by: Mrs. Grim

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:** Ms. Randolph made the motion to approve the May 28, 2020 minutes as presented.

Seconded by: Mr. Robinson

Motion carried

**VI. Public Comments – None**

**VII. Recognition of Employees:** Jennifer Tunstall, Executive Director, congratulated employees that were selected as Employee of the Month. Due to the pandemic, these staff will be invited to attend the Board meeting when it is safe to do so. Staff included Shimere Wyche (March), Sonja Wynn (April), Candace Roney (May), and Quintin Davis (June).

**VIII. Old Business**

**A. Enterprise Management Fleet Approval** – At last month’s meeting, the Board listened to a presentation by Enterprise regarding fleet management for District 19. The budgeted amount of \$100,000 has been included for the cost of fleet management. Currently, District 19 has an aging fleet over ten years old with many vehicles with over 100,000 miles on them. The plan is to move from a fleet of 76 vehicles to 47 vehicles, and to “pool” vehicles at the Bank Street office where it will be possible to maximize use and efficiency. We would like to replace 24 vehicles in the first year, 9 in the second year, and 10 in the third year. We will take what we have and sell at auction and roll that money back into the program to deduct from leasing new vehicles. At the end of the lease, sell it back to them and lease another car. The five year term of commitment with Enterprise is flexible. This project is part of the planning to get our fleet re-established with better vehicles, and to keep cycling them out to avoid getting into the situation that we are currently in. Enterprise is a leasing company so they don’t take liability for vehicles, but their role is to work to resolve issues. They have a maintenance plan as well to help in monitoring and controlling maintenance issues. Our legal counsel has reviewed the contract agreements, and has made recommendation for revision prior to approval. Mrs. Tunstall is asking for Board approval giving her authorization to sign agreements and contracts with Enterprise once documents are revised and we are in agreement with the terms. We are piggy backing off of a RFP between Norfolk and Enterprise. The \$100,000 in the budget is coming from unspent Regional funds.

**MOTION:** Mrs. Bolyard-Douglas made the motion to give the Executive Director authorization to sign agreements and contracts with Enterprise.

**Seconded by:** Mr. Spicer

Motion carried

**Roll Call:**

Brenda Ebron-Bonner – yes	Mark Shiflett – yes
Ray Spicer - yes	Shamika Lewis – yes
Gary Talley – yes	Shel Bolyard-Douglas – yes
Jean Grim – yes	Kenneth Robinson – yes
Frances Randolph – yes	

**B. FY 21 Budget Approval** – The Board was given an overview of the FY21 budget at last month’s meeting. There has been a change in the draft budget from last month due to information changes from the Department. Changes included mental health state pharmacy funds cut from medical expenses. We chose pharmacy funds as part of the general fund reductions, and these funds were not approved to have money restored. Local funding request included a 6% increase for localities, but we have not heard back from all localities regarding their local fund contribution. Surry County reduced the amount of local funding to less than local funding amount from last year. More localities may to do the same due to pandemic and having to make cuts. Although we requested a 6% increase in local funding, we budgeted level funding to off-set potential decreases from some localities.

Last month, the Board asked if the budget could be reworked to include an increase for staff. Mrs. Tunstall talked with other Boards and there were no CSBs that were including increases for staff in their budget proposals due to the pandemic and changes in operations and expenses. Some boards are cutting conference tuition reimbursement. We were not able to rework the budget to include a salary increase due to expenses and revenues. Mrs. Tunstall asked that the Board consider evaluating the budget again in December or January to see how revenues and expenses are shaking out. If there are enough revenues to support a raise or bonus for staff, this would be considered at that point.

MOTION: Mr. Talley made the motion to approve the FY21 budget as described.

Seconded by: Mrs. Bolyard-Douglas

Motion carried

## **IX. New Business**

- A. Performance Contract Update** – Mrs. Tunstall provided an overview of the draft revisions to the Performance Contract. Due to the state of emergency, the current performance contract is being extended. However, there is an addendum which includes new requirements in order to comply with the DOJ Settlement. There are already heavy mandates on DD services and the performance contract requires even more requirements for our DD services and staff. This creates a hardship on our DD staff, but we are required to comply with the requirements in the DOJ Settlement. CSBs have provided feedback to DBHDS through VACSB regarding performance contract requirements. Due to the final documents not being available yet, and the requirement to post the performance contract for 30 days for comment, we cannot seek approval at this time. However, with the Board’s permission, once the final contract is released, the Board Chair and Mrs. Tunstall will review and sign the performance contract as required.
- B. New 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 we have been 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. Telework and reduced staff on-site will continue to be supported. 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 for D19 to move into Phase Two and then Three, 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. We have continued to provide services during this time as we are an essential service.

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 closely monitoring the state of emergency and CDC guidelines for operations. The State of Emergency has been extended, which allows us to continue to provide services through telehealth and to move more slowly to protect our workforce. 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. This will allow for consumers to be seen on-site by appointment only. They will be required to have a COVID screening upon entry.

- C. Holiday Changes** – Mrs. Tunstall sent the Board a request to close the agency on June 19, 2020 in recognition of Juneteenth in support of unity and racial equality unity. However, shortly thereafter Governor Northam had proposed it as a holiday to be put on the schedule for the state. Lee-Jackson holiday has been removed from the state schedule and Juneteenth has been added. District 19 would also like Board approval to remove Lee-Jackson from the holiday schedule and add Juneteenth as an annual paid holiday for qualified staff.

**MOTION:** Mrs. Bolyard-Douglas made the motion to remove Lee-Jackson Day from District 19's schedule of holidays, and add Juneteenth to take the place of the Lee-Jackson holiday.

Seconded by: Mr. Robinson

Motion carried

In addition to Juneteenth being added to the holiday schedule for District 19, Mrs. Tunstall proposed providing current staff with a floating mental health day to be taken within the next year. Due to the current state of emergency and budget restrictions, District 19 was not able to give staff increases or bonuses at this time. However, staff have worked hard and need to be shown appreciation for the work they have put in. Mrs. Tunstall proposed providing a mental health day that staff can take leave to take care of themselves. Staff can chose which day they would like to take, but it must be taken within the next 12 months. Leave is limited to full-time staff only, and will not be carried over from year to year. Staff leaving the agency will not receive this leave or be paid for this leave upon termination. Newly hired staff will not qualify for this leave because they were not here during the beginning of the state of emergency (pandemic).

**MOTION:** Mr. Talley made the motion to approve staff leave for one day to be taken in the next 12 months.

Seconded by: Mr. Robinson

Motion carried

**X. Informational Items:**

**Financial Report** – Mrs. Tunstall updated the Board on the April 2020 Financial Report. District 19 has had to provide the Department with weekly reports. We have stayed at 12 week’s worth of reserves (average 11-13 weeks) with a requirement of keeping an operating reserve of two months. We do not need to move forward with the line of credit. There were a lot of expenses for purchasing supplies as a result of COVID-19.

**XI. Closed Session**

**MOTION:** At 7:10 p.m. 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) the performance evaluation or job assignments of a specific employee and (A)(29) the contract for the Executive Director.

Seconded by: Mrs. Bolyard-Douglas

Motion carried

**Roll Call**

Brenda Ebron-Bonner	Mark Shiflett
Ray Spicer	Shamika Lewis
Gary Talley	Shel Bolyard-Douglas
Jean Grim	Kenneth Robinson
Frances Randolph	

Board member, Gary Talley, moved that District 19 Community Services 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 and (A)(29) the contract for the Executive Director.

**Roll Call**

Brenda Ebron-Bonner – yes	Mark Shiflett – yes
Ray Spicer – yes	Shamika Lewis – yes
Gary Talley – yes	Shel Bolyard-Douglas – yes
Jean Grim – yes	Kenneth Robinson – yes
Frances Randolph – yes	

**MOTION:** Mrs. Bolyard-Douglas made the motion to approve the prior motion of the Board to accept the Executive Director’s performance evaluation, but to rescind the 3% raise as requested by the Executive Director.

Seconded by: Ms. Randolph

Motion carried

**Roll Call**

Brenda Ebron-Bonner – yes	Mark Shiflett – yes
Ray Spicer – yes	Shamika Lewis – yes
Gary Talley – yes	Shel Bolyard-Douglas – yes
Jean Grim – yes	Kenneth Robinson – yes
Frances Randolph – yes	

**MOTION:** Mrs. Grim made the motion to approve the Performance Contract once received, and to provide the Board Chair and Executive Director authority to sign.

Seconded by: Mrs. Bolyard-Douglas

Motion carried

**Roll Call**

Brenda Ebron-Bonner – yes  
Ray Spicer – yes  
Gary Talley – yes  
Jean Grim – yes  
Frances Randolph – yes

Mark Shiflett – yes  
Shamika Lewis – yes  
Shel Bolyard-Douglas – yes  
Kenneth Robinson – yes

**XII. Adjourn**

**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 7:34 p.m.

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Brenda Ebron-Bonner, Chair

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Lisa Newby, Clerk to the Board