

# 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, December 3, 2020, at 6:00 p.m. via video conference via Zoom.

- I. The Chair, Brenda Ebron-Bonner, called the meeting to order at 6:03 p.m.
- II. **Opening Statement by the Executive Director:** This Public Meeting of District 19 Board of Directors is being conducted in combination with on-site participation and 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 on-site by **via Zoom** as posted on D19's website identifying how the public may join.

### III. Roll Call:

**PRESENT:** Brenda Ebron-Bonner                      W. Joe Green  
Ray Spicer    Shamika Lewis  
Daphne Turner                                        Shel Bolyard-Douglas  
Jean Grim    Kenneth Robinson  
Gary Talley    Mark Shiflett  
Frances Randolph

**ABSENT:** Sherry Saunders                      Danielle Powell, P.C.

### IV. Approval of Agenda

**MOTION:** Mr. Robinson made the motion to approve agenda 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. Approval of the Minutes**

**MOTION:** Mrs. Lewis made the motion to approve the October 22, 2020 minutes as presented.

Seconded by: Mrs. Grim

Motion carried

**Roll Call:**

Brenda Ebron-Bonner – Yes  
Ray Spicer – Yes  
Daphne Turner – Yes  
Jean Grim – Yes  
Gary Talley – Yes  
Frances Randolph – Yes

W. Joe Green – Yes  
Shamika Lewis – Yes  
Shel Bolyard-Douglas – Yes  
Kenneth Robinson – Yes  
Mark Shiflett – Yes

**VI. Employee Recognition:** Executive Director, Jennifer Tunstall, recognized Kelly Allen, Administrative Support Specialist, as Employee of the Month for December 2020. Kelly has been an asset to the Emporia Clinic as she is very organized, detail-oriented, and always takes extra steps to make sure staff and consumers are supported. She has taken on extra responsibilities to make sure the Same Day Access Program in Emporia runs smoothly, and lends a helping hand whenever needed.

**VII. Public Comments** – *All persons addressing the Board shall sign-in with name and address. Comments shall be limited to five minutes. No person shall be permitted to address the Board of Directors a second time until all others have been heard and no one may speak more than twice on any subject in any meeting. All remarks shall be addressed to the Board as a body. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct will be asked to leave the premises and or/meeting. – None*

**VIII. Old Business**

**Employee Compensation: Appreciation Gifts** – The Board of Directors asked the Executive Director to look at the budget again to determine if staff could receive raises during this fiscal year. However, after the Executive Director met with the Director of Finance, it was determined that due to the expenses related to

COVID, telehealth, and PPE, in combination with decreased Medicaid revenue, the Board still was not financially able to give raises this year. However, the Executive Director still wanted to show appreciation to staff since increases were not possible. Therefore, staff was given a list of gifts in which they could make two selections from the list. Staff was also given the day before Thanksgiving off to have three days off for the holiday.

The Board Chair stated that it was a good idea to give gifts since bonuses could not be given at this time. However we would like to look at the budget in the future to see if bonuses can be given. Mrs. Tunstall stated that her plan was to continue to watch the budget and see what revenue comes in the next few months to see if we can give raises or a bonus.

## **IX. New Business**

- A. Local Funding Request Approval** – This is the time of year we are sending requests to localities for funding for the next fiscal year. There are a lot of unknowns for next year because we are uncertain with the pandemic, what we will be reimbursed for. There was a 6% increase last year with local fund requests so this year we will be asking for the same level funding request as last year, with no increase. The Executive Director stated that the Board would need to approve or oppose the request for level funding from D19 localities.

**MOTION:** Mrs. Shel Bolyard-Douglas made the motion to approve level funding request from localities.

Seconded by: Mr. Green

Motion carried

### **Roll Call:**

Brenda Ebron-Bonner – Yes  
Ray Spicer – Yes  
Daphne Turner – Yes  
Jean Grim – Yes  
Gary Talley – Yes  
Frances Randolph – Yes

W. Joe Green – Yes  
Shamika Lewis – Yes  
Shel Bolyard-Douglas – Yes  
Kenneth Robinson – Yes  
Mark Shiflett – Yes

**B. 2021 Board Meeting Schedule** – The 2021 Board meeting schedule was presented for approval.

**MOTION:** Mr. Robinson made the motion to approve the 2021 Board Meeting Schedule as presented.

Seconded by: Mrs. Lewis

Motion carried

**Roll Call:**

Brenda Ebron-Bonner – Yes	W. Joe Green – Yes
Ray Spicer – Yes	Shamika Lewis – Yes
Daphne Turner – Yes	Shel Bolyard-Douglas – Yes
Jean Grim – Yes	Kenneth Robinson – Yes
Gary Talley – Yes	Mark Shiflett – Yes
Frances Randolph – Yes	

**X. Informational Items**

- A. New Adult Services Director** - Mrs. Tunstall introduced the new Adult Services Director for District 19 CSB. Michael Thomas is a Licensed Professional Counselor who comes to us from Henrico CSB after serving there for 16 years where he provided oversight to MH/SUD services for adults. He is also a former D19 employee having worked as a Manager of the Turning Point. We welcome Mr. Thomas and look forward to working with him in the years to come.
- B. Finance Report** – Finance Director, Lisa Clark, gave an overview of the financial YTD report for September 2020 for informational purposes.
- C. Executive Services Summary** – This report is provided for informational purposes and gives a summary of mental health, developmental, substance use disorder and emergency and ancillary services by month for each locality we serve. The report also gives a summary of services provided to individuals residing out of our catchment area.
- D. FFCRA Update** – Operations Director, Melissa DeVault, gave the Board of update on The Families First Coronavirus Response Act (FFCRA). FFCRA recently underwent revisions and clarifications to the temporary rule issued on April 1, 2020, implementing public health emergency leave under Title 1 of the

Family and Medical Leave Act (FMLA), Emergency Family Medical Leave Act (EFMLEA) and Emergency Paid Sick Leave Act (EPSLA) to assist working families facing public health emergencies arising from COVID-19 pandemic. In response to an August 3, 2020 district court decision finding certain portions of the rule invalid. The court ruling was revised by the court and became effective in September and required to be implemented by November 1, 2020. District 19 had originally determined that staff were exempt on the previous definitions and guidance. However, with these changes, some staff may now be eligible for Expanded FMLA or Expanded Emergency Sick Leave.

The requirements for Expanded FMLA under this Act differ from traditional FMLA. Employees are only required to be employed with the agency or 30 days opposed to one year, and there is not a requirement for a minimum number of hours worked. EFMLEA and EPSLA have also included coverage for part-time staff based on the average hours worked. The Act also differs with the use of personal leave. Traditional FMLA requires employees to exhaust most of their personal leave prior to going on LWOP. FCRA prohibits employers from requiring use of personal leave. Employees have the choice to use EPSLA paid for by the employer for the first two weeks of leave, up to 80 hours, or employee can chose to take the first two weeks unpaid. After which the employee qualifies for up to ten weeks of paid leave at the employer's expense. This mandate is only effective until December 31, 2020 and will be re-evaluated to be possibly eliminated or extended at that time.

- E. CIT/CAC and Alternative Transportation** – Community and Crisis Services Director, Terrelle Stewart, presented an overview of the CIT/CAC and Alternative Transportation to the Board. On March 17, 2020, in response to the State of Emergency, the CAC revised operations to account for staff and consumer safety. CAC officers respond directly to emergency rooms when law enforcement transports and Emergency Custody Order (ECO) to the emergency room. Callers who do not meet criteria for a prescreening are referred to other D19 programs, telehealth providers, community agencies providing requested services, or needed resources identified. The CACs continue to service the D19 catchment area 365 days a year from 7:00 a.m. to 10:00 p.m.

Our Region is the last in the state to get the Alternative Transportation Program. With the addition of this service, law enforcement will transport 50 percent less individuals than before. Transportation options are available in the Code of Virginia (37.2-810). The law allows transportation to be provided by “alternative transportation provider” under certain conditions. However, to date, this option has not been frequently used. At this time, alternative transportation is only an option for individuals who are subject to TDO and stable enough to not require

law enforcement or ambulance transport. In 2015, DBHDS established a pilot program which was quite successful. Over the 12 month period of the pilot, 41 percent of individuals were transported using alternative transportation services, which provided relief to law enforcement. Every individual in the pilot program was transported safely and securely.

In 2017, following the successful pilot, DBHDS established a workgroup involving key stakeholders to develop a model and criteria for providing alternative transportation. The General Assembly has allocated funds to phase in alternative transportation over a three year period (2.5 million the first year and 4.5 million the second year to DBHDS) to provide alternative transportation for adults and children under a temporary detention order. The roll out for Region 4 (our area) is scheduled for January 2021; required completion by June 2021.

**XI. Closed Session**

At 7:10 p.m. Board Chair, Mrs. Ebron-Bonner, asked for a motion to convene in closed session under 2.2-3711(A)(1): the discussion and performance of employees in the MH and DD Program.

**MOTION:** Mrs. Lewis made the motion to convene in closed session.

Seconded by: Ms. Randolph

Motion carried

**Roll Call:**

Brenda Ebron-Bonner – Yes	W. Joe Green – Yes
Ray Spicer – Yes	Shamika Lewis – Yes
Daphne Turner – Yes	Shel Bolyard-Douglas – Yes
Jean Grim – Yes	Kenneth Robinson – Yes
Gary Talley – Yes	Mark Shiflett – Yes
Frances Randolph – Yes	

Board Chair, Mrs. Ebron-Bonner asked for a motion to return to open session and certify by roll call that only public business matters identified in the motion to closed session were heard, discussed and considered during the closed session.

**MOTION:** Mrs. Lewis made the motion to return to open session.

Seconded by: Mr. Robinson

Motion carried

**Roll Call:**

Brenda Ebron-Bonner – Yes  
Ray Spicer – Yes  
Daphne Turner – Yes  
Jean Grim – Yes  
Gary Talley – Yes  
Frances Randolph – Yes

W. Joe Green – Yes  
Shamika Lewis – Yes  
Shel Bolyard-Douglas – Yes  
Kenneth Robinson – Yes  
Mark Shiflett – Yes

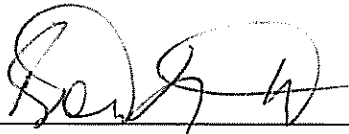
**XII. Adjourn**

**MOTION:** Mrs. Lewis made the motion to adjourn the meeting.

Seconded by: Mr. Robinson

Motion carried

There being no further business, the meeting was adjourned at 7:46 p.m.



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Brenda Ebron-Bonner, Chair

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Lisa Newby, Clerk to the Board