

DISTRICT 19 COMMUNITY SERVICES BOARD
MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803

(804) 862-8002 - Fax: (804) 863-1665

jtunstall@d19csb.com

mdevault@d19csb.com

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 22, 2021 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 both remotely and on-site, 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 or reduce public gatherings. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a large number of individuals in a single location. For this meeting, the Board is convening on-site and by [telephone conference/video conference via Zoom] as posted on D19's website identifying how the public may join.*

II. **Roll Call:**

PRESENT:	Brenda Ebron-Bonner	W. Joe Green
	Natachia Randles	Ray Spicer
	Shamika Lewis	Daphne Turner
	Gary Talley	Shel Bolyard-Douglas
	Jean Grim	Kenneth Robinson
	Frances Randolph	William Hagy
	Danielle Powell, P.C.	

ABSENT: Mark Shiflett

III. **Approval of the Agenda**

MOTION: Mr. Robinson made the motion to accept the 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

Roll Call: Brenda Ebron-Bonner – yes W. Joe Green – yes
Natachia Randles – yes Ray Spicer – yes
Shamika Lewis – yes Daphne Turner – yes
Gary Talley – yes Shel Bolyard-Douglas - yes
Jean Grim – yes Kenneth Robinson – yes
Frances Randolph – yes William Hagy – yes

IV. Approval of the Minutes

MOTION: Mr. Robinson made the motion to approve the minutes of the March 25, 2021 meeting as presented.

Seconded by: Mrs. Grim

Motion carried

Roll Call: Brenda Ebron-Bonner – yes W. Joe Green – yes
Natachia Randles – yes Ray Spicer – yes
Shamika Lewis – yes Daphne Turner – yes
Gary Talley – yes Shel Bolyard-Douglas - yes
Jean Grim – yes Kenneth Robinson – yes
Frances Randolph – yes William Hagy – yes

V. Recognition of Employees - Mrs. Tunstall, Executive Director, recognized Sharon Sykes, who works in the Greenville/Emporia Clinic as a Substance Use Therapist. Sharon was the only staff member in the SUD Department at the Emporia Clinic for nearly a year due to staff vacancies. During this time, Sharon maintained contact with consumers and community partners. She conducted groups, submitted authorizations, and provided individual sessions to accommodate consumers unable to attend groups. She also completed SUD assessments and submitted monthly reports to community partners. She goes above and beyond to help consumers. It is because of her efforts that Emporia was able to generate a substantial amount of revenue for IOP services this fiscal year.

VI. 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 one 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 meeting. – None

VII. Old Business – None

VIII. New Business

A. Resuming In-Person Services – District 19 put together protocols at the beginning of the pandemic that have been revised multiple times to allow our protocols to match the requirements and guidance from the CDC, VDH, and DOLI. Some services such as DD Case Management, Hospital Liaisons, PSH, and PACT are required to begin providing in-person services May 1, 2021 per DMAS and DBHDS requirements. Mental Health and Substance Use Services will continue to be allowed to provide services via telehealth and obtain reimbursement at least until the end of July. There is a three phase approach to resuming full operations in the protocols we developed. Plans for resuming in-person services were sent to DBHDS as required based on a memorandum from the Commissioner. Staff have been required to be on-site at least once a week since April 1. Phase 3 implementation date has been put in place for July 1, 2021. This means that doors to the agency/clinics will be unlocked, and the public can come in without an appointment. They will be screened taking temperature and given a mask if they don't have one if there has been no change in guidelines and mandates at that time. Some people still don't want to come in person. There are some Developmental Disability guardians who are not letting visitors in group homes if not vaccinated. We are hoping that Mental Health and SUD staff can still provide virtual and in-person services and payers will still pay on-going past the end of July. There are a lot of complexities, but it is in our best interest to set a formal date. Mrs. Tunstall is asking the Board to approve a reopening date of July 1, 2021. However, this date is subject to change based on the governor's restrictions, in the event that the numbers increase again.

MOTION: Mr. Talley made the motion to approve July 1, 2021 as the date for District 19 to fully reopen, barring any restrictions from the Governor.

Seconded by: Mr. Robinson

Motion carried

Roll Call:	Brenda Ebron-Bonner – yes	W. Joe Green – yes
	Natachia Randles – yes	Ray Spicer – yes
	Shamika Lewis – yes	Daphne Turner – yes
	Gary Talley – yes	Shel Bolyard-Douglas - yes
	Jean Grim – yes	Kenneth Robinson – yes
	Frances Randolph – yes	William Hagy – yes

B. FY22 Draft Budget - Lisa Clark, Director of Finance, reviewed the FY22 Draft Budget with the Board of Directors. She stated that there are not many revenue items being changed because we have not received funding notification of amounts from DBHDS yet. Mrs. Clark reviewed highlighted items and answered any questions raised by the Board. There will be some decrease in expenses such as mileage reimbursement due to the new fleet of vehicles. Staff will be able to use their own vehicles less often. Advertising for vacancies will decrease as we will no longer advertise in newspapers. There will be a reduction in telephone internet in Emporia as we will do away with the VOIP system in that location. The Board will be asked to approve a raise for full-time, part-time and hourly staff based on years of service. Staff with one to seven years will receive a 2% raise, and staff with service of seven plus years will receive a raise of 3% in July. The reason for the difference based on years of service is to try to help with compression issues. Staff will also be given a on-time bonus (\$500 each) in December if approved and if funds are available. This will be instead of the pay for performance bonus. The reason is that all employees deserve the bonus for working through the pandemic and it will not be tied to performance. We hope this will improve morale. Raise and bonus do not apply to staff on probation.

IX. Informational Items

A. Financial Report – Financial Report provided for informational purposes.

B. Supervised Housing Program – Mrs. Tunstall informed the Board of a program that District 19 applied for to provide transitional housing to individuals leaving state psychiatric facilities for possible funding from DBHDS. The funds would be provided based on criteria outlined by the Department. The funds for selected CSBs would be released during the fourth quarter of 2021 for FY22, and again in FY22 for FY23. Continuation of the funding after FY23 will be dependent on a review of program success and availability of funds.

Mrs. Tunstall was pleased to inform the Board that District 19 was selected to participate in this program. District 19 will partner with DBHDS on a hospital step-down program at Ellis Square Supervised Living Apartments. Individuals in the program will be charged up to \$500 per month for rent and utilities. They will have some type of structured day time activity (clubhouse, work, school, or volunteering). Referring CSB will stay involved on a monitoring basis as needed if the individual would like to return to their home area; this is to be discussed prior to admission.

C. Summary of Services – This report to the Board to show what services are being provided in their localities. It can also be used to support local funding with city /county leaders.

D. Quarterly QMR Report – This report was reviewed with the Board by the Director of Operations, Melissa DeVault, as required by the Performance Contract. The report was provided for informational purposes.

E. Pay Band Analysis – Mrs. Tunstall reviewed the revised Pay Band/Salary Ranges per policy 5.4.11 and 5.4.12. This policy requires that the salary ranges are looked at every two years to compare with other CSBs. In February 2020, Human Resources conducted a salary survey with surrounding CSBs per Executive Director’s request. The Executive Director proposed a pay scale to improve comparability to neighboring CSBs. However, no decision was finalized or presented to the Board due to the COVID-19 pandemic impacting operations March 2020. In February 2021, the Executive Director worked with HR and Finance to analyze the financial impact of implementation of the new pay scale. This New Scale is being presented for informational purposes to show the Board that the requirements of the policy were fulfilled. However, the financial impact of transitioning to the new scale would create a financial hardship on the agency at this time due to expenses from the current state of emergency. This will not be put in the FY22 budget due to lack of funding. However, in the event that funds are available, it will be brought to the Board for review and approval.

X. Closed Session

At 7:19 p.m. Attorney Powell asked for a motion to convene in closed session under Virginia Code § 2.2-377 (A)(1): discussion of the Executive Director’s Performance Evaluation.

MOTION: Mr. Robinson made the motion to convene in closed session.

Seconded by: Mr. Green

Motion carried

Roll Call:	Brenda Ebron-Bonner – yes	W. Joe Green – yes
	Natachia Randles – yes	Ray Spicer – yes
	Shamika Lewis – yes	Daphne Turner – yes
	Gary Talley – yes	Shel Bolyard-Douglas - yes
	Jean Grim – yes	Kenneth Robinson – yes
	Frances Randolph – yes	William Hagy – yes

Attorney Powell asked for a motion to return to open session and certify that by roll call vote that only business matters identified in the motion for closed session were heard, discussed and considered during the closed session.

MOTION: Mr. Robinson made the motion to return to open session.

Seconded by: Mrs. Grim

Motion carried

Roll Call:	Brenda Ebron-Bonner – yes	W. Joe Green – yes
	Natachia Randles – yes	Ray Spicer – yes
	Shamika Lewis – yes	Daphne Turner – yes
	Gary Talley – yes	Shel Bolyard-Douglas - yes
	Jean Grim – yes	Kenneth Robinson – yes
	Frances Randolph – yes	William Hagy – yes

XI. Adjournment

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

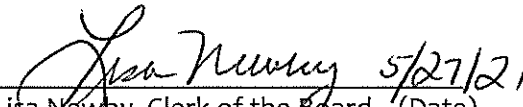
Seconded by: Mr. Green

Motion carried

There being no further business, the meeting was adjourned at 7:43 p.m.



Brenda Ebron-Bonner, Chair (Date) 5-27-21



Lisa Newby, Clerk of the Board (Date) 5/27/21