

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, January 28, 2021, at 6:00 p.m. via video conference via Zoom.

- I.** The Chair, Brenda Ebron-Bonner, called the meeting to order at 6:01 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 **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	Natachia Randles
	Danielle Powell, P.C.	

ABSENT: Sherry Saunders

IV. Approval of Agenda

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

Seconded by: Mr. Tally

- 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

Motion carried

V. Approval of the Minutes

MOTION: Mr. Robinson made the motion to approve the December 3, 2020 minutes as presented.

Seconded by: Mr. Talley

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
Natachia Randles - Yes

VI. Employee Recognition: Executive Director, Jennifer Tunstall, recognized Quintin Davis, IT Network Administrator, as Employee of the Year for 2020. Mr. Davis was selected for his exceptional achievements over the past year. He worked very hard to make sure that staff remained connected to the agency network in order to provide necessary services. At one point, Quintin was the only IT administrator on staff, handling all of the agency needs alone. This was not an easy task, but Quintin always took care of it with a smile. He has been named Employee of the Month twice; August 2019 and June 2020. The honor of Employee of the Year for 2020 is well-deserved.

Mrs. Tunstall also recognized Libbey Lassiter, Database Administrator, as Employee of the Month for January 2021. Ms. Lassiter is being recognized for taking on a special project for District 19. Libbey was the front woman for District 19's DocuSign project. She worked very hard to get the new hire paperwork converted from paper to online, and this process has made the Human Resources new hire orientation and documentation process much more efficient. She worked directly with DocuSign to get the system up and running and trained the Human Resources staff on how to use the system. This process allows Human Resources staff to stay ahead on processes and allows the HR Team to stay on task and ahead on deadlines. Libbey is deserving of this recognition.

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

Nominating Committee Report – During the October 22, 2020, Board Meeting, Board Chair, Mrs. Ebron-Bonner, appointed the Nominating Committee to select members from the Board of Directors so service as Chair, Vice-Chair and Treasurer for the 2021 calendar year. The Nominating Committee’s report was as follows: Board Chair, Brenda Ebron-Bonner, Vice-Chair, Mark Shiflett, and Treasurer, Daphne Turner. Mrs. Ebron-Bonner thanked Nominating Committee members Mr. Talley, Mrs. Grim, and Ms. Turner for their report and for serving on the committee. Mrs. Ebron-Bonner opened the floor to more nominations. There were none. Mrs. Ebron-Bonner asked for a motion to move forward with the nominations by the Nominating Committee.

MOTION: Mr. Robinson made the motion to approve the nominees submitted by Nominating Committee to serve as Chair, Mrs. Ebron-Bonner, Vice-Chair, Col. Mark Shiflett, and Treasurer, Ms. Daphne Turner.

Seconded by: Mr. Green

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	Natachia Randles - Yes

IX. New Business

- A. Introduction of New Board Member** – Mrs. Tunstall welcomed Mrs. Natachia Randles as our new Board member representing Dinwiddie County. Mrs. Randles is the Director of Social Services for Dinwiddie County. We are very happy to have her with us and look forward to working with her.
- B. Introduction of New Division Director** – Mrs. Tunstall introduced Mrs. Andrea Coleman who started with the agency on January 25, 2021 as the new Developmental Disabilities Director. Mrs. Coleman comes to us from DBHDS where she has worked for several years. She also worked with District 19 in the past when we had group homes. Mrs. Tunstall welcomed Mrs. Coleman to her first Board Meeting. Mrs. Coleman stated that she was excited to be back and reintroducing this Division.
- C. Position Description for Board Members** – Mrs. Tunstall reviewed with the Board the process for requesting appointments when there are vacancies on the Board of Directors. We send a letter to the locality requesting a new member be appointed to fill the vacancy along with a portion of the Virginia Statute governing Community Services Boards appointments and memberships. However, the Performance Contract requires that Community Services Boards create a position description for all Board members.

Mrs. Tunstall presented the Board Member Position Description to the Board for review and approval. The position description identifies duties, expectations, qualifications, attendance/participation, terms of office and compensation, and was created based on the Code of Virginia and Board By-laws. Once approved, the position description will be sent to localities as a guide to use before appointing new members to the Board of Directors.

MOTION: **Mr. Green** made the motion to approve the Position Description for Board Members as presented.

Seconded by: Mr. Robinson

Motion carried

Roll Call:

Brenda Ebron-Bonner – Yes
Ray Spicer – Yes
Daphne Turner – Yes

W. Joe Green – Yes
Shamika Lewis – Yes
Shel Bolyard-Douglas – Yes

Jean Grim – Yes
Gary Talley – Yes
Frances Randolph – Yes

Kenneth Robinson – Yes
Mark Shiflett – Yes
Natachia Randles - Yes

D. Policy Revision: HR 12.1 and 12.1.1 Travel and On-The-Job Expenses

Mrs. Tunstall presented HR policy 12.1 and 12.1.1 revision to the Board for review and approval. The policy was in need of revision because there was no time requirement for reimbursement vouchers to be turned in. Some vouchers crossed fiscal years where rates may have changed, and some staff were holding for a large amount of time. The policy revision will require staff to turn reimbursement vouchers in within 90 days of the expense being incurred or D19 will not reimburse. The updated policy will allow us to keep books current and hold people accountable for turning in vouchers in a timely manner.

Mr. Talley expressed concern that staff have to subtract mileage for commute from home to office on reimbursement vouchers when they leave from home to attend an agency training or function. He stated that there needs to be some flexibility there. Lisa Clark, Finance Director, stated that we have always had that requirement in place because during a normal business day staff would have to travel from home to office anyway. Mrs. Tunstall stated that this is consistent with other agencies and this portion of the policy is not being revised at this time.

Mr. Robinson asked if it was against agency policy to take an agency vehicle home for a function to be held the next day. Mrs. Tunstall stated that it was not, but would have to be looked at on a case by case basis. Employees are encouraged to use agency vehicles for travel when possible.

MOTION: Mr. Green made the motion to approve the revised HR policy 12.1 and 12.1.1 as presented.

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
Natachia Randles - Yes

X. Informational Items

A. Finance Report - Finance Director, Lisa Clark, gave an overview of the financial report for informational purposes. Mrs. Tunstall stated that we are good as far as status, but we are not meeting expected revenue on Medicaid as we are not having any IOP groups due to the pandemic. We did have additional funding streams from CARES Act, but CARES Act money has to be used in very specific ways. Lisa Clark stated that she has to send very detailed reports to DBHDS and they are reimbursing us for receipts (for PPE and telework). This revenue cannot be used for bonuses or raises. Mrs. Ebron-Bonner mentioned that the CARES Act funding has been extended until December 2021, but we still need to look at that closely.

B. Operations During Pandemic - Mrs. Tunstall advised the Board that she had contacted the Virginia Department of Health to register District 19 staff as essential behavioral health workers in order to get the COVID-19 vaccination. Virginia Department of Health (VDH) set up a system (VAMS) in order for staff to register to get vaccinated through the Crater Health District. This was not mandated, but if staff chose to register, they set up appointment times with Prince George, Petersburg, or Emporia Health Departments. However, supply became a problem as the demand was greater than expected. Several staff were able to get the Moderna vaccine, but had trouble registering to get the second dose. Staff may have to go out of Crater Health District range in order to get second dose. Staff are provided with updates as they are received.

Operationally, we still continue to provide the majority of services through telehealth. Insurances continue to approve and encourage telework. We are not allowing visitors on-site. Consumers that have to be seen on-site are seen with precautions in place.

Mr. Spicer asked what effect this has had on Same Day Access (SDA). Terrelle Stewart, Director of Community and Crisis, stated that SDA has learned how to work without having walk-ins. They are calling and doing assessments through telephone and Zoom. Phone calls have not slowed down, but the most difficult piece is getting consumers scheduled within ten days for follow up appointments due to staff schedules being full. However, she did state we are seeing more people because we are set up with hospitals doing SDA before discharge.

XI. Adjourn

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

Seconded by: Ms. Tuner

Motion carried

There being no further business, the meeting was adjourned at 7:05 p.m.

Brenda Ebron-Bonner, Chair

Lisa Newby, Clerk to the Board