

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, March 25, 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 both remotely and on-site, consistent with Governor Northam's Executive Orders 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.*

III. Roll Call:

PRESENT:	Brenda Ebron-Bonner	W. Joe Green
	Mark Shiflett	Ray Spicer
	Daphne Turner	William Hagy
	Gary Talley	Jean Grim
	Kenneth Robinson	Natachia Randles
	Danielle Powell, P.C.	

ABSENT:	Shel Bolyard-Douglas	Frances Randolph
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IV. Approval of Agenda

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

Seconded by: Ms. 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

Roll Call:

Brenda Ebron-Bonner – Yes	W. Joe Green – Yes
Mark Shiflett – Yes	Ray Spicer – Yes
Daphne Turner – Yes	Gary Talley – Yes
Jean Grim – Yes	Kenneth Robinson – Yes
Natachia Randles – Yes	William Hagy – Yes

V. Approval of the Minutes

MOTION: Mr. Green made the motion to approve the February 25, 2021 minutes as presented.

Seconded by: Mr. Talley

Motion carried

Roll Call:

Brenda Ebron-Bonner – Yes	W. Joe Green – Yes
Mark Shiflett – Yes	Ray Spicer – Yes
Daphne Turner – Yes	Gary Talley – Yes
Jean Grim – Yes	Kenneth Robinson – Yes
Natachia Randles – Yes	William Hagy – Yes

VI. Employee Recognition: Executive Director, Jennifer Tunstall, recognized Lisa Newby, Executive Assistant, as Employee of the Month for March 2021. Lisa was nominated by a Board member for being instrumental in communicating with the Executive Board on most matters relating to District 19. She is responsible for notifying Board members of upcoming meetings and the dissemination of all materials including minutes, supporting documents, and other pertinent information needed in order for the Board to function efficiently. Board minutes accurately depict everything of relevance stated by Board members, the Executive Director and District 19 staff. Lisa is articulate and personable, and efficient in getting all communication out to members.

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. Board of Directors Training – Jennifer Faison, Executive Director, Virginia Association of Community Services Boards, provided training for the Board of Directors with an overview of the VACSB system. Community Services Boards are part of a unique services system in Virginia. Community Services Boards are local public agencies authorized in the Code of Virginia, established by local governing bodies charged with mandates and responsibilities with the General Assembly, state administration and local oversight. CSB Board members are local officials with policy responsibilities and roles outlined in the Code of Virginia.

Ms. Faison gave an overview of the basic roles of CSB Board members, D19 as an Operating CSB, CSB System overview, Accountability, Board of Director's Interactions with the State, State elected officials, Local Governments, other Board members, and the Executive Director. She also defined the roles of an effective CSB, and effective Board member.

IX. New Business

A. STEP-VA Update and Next STEPS – Mrs. Tunstall has given presentations and discussed STEP-VA over the past couple of years of implementation of the services mandated through the STEP-VA plan. She is now giving an update on the new steps that will be implemented next. STEP-VA was developed to address accountability, access, quality, and consistency across all CSBs to work toward excellence in behavioral healthcare and ultimately a healthy Virginia. The first services were mandated to begin July 1, 2019. District 19 implemented Same Day Access and Primary Care Screening and Monitoring in 2019. DBHDS expanded the window for 2020 screenings from 12 months to an 18 month window due to the pandemic. District 19 had outpatient substance use services in place, but began providing outpatient mental health services as mandated and funded in 2019. Additional funding for Outpatient Services is expected in 2022.

The next steps of STEP-VA include Enhanced Crisis Services which involves the complexities of combining an integrated cross-disability, highly accessible, state-wide crisis system. Military Services, per the Code of Virginia, will be a CSB core service as of July 1, 2021. It will include mental health services for members of the armed forces located 50 miles or more from a military treatment facility and veterans located 40 miles or more from a Veterans Health Administration medical facility. In accordance with the authorized DBHDS plan, Peer and

Family Support will consist of one full-time Peer Recovery Specialist/Family Support Partner that will provide mental health and/or substance use services based on lived experience. District 19 already meets and exceeds the requirement of having one full-time Peer Recovery Specialist; we currently employ seven. Family Support Partners are being evaluated at the Regional level at this time. DBHDS has recently contracted with a Certified Peer Recovery Specialist to do workforce development expansion of Family Support Partners. She will be available to assist CSBs in future learning about the role as well as providing technical assistance around successfully on-boarding and integrating Family Support Partners in the children's service of delivery system.

- B. Appointment of Personnel Committee** – The Personnel Committee is appointed by the Board Chair once a year to complete the Executive Director's performance evaluation and then report to the Board. Mrs. Ebron-Bonner, Board Chair, opened the floor for volunteers to serve on the Personnel Committee. Board members W. Joe Green (Colonial Heights), Gary Talley (Petersburg), and Daphne Turner (Petersburg) volunteered to serve on the committee. There being no additional volunteers, the Personnel Committee shall consist of the three Board members that volunteered.
- C. Employee Health Insurance Renewal** – Mrs. Tunstall informed the Board that it is time to renew health insurance for employees. She was happy to report that we have not had an increase in premiums in two years. She is asking for approval from the Board tonight as the renewal is due by April 1, 2021.

Christina Sadler, Accounting Manager, presented the Board with three health insurance options with TLC. The three options will provide a slight decrease, and the Board will have to decide where we will take the decrease. Mrs. Sadler presented individual spreadsheets for each option, and then a summary of the options. Option 1 will provide the full decrease to the employee. Option 2 will provide the full decrease to the employer based on the lowest plan option which will result in a slight decrease on other plan options. Option 3 will split the decrease between the employee and employer based on the lowest plan option.

Board member, Mr. Green, asked if we could afford Option 1 which gives full decrease to employees. Board member, Ray Spicer, asked if we had a healthy budget to look at the numbers. Lisa Clark, Finance Director, stated the budget is currently being developed and is in draft form. It will be presented at the April Board meeting. She also stated that we are not sure of what money we will receive from the state at this time. However, the Executive Director, Finance Director, and Accounting Manager agreed that the budget could support giving the full decrease to the employees.

There being no further discussions, Board Chair, Mrs. Ebron-Bonner, asked for a motion from the Board to approve the renewal of health insurance giving the full increase to employees.

MOTION: Mr. Green made the motion to select Option 1 which gives the full decrease to employees if District 19 can afford it.

Seconded by: Mr. Talley

Motion carried

Roll Call:

Brenda Ebron-Bonner – Yes	W. Joe Green – Yes
Mark Shiflett – Yes	Ray Spicer – Yes
Shamika James – Yes	Daphne Turner – Yes
Gary Talley – Yes	Jean Grim – Yes
Kenneth Robinson – Yes	Natachia Randles – Yes
William Hagy – Yes	

X. Informational Items

Finance Report – The Year to Date Financial Report for January 2021 was presented for informational purposes.

XI. Closed Session

At 7:27 p.m. District 19 CSB’s Attorney, Danielle Powell, asked for a motion to convene in closed session under 2.2-377(A)(1): the discussion and performance of employees in the MH and DD Program.

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

Seconded by: Ms. Grim

Motion carried

Roll Call:

Brenda Ebron-Bonner – Yes	W. Joe Green – Yes
Mark Shiflett – Yes	Ray Spicer – Yes
Shamika James – Yes	Daphne Turner – Yes

Gary Talley – Yes
Kenneth Robinson – Yes
William Hagy – Yes

Jean Grim – Yes
Natachia Randles – Yes

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

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

Seconded by: Mr. Green

Motion carried

Roll Call:

Brenda Ebron-Bonner – Yes
Mark Shiflett – Yes
Shamika James – Yes
Gary Talley – Yes
Kenneth Robinson – Yes
William Hagy – Yes

W. Joe Green – Yes
Ray Spicer – Yes
Daphne Turner – Yes
Jean Grim – Yes
Natachia Randles – Yes


XII. Adjourn

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


Seconded by: Ms. Grim

Motion carried

There being no further business, the meeting was adjourned at 7:50 p.m.



Brenda Ebron-Bonner, Chair



Lisa Newby, Clerk to the Board