

**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](mailto:jtunstall@d19csb.com)

[mdevault@d19csb.com](mailto: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, May 27, 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 6:07 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 and public is convening on-site and by [telephone conference/video conference via Zoom] as posted on D19's website.*

**Roll Call:**

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

<b>ABSENT:</b>	Mark Shiflett	Ray Spicer
----------------	---------------	------------

**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 William Hagy – yes  
Shamika Lewis – yes Daphne Turner – yes  
Gary Talley – yes Shel Bolyard-Douglas - yes  
Jean Grim – yes Kenneth Robinson – yes  
Frances Randolph – yes

**IV. Approval of the Minutes**

**MOTION:** Mr. Robinson made the motion to approve the minutes of the April 22, 2021 meeting as presented.

Seconded by: Mrs. Lewis

Motion carried

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

**V. Recognition of Employees** - Mrs. Tunstall, Executive Director, recognized Angela Clarke-Smith, Administrative Assistant for the Operations Division, as Employee of the Month for May 2021. Throughout the pandemic, Angela has remained positive and focused on keeping the Human Resources staff motivated and provided with a sense of togetherness even when not working together physically. She starts each day with sending a personally crafted email designed to foster team spirit and positivity. The staff looks forward to these emails, and this has allowed the team to start each day off interacting with each other in a very positive way. She also sends emails to other staff at D19 as well. Her random acts of positivity are well received and go a long way to increase morale among the staff.

**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**

**Approval of FY22 Budget** – Lisa Clark, Finance Director, reviewed highlights of the finalized budget with the Board. She informed the Board that we did receive budget funds from the Department. STEP-VA funding was added to the budget. The only changes were in revenue due to an increase in state general fund dollars; and in expenses for new positions, salaries and raise. After review and discussion, Mrs. Ebron-Bonner asked for a motion to approve the FY22 Budget.

**MOTION:** Mr. Green made the motion to approve the FY22 budget as presented.

Seconded by: Mr. Talley

Motion carried

## **VIII. New Business**

### **A. Revision of HR Policy 7.15 Alcohol and Other Drugs (Drug-Free Workplace)**

Policy revisions are being presented to the Board due to upcoming legislative changes in Virginia on July 1, 2021. Policy revisions include misuse of prescription medications and marijuana use. We have also revised definitions based on updated language and the Code of Virginia. Several sections have been removed as they are no longer necessary or do not apply. We have made revisions and added drug and alcohol testing protocols.

After a brief discussion by the Board, Mrs. Ebron-Bonner asked for a motion to approve the alcohol and drug policy as presented.

**MOTION:** Mr. Talley made the motion to approve the Alcohol and Drug policy as presented.

Seconded by: Mr. Green

Motion carried

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

- B. In-house Pharmacy/Genoa** – Mrs. Tunstall provided the Board with an update on plans to have a pharmacy on-site at District 19. Prior to the pandemic, we planned to have an on-site pharmacy with Westwood Pharmacy. However, we are now partnered with Genoa Pharmacy to have an in-house pharmacy. Our landlords have been included in this process because we lease. Genoa will sub-lease from us. We are still waiting for some information from our landlords and making sure our attorney feels it is satisfactory before finalizing documentation.

Board members questioned if we need extra security for having medications on-site. Letitia Wallace, Medical Services Manager, reassured the Board that the pharmacy would have security just as any retail pharmacy would have as required (with cameras, timed lock out elements, mirrors, etc.). Genoa will pay for renovations approved through the landlord. They will pay monthly rent for the space. Consulting services will be provided only if needed. Having an in-house pharmacy will be of no cost to the agency. It will be beneficial to consumers and employees who wish to use the pharmacy for their own personal needs.

Mrs. Ebron-Bonner asked for a motion to approve the sublease between District 19 and Genoa and such approval is conditioned upon the review and approval of the Landlord's consent to the sublease and review and approval by D19 counsel.

**MOTION:** Mrs. Lewis made the motion to approve the sublease between D19 and Genoa and that such approval is conditioned upon the review and approval of the Landlord's consent to the sublease and approval by D19 counsel.

Seconded by: Mr. Talley

Motion carried

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

- C. Performance Contract** – Mrs. Tunstall advised the Board that the Performance Contract included for discussion is a draft. Revisions are being sent tomorrow. A summary of changes are on the first few pages. There are handouts of pages to review of what Community Services Boards need to know. The Performance Contract has to be signed by Executive Director and Board Chair, and sent back to the Department by the end of June. There are more measures and outcomes to review. Of concern is that tracking federal funding in a very detailed manner. This is nonnegotiable. We also have additional requirements for hospital discharge protocols with the CSB’s role and ongoing measures and mandates due to the DOJ Settlement. Mrs. Tunstall would like the Board to approve the Board Chair to sign when the final Performance Contract comes out. The final Performance Contract will be sent to each locality for review as required.

**MOTION:** Mr. Talley made the motion for the Board Chair to sign the final Performance Contract when it comes out.

Seconded by: Mr. Robinson

Motion carried

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

**IX. Informational Items**

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

**B. STEP-VA Plans for Funding** - Mrs. Tunstall reviewed plans for funding allocated to District 19 for the next STEP-VA services. Peer Supporter and Family Support Partner and Service Members Veterans and Families (SMVF) services are the next mandated services. Funding will help support salary and benefits. District 19 plans to develop and recruit for two full-time Family Support Partners to cover all nine localities the D19 serves. If unsuccessful in hiring two Family Support Partners, recruitment will begin for additional Peer Support Specialists. Per the Code of Virginia, CSB core services (as of July 1, 2021) shall 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. District 19 will refer all Service Members Veterans and Families (SMFV) seeking services to internal providers that have been trained in Military Cultural Competency. CSBs will collaborate with Military Treatment Facilities, Veterans Health Administration facilities, Virginia Department of Veterans Services programs and other external providers to determine SMFV eligibility for services. CSBs will assist with services navigation if needed.

**X. Closed Session**

At 7:09 p.m. Board Chair, Mrs. Ebron-Bonner asked for a motion to convene in Closed Session under 2.2-3711(A)(1) to discuss the Executive Director's contract and performance.

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

Seconded by: Ms. Randolph

Motion carried

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

Board Chair, Mrs. Ebron-Bonner 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 and considered during the closed session.

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

Seconded by: Mr. Green

Motion carried

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

Board Chair, Mrs. Ebron-Bonner asked for a motion to approve the Executive Director's contract and provide the chair the authority to sign said contract.

**MOTION:** Mrs. Lewis made the motion to approve the Executive Director's contract and provide the chair the authority to sign said contract.

Seconded by: Mr. Green

Motion carried

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

**XI. Adjournment**

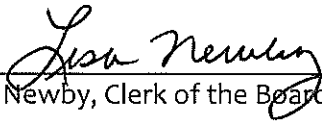
**MOTION:** Mrs. Lewis made the motion to adjourn the meeting.

Seconded by: Ms. Randolph

Motion carried

There being no further business, the meeting was adjourned at 7:20 p.m.

  
\_\_\_\_\_  
Brenda Ebron-Bonner, Chair (Date)

  
\_\_\_\_\_  
Lisa Newby, Clerk of the Board (Date)