

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, September 23, 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 6:05 p.m.

Roll Call:

PRESENT:

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

ABSENT:

Mark Shiflett	Shel Bolyard-Douglas
Kenneth Robinson	

- II. Opening Statement by the Executive Director – The September 23, 2021 Board of Directors meeting is being held via Zoom platform and on-site due to the ongoing COVID-19 pandemic under the authorization of the City of Petersburg’s continued local state of emergency that is still in effect, which is where District 19 is physically located.

III. Approval of the Agenda

MOTION: Mr. Green made the motion to accept the agenda as presented.

Seconded by: Mrs. Grim

Motion carried

Roll Call:

Brenda Ebron-Bonner - Yes	W. Joe Green - Yes
Natachia Randles - Yes	Shamika Lewis - Yes
Gary Talley – Yes	Ray Spicer – Yes
Jean Grim – Yes	Frances Randolph – Yes
Daphne Turner – Yes	William Hagy – Yes

- PARTICIPATING MEMBERS -

IV. Approval of the Minutes

MOTION: Mrs. Grim made the motion to approve the minutes of the August 5, 2021 meeting as presented.

Seconded by: Ms. Turner

Motion carried

Roll Call:

Brenda Ebron-Bonner - Yes	W. Joe Green - Yes
Natachia Randles - Yes	Shamika Lewis - Yes
Gary Talley – Yes	Ray Spicer – Yes
Jean Grim – Yes	Frances Randolph – Yes
Daphne Turner – Yes	William Hagy - Yes

V. 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. – No Public Comments

VI. Recognition of Employees – The Executive Director recognized Employees of the Month for June through September 2021. Staff selected as Employees of the Month were recognized during that month for exceptional contributions made to the agency. Sheila Evans, Administrative Support Specialist, was Employee of the Month for June. Michael Terry, PACT Program Therapist, was Employee of the Month for July. Stella Harris, Accounts Payable Clerk, was Employee of the Month for August. Theoria Nixon, Procurement Manager, was Employee of the Month for September.

VII. Old Business

Electronic Health Records Update - The Board was advised of the agency's need of a new vendor for District 19's EHR system. District 19 was notified by Harris CCP that they would no longer be able to support the electronic health record platform that we currently use, and as of December 2023, and will no longer be able to support some of the components used for billing as of July 2022.

Mrs. Tunstall informed the Board of the process of the EHR and update with the current vendor who will not be supporting our platform. The team has been working internally on an RFP that will address all of our needs. We hope to have the RFP posted in the next few weeks.

Board member, Gary Talley, asked if D19 could apply for funds localities received. Mrs. Tunstall stated that the VACSB advocated/requested for ARPA funds for CSBs through the General Assembly and we were hopeful in receiving support, but the behavioral health funds went to state facilities and not CSBs. She has requested additional (ARPA) funds from Petersburg and is in the process of requesting additional funds from all of our localities since all local governments did receive a substantial amount of ARPA funding.

VIII. New Business

- A. Performance Contract Changes** - Mrs. Tunstall reminded the Board that the final Performance Contract was signed over the summer and a copy was sent to them via email. The Board gave the Board Chair, Mrs. Ebon-Bonner and the Executive Director, Mrs. Tunstall, approval to sign once it was received as we only had a draft to review in the last meeting. The Board was sent the full Performance Contract with updated changes highlighted. Mrs. Tunstall talked about exhibits and how it would impact Divisions. The summary of changes included some changes in definitions.

Assertive Community Treatment (ACT) Program Provision - There was a big change in ACT performance measures. We had to provide a 45 day notification to the Department to resume our license. All 40 CSBs had to do this. Team staffing is dependent on the program size and the maximum individual team member ration (psychiatric care providers and program assistants excluded from ratio calculation). Three program sizes may be implemented: small, mid-size and large ACT Teams. District 19 met criteria for a mid-size team and has now received the revised license to support the change to the ACT program. The large team required a psychiatrist to be on staff a certain number of hours and we cannot provide that so had go with the mid-size team. Mid-size reduces the number we can serve. ACT team is trained in the fidelity model we have to follow.

Lisa Clark, Director of Finance, reviewed Exhibit F. As a result of an audit, we attempted to strengthen to monitor federal expenses and federal grants. Federal funds on a reimbursement basis not sure will meet with Directors in October more documentation and allocation for personal expenses; quarterly instead of yearly.

Terrelle Stewart, Director of Community and Crisis, reviewed Exhibit K. Discharge requirements for Community Services Boards and State Hospitals. The Board has been updated in the past few months on changes coming to CSBs regarding state hospitalizations per the Performance Contract. Ms. Stewart provided a slide presentation of what needs to be done for discharge planning. The hospital liaison is notified of admission. Discharge planning starts as soon as they get there. Case manager is notified of the discharge planning and collaborates with liaison on what needs to be done. At this point, state facilities are taking admissions (one admission to one discharge).

Extraordinary Barriers List – Long term discharges from State Hospitals are identified by Levels 1-3. Once an individual reaches Level 1, they are appropriate for discharge. Individuals are placed on barriers list and a discharge plan should be in place. Letters/emails are sent out to make liaison aware of individual's level. Once an individual becomes Level 1 they will move to the EBL list after 7 days. Due to a change in the Performance Contract, this has changed from 14 days to 7 days. These individuals are more difficult to place as some are sex offenders, in need for total care, have a history of aggression or NGRI status. These individuals are reported on at the monthly Barriers Meeting.

CSB State Hospital Discharge Planning Performance Measures – All data performance measure outcomes will be distributed to CSBs by DBHDS on a monthly basis. There are many challenges to these processes; however by renewing our efforts to prioritize state hospital discharges, continuity of care in the community can be achieved.

Andrea Coleman, Director of Developmental Disabilities, reviewed Exhibit M. Per the DOJ Settlement agreement, DBHDS is working with the Justice Department on suggestions and opportunities to reduce the situation and provide more quality and management reviews. It is due to be resolved by December 2023. The expectations and demands on D19 staff are great for support service and face-to-face services.

Board members asked what they could do to be supportive. Mrs. Coleman responded that DBHDS and VACSB are working closely with the DOJ. There is little flexibility with DOJ so there is not really much we can do at this point. We just have to wait.

- B. **COVID-19 Update and Potential Mandate** – There has been a six-point plan outlined by President Biden regarding new federal requirements aimed at increasing vaccinations in the country. The federal government has provided language on this point that states in part: “The Centers for Medicare & Medicaid

Services (CMS) is taking action to require COVID-19 vaccinations for workers in most health care settings that receive Medicare and Medicaid reimbursement, including but not limited to hospitals, dialysis facilities, ambulatory surgical settings, and home health agencies....” We are still waiting for final guidance and clarification before we know if we will have to mandate/ implement vaccinations for employees. Community Services Boards/D19 falls under CMS Medicare/Medicaid as we receive Medicare/Medicaid reimbursement. We have encouraged staff to get vaccinated. Vaccinated staff have sent a copy of their immunization record to Human Resources. We were at 64% fully vaccinated employees as of September 20, 2021 for those individuals willing to share. We may need to put something into policy quickly. Staff are continuing alternating telework as able for operations to prevent all staff being on-site at once. We are still continuing to encourage everyone to take precautions by wearing masks, social distancing and hand washing. We have only had five cases of employees with COVID since July. The Board will be informed once we receive additional information from CMS.

- C. **Remote Participation and Electronic Meeting Policy** – Mrs. Tunstall presented this policy to the Board because we are no longer under a State of Emergency which allowed the Board to meet remotely and still have voting privileges. Since Virginia is no longer under a State of Emergency, we must have a quorum on-site for voting privileges. Board members can still attend remotely, but still cannot have voting privileges. The policy states that Board members who seek to participate electronically must notify the Chair on or before the day of the meeting that: 1) Member is unable to attend due to a temporary or permanent disability or medical condition that prevents physical attendance (including need to provide for a family member, medical condition or disability need not be identified; 2) Member is unable to attend due to a personal matter and identifies with specificity the nature of the personal matter (limited to two meetings per year or 25 percent of meeting held per calendar year). If participation by a member is approved, the minutes must reflect that the member is approved by a vote of the quorum that is physically assembled, the minutes will record the the remote location from which the member participated. The remote location need not be open to the public.

Several Board members inquired about the reasons for not being able to attend in person, specifically having to identify the personal matter. Board Attorney, Danielle Powell responded that the Board member would not have to go into excruciating detail, but according to state a reason has to be given. The Board also asked who determines the criteria for the Board to make that call. Attorney Powell replied that the state code does.

MOTION: Mr. Green made the motion to approve the Remote Participation and Electronic Meeting Policy as presented.

Seconded by: Mrs. Randles

Motion carried

Roll Call:

Brenda Ebron-Bonner - Yes

W. Joe Green - Yes

Natachia Randles - Yes

Shamika Lewis - Yes

Gary Talley – Yes

Ray Spicer – Yes

Jean Grim – Yes

Frances Randolph – Yes

Daphne Turner – Yes

William Hagy – Yes

IX. Informational Items

- A. **FY21 Summary of Services** – Mrs. Tunstall presented the Board with the FY21 Summary of Services for each locality divided by disability. The report was provided for informational purposes.
- B. **Financial Reports** – Lisa Clark, Director of Finance, reviewed the full fiscal year end report for FY21 (June 2021). The report shows revenue over expenses, but the majority is related to restricted funding. Restricted funding is tracked separately because it is used for specific sources. We received funding in FY21 for Transitional Housing, but it does not start until 2022. Expenses were below budget which has helped for the year.

X. Closed Session – No Closed Session


XI. Adjournment

MOTION: Mr. Talley made the motion to adjourn.

Seconded by: Ms. Turner

Motion carried

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



Brenda Ebron-Bonner, Board Chair



Lisa Newby, Clerk to the Board