

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, May 26, 2011 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

**I.** Lance Forsythe called the meeting to order at 6:00 p.m.  
He welcomed all the members present to the May meeting.

**II. Roll Call:**

<b>PRESENT:</b>	Lance P. Forsythe, Chair	Mary B. Bagshaw
	Raenord B. Walker	Donald Hunter
	Carolyn Thompson	Phyllis Moore-Tolliver
	George W. Pugh	Ray Spicer
	Isabel Vartanian	Ronald Washington
	Willadean Harrison	Patricia Harper
	Rhonda Greene	H. Martin Robinson

**ABSENT:** Kenneth J. Robinson  
Judy Lyttle  
Stephanie Parker  
John Weigel  
Cornell Prince, II

**III. Approval of the Agenda**

**MOTION:** Ms. Bagshaw made a motion to approve the agenda as presented.

Seconded by: Ms. Vartanian

Motion carried.

**IV. Approval of the Minutes**

**MOTION:** Ms. Thompson moved to approve the minutes of the April 28, 2011 meeting as presented.

Seconded by: Ms. Vartanian

Motion carried.

**V. Public Comments - There were no Public Comments.**

**VI. Recognition of Employees**

Mr. Hubbard recognized May Employee of the Month, Barbara Vazquez.

**VII. Old Business** – There was no Old Business.

**VIII. New Business**

**A. Adoption of FY12 Budget** – Mr. Hubbard reviewed the proposed budget with the board. An overview of the changes was distributed and reviewed. Mr. Hubbard noted that the proposed budget reflects a net decrease in 1.09% over the FY11 budget. Proposed budget includes a 2% increase in pay for salaried and regular hourly employees, to be allocated based on years of service, up to 15 years.

**B. Approval of FY12 Performance Contract** – There were no significant changes in the performance contract.

**MOTION:** Ms. Bagshaw moved to approve the FY2011 Budget as presented.

Seconded by: Ms. Moore-Tolliver

Motion carried

**C. Proposed Rate Changes** – Mr. Hubbard reviewed the proposed rate changes. These changes are to align our fees with those allowed by Medicaid.

**MOTION:** Ms. Thompson moved to approve the Rate Changes as presented.

Seconded by: Rev. Pugh

Motion carried.

**D. VRS Resolution** – In 2011, the Board opted to pick up the full amount of 5% for all full time salaried staff hired after July 1, 2010 via a resolution. This resolution must be voted on annually by the Board, as required by VRS.

**MOTION:** Mr. Hunter moved to approve the Resolution to continue to picking up the full amount of 5% for all full time salaried staff hired after July 1, 2010

Seconded by: Ms. Greene

Motion carried.

## **IX. Informational Items**

- A. Financial Report** – Provided for informational purposes.  
Mr. Hubbard reviewed the financial reports with the Board.
- B. Staff Advisory Committee Minutes** – Provided for informational purposes.

## **X. Executive Session**

**MOTION:** At 6:38 pm Ms. Bagshaw moved to go into Executive Session under direction of Chapter 37 of the Virginia Freedom of Information Act, §2.2.3712 of the Code of Virginia to discuss personnel and legal matters.

Seconded by: Rev. Pugh

Motion carried.

**MOTION:** At 6:50 pm Ms. Thompson moved to reconvene regular session.

Seconded by: Ms. Bagshaw

Motion carried.

The Chairman announced an Executive Session was held in accordance with Chapter 37 of the Virginia Freedom of Information Act, § 2.2.3712 of the *Code of Virginia*. A roll call was taken certifying that to the best of each Board member's knowledge only public business matters lawfully exempted from open meeting requirements, and only such public business matters as were identified in the motion by which the executive session was convened were heard, discussed or considered in the meeting.

Lance P. Forsythe - yes  
Raenord B. Walker - yes  
Carolyn Thompson – yes  
Willadean Harrison – yes  
Ray Spicer - yes  
George W. Pugh - yes  
Isabel Vartanian – yes  
Ronald Washington - yes  
Mary B. Bagshaw - yes  
Donald Hunter - yes

**MOTION:** Mr. Walker moved to approve a 2% pay increase for the Executive Director for effective July 1, 2011.

Seconded by: Mr. Hunter

**XI. Adjournment:**

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

Seconded by: Mr. Hunter

Motion carried.

There being no further business, the meeting adjourned at 6:55 p.m.

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Col. Lance Forsythe, Chair

(Date)