

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, September 22, 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 September meeting.

**II. Roll Call:**

|                 |                          |                     |
|-----------------|--------------------------|---------------------|
| <b>PRESENT:</b> | Lance P. Forsythe, Chair | Ray Spicer          |
|                 | Raenord B. Walker        | Kenneth J. Robinson |
|                 | Carolyn Thompson         | Judy Lyttle         |
|                 | Isabel Vartanian         | John Weigel         |
|                 | Willadean Harrison       | Cornell Prince, Jr. |
|                 | Rhonda Greene            | Stephanie Parker    |
|                 | Donald Hunter            | H. Martin Robertson |
|                 | Phyllis Moore-Tolliver   |                     |

**ABSENT:** George Pugh  
Ronald Washington  
Mary Bagshaw  
Patricia Harper

**III. Approval of the Agenda**

**MOTION:** Mr. Hunter made a motion to approve the agenda as presented.

Seconded by: Ms. Lyttle

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. Lyttle

Motion carried.

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

**VI. Recognition of Employees**

Mr. Hubbard recognized September Employee of the Month, Jennifer Kirkland.

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

**VIII. New Business** – There was no New Business

**IX. Informational Items**

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

Mr. Hubbard reviewed the financial reports with the Board. He stated that the June report was unaudited. He would supply the board with an audited report once the auditors have done their review.

**B. Staff Advisory Committee Minutes** – Provided for informational purposes. All Board members are invited to the All Staff meeting in December. Invitations will be sent.

**C. Virginia Independent Clinical Assessment Program (VICAP) Update** - Sherri Diven reviewed the VICAP program and detailed District 19's implementation of the program. As of September 16, 2011 District 19 has completed approximately 127 Independent Clinical Assessments.

**D. Implementation of Electronic Health Records System** – Mr. Hubbard reported to the Board that the implementation of Electronic Health Records has been moved from October 1<sup>st</sup> to December 1<sup>st</sup>. due to circumstances beyond our control, i.e., weather related issues and staffing issues and delays caused by last minute conversion of data. He noted that the October 1<sup>st</sup> date was a self-imposed deadline and that the December 1<sup>st</sup> date would be well within the 2014 deadline under the provisions of national health care reform.

**X. Board Comments:**

Stephanie Parker noted that Fort Lee is hosting a Community Action Alliance in recognition of Domestic Violence Month. She distributed flyers and asked that they be displayed among the localities.

Ms Lyttle introduced Ms. Frances Randolph and announced that she would be recommending Ms. Randolph to take her seat on the Board.

**XI. Adjournment:**

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

Seconded by: Mr. Robinson

Motion carried.

There being no further business, the meeting adjourned at 6:46 p.m.

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Col. Lance Forsythe, Chair (Date)