

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, December 8, 2011 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

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

II. Roll Call:

PRESENT:	Lance P. Forsythe, Chair	Rhonda Greene
	Raenord B. Walker	Donald Hunter
	Carolyn Thompson	Phyllis Moore-Tolliver
	Willadean Harrison	Kenneth J. Robinson
	Ray Spicer	Ronald Washington
	George Pugh	Isabel Vartanian
	John Weigel	Frances Randolph
	Cornell Prince, II	Patricia Harper

ABSENT:	H. Martin Robertson	Stephanie Parker
	Mary Bagshaw	

III. Approval of the Agenda

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

Seconded by: Ms. Thompson

Motion carried.

IV. Approval of the Minutes

MOTION: Mr. Hunter moved to approve the minutes of the October, 2011 meeting as presented.

Seconded by: Mr. Robinson

Motion carried.

V. Public Comments –

Ms. Tolliver notified the board that the chairman of the Sussex County Board of Supervisors, Mr. Harris L. Parker passed away.

Mr. Hubbard invited the Board members to the December All Staff Meeting on December 16th.

VI. Recognition of Employees

Mr. Hubbard recognized December Employee of the Month, Carolyn Brown.
Mr. Hubbard recognized 2011 Employee of the year, Jennifer Kirkland.

VII. Recognition of Service to District 19 Community Services Board

Mr. Hubbard announced that H. Martin Robertson, who has served as Board Counsel since 1994, has resigned. Mr. Hubbard will present Mr. Robertson's service award to him at a later date as Mr. Robertson was not able to attend this meeting.

VIII. Old Business – There was no Old Business.

VIII. New Business

A. Local Funding Requests – Mr. Hubbard reviewed the proposed local funding request, which includes a 3% increase for FY 13. This is the first request in local funds since FY 09. The request is based on the formula developed by District 19's Board in 2000. Also included is the amount cut by Prince George in previous years. The Board had previously authorized the Administration to request that restoration from Prince George in last year's request. Mr. Hubbard will send to the Board members the number of consumers served by each locality, per their request.

MOTION: Mr. Robinson moved that the local funding calculation as presented.

Seconded by: Ms. Randolph

Motion carried.

B. Amendments to Deferred Compensation Plan – Mr. Hubbard reviewed amendments to the 457 (b) Deferred Compensation Plan, which are required as a result of changes in the Federal Code.

MOTION: Ms. Thompson moved to adopt the following resolution authorizing adoption of plan reinstatement:

Whereas, District 19 Community Services Board (hereinafter, the "Employer") established the District 19 Community Services Board Deferred Compensation Plan (hereinafter, the "Plan"), effective May 1, 1996, for the exclusive benefit of its employees and their beneficiaries;

Now, therefore, be it resolved that the Employer hereby amends and restates the Plan in the form of the plan attached hereto; and,

Resolved, further, that the appropriate officers of the Employer, or their delegates, are hereby authorized to execute the amendment and restatement of the Plan effective, December 31, 2011.

Seconded by: Mr. Weigel

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** – There were no SAC Minutes
- C. VICAP Report** – Mr. Hubbard reviewed the VICAP report with the Board.

X. Board Comments

XI. Executive Session

MOTION: At 6:24 pm Mr. Weigel 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: Ms. Vartanian

Motion carried.

MOTION: At 6:30 pm Ms. Thompson moved to reconvene regular session.

Seconded by: Mr. Robinson

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
John Weigel – yes
Rhonda Greene – yes
Ronald Washington – yes
Cornell Prince – yes
Kenneth Robinson – yes
Donald Hunter – yes
Frances Randolph – yes
Phyllis Moore-Tolliver – yes

XI. Adjournment:

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

Seconded by: Mr. Hunter

Motion carried.

There being no further business, the meeting adjourned at 6:35 p.m.

Col. Lance Forsythe, Chair (Date)