

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, March 22, 2012 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 March meeting.

**II. Roll Call:**

<b>PRESENT:</b>	Lance P. Forsythe, Chair	Mary Bagshaw
	Raenard Walker	Phyllis Moore-Tolliver
	Carolyn Thompson	Kenneth J. Robinson
	Willadean Harrison	Ronald Washington
	George Pugh	Isabel Vartanian
	John Weigel	Frances Randolph
	Rhonda Greene	Ray Lupold
	Donald Hunter	

<b>ABSENT:</b>	Ray Spicer	Stephanie Parker
	Cornell Prince, II	Patricia Harper

**III. Approval of the Agenda**

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

Seconded by: Mr. Robinson

Motion carried.

**IV. Approval of the Minutes**

**MOTION:** Ms. Bagshaw moved to approve the minutes of the February, 2012 meeting as presented.

Seconded by: Mr. Robinson

Motion carried.

V. **Public Comments** – Mr. Hunter stated that the CIT program was going well.

VI. **Recognition of Employees** – None

VII. **Old Business** – None

VIII. **New Business**

A. **Media Policy** – Mr. Hubbard reviewed the new Media Policy, which will be incorporated into the Human Resource Policy Manual.

MOTION: Mr. Hunter moved that the Board approve the Media Policy as presented.

Seconded by: Mr. Walker

Motion carried.

A. **Health Insurance Rates** – Mr. Hubbard reviewed the renewal rates for FY 2013. The administration is proposing that the Board cover 75% of the increased costs for single subscriber plans based on the increased amount in the Key Advantage 500 Plan and 50% of the increased costs in the Dual and Family Plans. Based on the current FY 12 Health Insurance Budget when compared to actual costs, no additional funding will need to be allocated in FY 13 to cover this increase.

MOTION: Ms. Bagshaw moved that the Board approve the health insurance rates as presented.

Seconded by: Ms. Randolph

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. **Legislative Update** – The budget bill has been approved by the House and will go to the Senate next week. Mr. Hubbard will continue to keep the Board updated on any available information coming from the General Assembly.

D. **Key Issues RE: FY 13 Budget Preparation** – Mr. Hubbard reviewed items related to the preparation of the FY 13 Budget. These items include proposed legislative changes in the Virginia Retirement System (VRS) that will impact the rates and employee responsibility for VRS contributions and increase in health insurance rates.

**E. Internal Audit Update** - We were subject to a routine audit the week of March 12<sup>th</sup> by the staff from the Department of Behavioral Health and Disability Services. Mr. Hubbard reviewed audit feedback with the Board and stated that a formal document will be received and distributed to the Board for discussion.

**F. Documentation Guidance Document** – Mr. Hubbard reviewed the updated documentation guidance documents, which encourages documentation that will help minimize the Board’s legal risk in the event of adverse consequences with Consumers and Non Consumers with whom our staff has contact. Mr. Hubbard stated that our current liability insurance covers all employees up to \$1,000,000, as long as they are performing tasks within the scope of their position at District 19. This includes members of the Board.

**X. Board Comments** - None

**XI. Adjournment:**

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

Seconded by: Mr. Weigel

Motion carried.

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

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Col. Lance Forsythe, Chair

(Date)