

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, May 24, 2012 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. Ms. Willadean Harrison, Treasurer, served as Chair for the meeting. She called the meeting to order at 5:55 p.m. She welcomed all the members present to the May meeting.

II. Roll Call:

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|-----------------|--------------------|------------------------|
| PRESENT: | Willadean Harrison | Rhonda Greene |
| | Raenard Walker | Donald Hunter |
| | Carolyn Thompson | Phyllis Moore-Tolliver |
| | George Pugh | Kenneth J. Robinson |
| | John Weigel | Mary Bagshaw |
| | Isabelle Vartanian | Frances Randolph |
| | Ronald Washington | Ray Lupold |

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|----------------|--------------------|------------------|
| ABSENT: | Lance Forsythe | Ray Spicer |
| | Cornell Prince, II | Stephanie Parker |
| | Patricia Harper | |

III. Approval of the Agenda

MOTION: Rev. Pugh 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 April, 2012 meeting as presented.

Seconded by: Mr. Robinson

Motion carried.

V. Public Comments – None

VI. Recognition of Employees – Mr. Hubbard recognized the teams of employees that have achieved excellent outcomes through their collaborative efforts as a team to meet the goals and

objectives within their respective programs. The three teams recognized were: Virginia Independent Children's Assessment Program (VICAP) Team, Electronic Health Records Implementation Team and Intellectual Disabilities Case Management Team.

VII. Old Business

- A. Needs Assessment Questionnaire** – The Needs Assessment Questionnaire was originally distributed at the April Meeting. The motion to approve was tabled until this meeting so the board members would have the opportunity to review it more thoroughly.

MOTION: Mr. Hunter made the motion to approve the Needs Assessment Questionnaire as presented.

Seconded by: Mr. Washington

Motion carried.

VIII. New Business

- A. FY 13 Operating Budget** – Mr. Hubbard reviewed the proposed operating budget for FY 13.

MOTION: Mr. Hunter moved that the Board approve the FY 13 Operating Budget as presented.

Seconded by: Mr. Thompson

Motion carried.

- B. FY 13 One Time Expenditure Request** – Mr. Hubbard reviewed with the Board a request for one time expenditures for the upcoming budget year. Items on the list included: One time 3% bonus for salaried and hourly employees who were employed as of June 30, 2012. The amount will a percentage of their annual salary and will be based on years of service (less than 5 years of service, 1%, 5-9 years, 2% and 10 or more years 3%); FICA related to bonus; software; computer equipment; Jobs Program; Southside Regional Jail – Center for Therapeutic Justice, and; residential facility improvements.

MOTION: Ms. Green moved that the Board approve the FY 13 One Time Expenditure Request as presented.

Seconded by: Mr. Weigel

- C. FY 13 Performance Contract** – Mr. Hubbard and Lisa Clark reviewed the FY 13 Performance Contract. There were no material changes from last year's contract.

MOTION: Mr. Hunter moved that the Board approve the FY 13 Performance Contract.

Seconded by: Mr. Walker

Motion carried.

D. VRS Resolution – Mr. Hubbard reviewed the two VRS Resolutions to be adopted by the Board. The first resolution was regarding the decision to pass the 5% VRS Contribution to the Employees, and the second was for the election of Alternative Rate of 4.69% for FY 13. Both of these items were approved on at the April, 2012 meeting.

MOTION: Mr. Robinson made a motion that we adopt the two VRS Resolutions.

Seconded by: Rev. Pugh

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 – April 25, 2012 SAC Minutes were provided for informational purposes.

C. VICAP Report – Provided for informational purposes. Distributed at the meeting.

X. Executive Session

MOTION: At 6:30 pm Mr. Robinson 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: Mr. Walker

Motion carried.

MOTION: At 7:06 pm Mr. Robinson moved to reconvene regular session.

Seconded by: Mr. Walker

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.

Willadean Harrison – yes
Raenard Walker – yes
Carolyn Thompson – yes
George Pugh – yes
John Weigel – yes
Isabelle Vartanian – yes
Ronald Washington – yes
Rhonda Greene – yes
Phyllis Moore-Tolliver – yes
Kenneth J. Robinson – yes
Mary Bagshaw – yes
Frances Randolph – yes

MOTION: Ms. Tolliver moved to approve a 5% pay increase for the Executive Director effective July 1, 2012.

Seconded by: Ms. Vartanian

Motion carried.

XI. Board Comments - None

XII. Adjournment:

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

Seconded by: Mr. Walker

Motion carried.

There being no further business, the meeting adjourned at 7:08 p.m.

Col. Lance Forsythe, Chair

(Date)