

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, September 27, 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 September meeting.

II. Roll Call:

PRESENT:	Lance Forsythe	Willadean Harrison
	Rhonda Greene	Donald Hunter
	Raenard Walker	Phyllis Moore-Tolliver
	Ray Spicer	George Pugh
	John Weigel	Isabel Vartanian
	Cornell Prince, II	Ronald Washington
	Mary Bagshaw	Kenneth Robinson
	Frances Randolph	

ABSENT:	Carolyn Thompson	Patricia Harper
	Stephanie Parker	Ray Lupold

III. Approval of the Agenda

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

Seconded by: Mr. Weigel.

Motion Carried.

IV. Approval of the Minutes

MOTION: Mr. Kenneth Robinson made a motion to approve the minutes of the May 24, 2012 meeting as presented.

Seconded by: Ms. Randolph

Motion Carried.

V. Public Comments – None

VI. Recognition of Employees – Mr. Hubbard recognized Rick Prim, Manager of the Emporia Clinic, for motivating his staff to collect 122 strategic planning questionnaires from both consumers and community partners. Rick and his team went out and networked with sister agencies in order to give the agency a good idea of what the agency can do to continue to better serve the community. Rick is to be commended for his role in doing a good job in getting a lot of good feedback.

Col. Forsythe introduced Mr. Hubbard's new Assistant, Lisa Newby, who will be replacing Christine Gillam as she has been promoted to Human Resources Supervisor.

VII. Old Business – None

VIII. New Business

A. Salary Pay Scale Adjustment - At the last Board Meeting, authorization was given to approve the five percent increase to off-set the VRS deductions. One of the outcomes of that increase was that it moved some staff up on the pay scale, but it did not result in a five percent increase. For some staff who have been here a number of years, the five percent increase put them over the maximum range without getting any benefit of an increase, other than covering the VRS deduction. Mr. Hubbard asked the board to approve raising the upper limits by five percent, and that would allow all staff who had their salaries moved up to have that extra movement going forward.

MOTION: Mr. Hunter made the motion that the Board approve the salary pay scale adjustment as presented.

Seconded by: Ms. Bagshaw

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 – May 10, 2012 and June 29, 2012 Minutes were provided for informational purposes.

C. Internal Audit Report – Mr. Hubbard gave an overview of the report by stating there were 32 comments which could be handled very quickly. Some involve policy development, and some are simply updating policy. The Human Resources staff was complimented for the work they had done. The CSB was commended for its Employee Performance Planning Evaluation Policy and process because it is an excellent model for measuring performance. They indicated as they go forth to other CSB's this will be one of the best practices that they tell other CSB's about.

X. Executive Session – Legal/Personnel – None

XI. Adjournment

MOTION: Ms. Bagshaw made the motion to adjourn the meeting.

Seconded by: Mr. Robinson

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

Col. Lance Forsythe, Chair (Date)

Present: