

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, October 25, 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 October meeting.

II. Roll Call:

PRESENT: Lance Forsythe Willadean Harrison
Rhonda Greene Donald Hunter
Raenord Walker Phyllis Moore-Tolliver
Ray Spicer George Pugh
John Weigel Mary Bagshaw
Kenneth Robinson Carolyn Thompson
Frances Randolph Ray Lupold
Patricia Harper

ABSENT: Cornell Prince, II Ronald Washington
Isabel Vartanian Stephanie Parker

III. Approval of the Agenda

MOTION: Ms. Thompson made the motion to approve the agenda as amended.

Seconded by: Mr. Robinson

Motion Carried.

IV. Approval of Minutes

MOTION: Mr. Robinson made a motion to approve the minutes of the September 27, 2012 meeting as presented.

Seconded by: Ms. Randolph

Motion Carried.

V. Public Comments

Mr. Donald Hunter attended the Crisis Intervention Training Conference held in Charlottesville, Virginia, October 21-23, 2012. The training was very informative, and District 19 is doing a great job in training officers in the community.

VI. Recognition of Employees – Deferred until next meeting.

VII. Appointment of Nominating Committee:

Chairperson: Mary Bagshaw

Members – Kenneth Robinson, John Weigel, and Raenord Walker

This committee will nominate board members for board chair, vice chair and treasurer.

VIII. Old Business – None

IX. New Business – None

X. Informational Items

A. Needs Assessment Survey – Mr. Hubbard reviewed the Needs Assessment Survey responses with the Board. The responses to the survey will give the Board guidance in what is needed to build into the Strategic Plan. Board members would like flyers available to pass out in all areas this board serves. The Board will be developing a poster to put up on bulletin boards. The Board also agreed that the website for District 19 should be linked to the websites of the localities we serve. Letters will be sent out to the County Administrators and City Managers of the localities we serve regarding this issue.

B. Financial Report – Provided for informational purposes.
Mr. Hubbard reviewed the financial report with the Board.

C. Staff Advisory Committee Minutes – None

D. Internal Audit Status Report – Mr. Hubbard reported that we are one quarter through meeting the corrective action needed on the 32 items in the report. The auditor will be back in six to eight months for follow-up. The auditor suggested that a Human Resources Director be hired. Mr. Hubbard reported that District 19 does not have plans to hire a Human Resources Director at this time, but has hired a Human Resources Supervisor.

XI. Executive Session – Legal/Personnel – None

XII. Adjournment

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

Seconded by: Ms. Harrison

Motion Carried.

There being no further business, the meeting was adjourned at 6:40 p.m.

Col. Lance Forsythe, Chair (Date)