

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, January 24, 2013 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 members present to the January meeting.

**II. Roll Call:**

**PRESENT:** Lance Forsythe Willadean Harrison  
Carolyn Thompson Ray Spicer  
George Pugh Isabel Vartanian  
John Weigel Rhonda Greene  
Cornell Prince, II Ronald Washington  
Donald Hunter Kenneth Robinson  
Frances Randolph Ray Lupold

**ABSENT:** Raenord Walker Mary Bagshaw  
Patricia Harper Phyllis Moore-Tolliver  
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:** Ms. Vartanian made the motion to approve the minutes of the December 6, 2012 meeting as presented.

Seconded by: Mr. Robinson

Motion Carried.

**V. Public Comments**

Mr. Donald Hunter stated that District 19 and the Crisis Intervention Team (CIT) have done an excellent job in getting CIT started in this area. CIT has four to six trainings scheduled for this year. Police officers have stated how helpful this training has been on the job and in everyday life. The CIT trainings are reaching a lot of people and are needed. A lot of police officers were basically told they had to attend the training, but after they received the training, there have been no complaints from any of the officers. District 19 needs to be commended for this program and training.

**VI. Nominating Committee Report and Election of Officers**

Mr. Kenneth Robinson thanked Board Members for serving on the Nominating Committee which was chaired by Mary Bagshaw. Ms. Bagshaw was unable to attend tonight. The Nominating Committee presented the following representatives as their recommendation for officers of District 19 Community Services Board for 2013:

Chairman: Lance Forsythe, Greenville County

Vice-Chairman: Rev. George Pugh, Emporia

Treasurer: Willadean Harrison, Dinwiddie County

Col. Forsythe opened the floor to additional nominations.

MOTION: Mr. Hunter made the motion that the nominations be closed and the Board approve the nominees recommended.

Seconded by: Ms. Vartanian

Motion Carried.

**VII. Recognition of Employees - None**

**VIII. Old Business – District 19 Posters**

The Board of Directors reviewed and approved samples of the District 19 poster. Once the order is received from the printer, posters will be distributed and posted throughout the catchment area.

## **IX. New Business**

### **Item A. – Revision of Human Resources Policies:**

The following policies were presented to the Board of Directors for approval:

#### **HR Policy 13.1.1 Reimbursement Relating to Staff Development**

This policy is being revised to ensure that staff serve 12 months from the date of obtaining their license in order to avoid having to refund staff development payments previously made by the Board in obtaining the license.

#### **HR Policy 7.2.1 First Group Offense**

This policy is being revised to include multiple “red light” citations received while using the agency vehicle or personal vehicle while conducting agency business. The City of Petersburg has implemented “red light” photo citations and D19 has had several cases of violations. While this is not a violation that goes on the employee’s driving record, we want to protect consumers that may be riding with staff.

#### **HR Policy 5.4.12 Updating Salary Ranges**

The State Internal Auditor recommended that the Board develop a procedure for conducting formal salary reviews, or hire a consultant in order to ensure staff salaries remain competitive with local market conditions. The attached policy is being revised to ensure all staff positions are being reviewed biennially.

#### **HR Policy 6.1.1, 6.1.4, and 6.1.6 Performance Planning and Evaluation**

The State Internal Auditor recommended that the Board ensure that staff review their “Job Descriptions” annually, possibly at the same time their annual evaluation is done. The attached revised policies address this finding.

#### **HR Policy 3.7 Personnel Orientation**

The State Internal Auditor recommended that D19 require all staff providing direct care to substance abuse consumers receive TB screenings annually. The attached policy addresses this recommendation.

#### **HR Policy 3.6 Internal Coordination**

The State Internal Auditor recommended that the Board ensure that network access is removed timely for individuals that have separated from employment at D19 CSB. The attached policy addresses this recommendation.

MOTION: Reverend Pugh made the motion that the Human Resources Policies revisions be approved as presented.

Seconded by: Ms. Harrison

Motion Carried.

**Item B. Update Fee Schedule**

Mr. Hubbard presented an updated fee schedule to the Board for approval. There will be changes in how Medicaid pays for services. Instead of paying for an event, Medicaid will pay in smaller increments based on time. This time does not include travel time. Services will be paid based on the needs of the consumer and how much time they are seen.

MOTION: Mr. Hunter made the motion to approve the updated fee schedule.

Seconded by: Ms. Randolph

Motion Carried.

**X. Informational Items**

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

**B. Staff Advisory Committee Minutes** – None

**C. Internal Audit Corrective Action Plan Status** - Mr. Hubbard reported that we are still making good progress on the report with 75 percent being completed. The deadline for completion is March 2013. There are no new dollars coming into the system for all the increases we have in our budget. There is the Medicaid component that we have to bill, but Medicaid rates have not changed in years. It also takes time for us to get reimbursed after we have billed. All localities have approved the Medicaid Expansion Resolution.

**XI. Executive Session – Legal/Personnel** – None

**XII. Adjournment**

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

Seconded by: Mr. Washington

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

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Col. Lance Forsythe, Chair (Date)

