

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, February 28, 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 February meeting.

II. Roll Call:

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

ABSENT: Ray Spicer
Patricia Harper
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 the motion to approve the minutes of the January 24, 2013 meeting as presented.

Seconded by: Mr. Prince

Motion Carried.

V. Public Comments

Mr. Kenneth Robinson thanked Carol Webster, Director of Adult Services, for speaking at the Transition Council about Medicaid Waiver and resources that are available for adults in the community.

VI. Appointment of Finance Committee:

Due to how much state funding has changed, Mr. Hubbard asked the Board Chairman to appoint a Finance Committee to assist him with the budget. This committee will not be deciding for the Board, but will work with the Executive Director to make recommendations to the Board. The Finance Committee members include:

Lance Forsythe, Board Chairman
Willadean Harrison, Board Treasurer
Donald Hunter
John Weigel
Phyllis Moore-Tolliver

VII. FY 14 Budget Overview – The purpose of the overview is to look the funding stream and changes over time, the complexity of the changes, and the impact it will have on the Board. The grants distributed to the Board represent five large groups of funding received by CSB's (state funding, federal funding, local funding, fees and miscellaneous funding). Restricted funds are funds the state says have to be used for a certain purpose. Unrestricted funds are based on a percentage of restricted funds. The budget overview is being presented to look at projected fees, the increase in health insurance and raises.

VIII. Recognition of Employees – Mr. Hubbard recognized Vicky Lewis-Penn as Employee of the Month for February 2013. Vicky Lewis-Penn is the Supervisor for the Petersburg Case Management Private Provider Team and the I-Work Project. She is being recognized for her exceptional contribution in being the temporary Assistant Manager for the Petersburg Adult Case Management Team, while continuing to manager her own teams. With a combination of hands on learning and academic work, Vicky was the perfect choice to assist the agency with being the temporary Assistant Manager for the Petersburg Adult Case Management Unit. This temporary assignment went on longer than Vicky had anticipated, yet she persevered and helped to cultivate a cohesive and productive team of case managers.

IX. Old Business - None

X. New Business - None

XI. 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 the corrective action plan is 90 percent complete. The auditors will return in June.

D. FY12 Financial Audit – Mr. Hubbard gave a brief overview of the FY12 Financial Audit. The 2012 net assets went down because cash was impacted by the delay in billing due to converting to the new electronic record's system. We received an unqualified audit opinion and the auditors indicated that District 19 maintained a strong financial position.

XII. Executive Session – Legal/Personnel – None

XIII. Adjournment

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

Seconded by: Mr. Washington

There being no further business, the meeting was adjourned at 7:00 p.m.

Col. Lance Forsythe, Chair (Date)