

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

II. Roll Call:

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

ABSENT: Ray Spicer Cornell Prince
Patricia Harper Ronald Washington
Stephanie Parker

III. Approval of the Agenda

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

Seconded by: Mr. Robinson

Motion Carried.

IV. Approval of Minutes

MOTION: Mr. Hunter made the motion to approve the minutes of the February 28, 2013 meeting as presented.

Seconded by: Ms. Harrison

Motion Carried.

V. Public Comments

Mr. John Vartanian, of Hopewell, presented a picture of his father that was found at the Fort Lee Museum. He said the picture would be hung in the Sycamore Center, D19's psychosocial program, for his service to the community.

Mr. Donald Hunter stated that the Crisis Intervention Team (CIT) has successfully trained a team of dispatchers. The program continues to be very much needed in the community.

A flyer on: *Gang Prevention & Awareness Community Forum* was distributed to all in attendance as a part of public awareness. All were encouraged to attend.

VI. Finance Committee Report:

Col. Forsythe spoke to the Board of Directors on behalf of the Finance Committee. The committee met on March 15, 2013, with the Executive Director and division director's to review recommendations for inclusion in the FY14 Budget. The recommendations will be funded through a combination of increased revenues, savings from current position vacancies, and reorganizing current programming. The Finance Committee is recommending the Board of Directors approve the following items so the FY14 Budget can be prepared for review and adoption at the May 23, 2013 Board meeting:

1. Three percent cost of living adjustments to salaried and hourly staff allocated on years of service.
2. Maintain current levels of funding for health insurance. Offer staff the choice of Key Advantage 250 or Key Advantage 500 through the Local Choice State Health Plan.
3. Ongoing funding for Southside Regional Jail Therapeutic Community Program.
4. Ongoing funding for Jobs Program.
5. Termination of Emporia Group Home and Atlantic House leases. Residents of Emporia Group Home will be offered services at existing D19 group homes located in Dinwiddie and Petersburg. Atlantic House will be relocated to the facility formerly housing the Emporia/Greensville Clinic.
6. Ongoing funding for Jail Diversion Program along with reclassification of current manager to salaried from hourly status.
7. Additional funding for Information Technology.

VII. Recognition of Employees – Although there was not an Employee of the Month for March 2013, Mr. Hubbard thanked his staff for working hard to come up with a balanced budget. He recognized: Carol Webster, Adult Services Director, Sherri Diven, Director of Child and Adolescent Services, Lisa Clark, Finance Director, Ginny Travis, Operations Director, Theoria Nixon, Purchasing Manager,

Christine Sadler, Accounting Manager, Monique Yates, Database Administrator, Sandra Painter, Administrative Office Assistant, and Lisa Newby, Administrative Assistant/Office Manager.

VIII. Old Business – None

IX. New Business - None

X. Informational Items

A. Financial Report – Provided for informational purposes. Mr. Hubbard reviewed the financial report with the Board. We continue to be on track to collect revenue and hold expenditures to budget. We have been told that because of sequestration, the federal block grant will be affected by about \$78,000.00. However, this will not affect our ability to fund this budget.

B. Staff Advisory Committee Minutes – None

C. Internal Audit Corrective Action Plan Status - Mr. Hubbard reported that the March deadline for completing the corrective action plan, which was a self-imposed deadline, was not met due to the need to have “all hands on deck” to work on the budget documents for the Finance Committee Meeting and our recognition that we needed to develop additional protocols on how to improve the overall client receivable process. The internal auditors recommended that we do a thorough review of the outstanding receivables balances. As part of this review, we met with our auditor from Robinson, Farmer, Cox, and Associates and they advised that we needed to modify policies to simplify the write-off policy to match the cost/benefit of maintaining ongoing client accounts receivables for an extended period of time. We will bring proposed updates to the policies for the Board approval in April.

XI. Executive Session – Legal/Personnel – None

XII. Adjournment

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

Seconded by: Mr. Robinson

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

Col. Lance Forsythe, Chair (Date)