

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, April 25, 2013 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. Rev. George Pugh called the meeting to order at 6:00 p.m. He welcomed all members present to the April meeting.

II. Roll Call:

PRESENT: Willadean Harrison Cornell Prince, II
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
Ronald Washington Ray Spicer

ABSENT: Col. Lance Forsythe Patricia Harper
Stephanie Parker

III. Approval of the Agenda

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

Seconded by: Mr. Prince

Motion Carried.

IV. Approval of Minutes

MOTION: Ms. Bagshaw made the motion to approve the minutes of the March 28, 2013 meeting as presented.

Seconded by: Ms. Randolph

Motion Carried.

V. Public Comments

Mr. Hubbard invited the Board members to the District 19 CSB All Staff Meeting on May 31, 2013 at Temple Park.

Ray Lupold, Attorney for District 19 CSB, was publicly thanked for his service to the Board. Attorney Lupold has been appointed as a judge and will be leaving the Board at the end of June. He and Mr. Hubbard will be meeting to discuss a replacement.

VI. Appointment of Evaluation Committee

Committee will be appointed at next scheduled meeting.

VII. Recognition of Employees – None

VIII. Old Business – None

IX. New Business

Item A. Fixed Asset Policy – The internal auditor wanted us to get a list of our fixed assets as clarified in the Fixed Asset Policy. Assets are categorized as either capitalized or controlled. Capitalized fixed assets are those assets valued at \$5,000 or more based on purchase price. Controlled assets are those assets valued between \$300 and \$4,999 and more susceptible to theft. The Finance Division will initially conduct a board-wide inventory of all capitalized assets. An inventory of controlled assets will be done by managers and staff of their own programs/clinics. Thereafter, a complete site inventory of all fixed assets will be conducted every year by the Finance Division staff. The controlled asset listing will be sent annually to the manager of each location for their attestation that the asset listed is accounted for.

MOTION: Mr. Hunter made the motion to accept the Fixed Asset Policy with inventory of capitalized assets being done by Finance, and controlled assets being done by managers and staff of programs/clinics.

Seconded: Dr. Moore-Tolliver

Motion Carried.

Item B. Reimbursement Policies Update – Mr. Hubbard reviewed the reimbursement policies with the Board to come up with ways to handle unapplied accounts receivables, non-payment on accounts, extended payment plans, and write-offs of uncollectable accounts. The Board agreed that the policies need to be looked at closely, and that clear policies need to be put in place resolve these

issues. Further discussion on how to address these issues will be continued at the next board meeting in May with input from Board counsel.

MOTION: Mr. Hunter made the motion to table the topic and have staff review to determine if there are other options that can be considered to strengthen the collection efforts while reducing the administrative costs associated with this process.

Seconded by: Mr. Weigel

Motion Carried.

Mr. Hubbard also spoke to the Board regarding credit balances and unapplied cash. The problem is not identifying the consumer, but with applying the cash to a service that may not be in the system. The auditors advised us to come up with a clear policy on how to apply the unapplied cash from consumers and third party payments. The policy was presented to the Board for approval on how to apply the cash.

MOTION: Ms. Bagshaw made the motion to approve the policy that was presented to the Board on how to post unapplied cash from consumers or third party payers.

Seconded by: Ms. Thompson

Motion carried.

Item C. Virginia Local Disability Program – The 2012 General Assembly created the Virginia Local Disability Program (VLDP) for political subdivisions and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The Hybrid Retirement Plan will apply to most new employees hired on or after January 1, 2014. Current employees (those hired prior to January 1, 2014) can switch to the plan. District 19 does not need to take any action at this time, unless we want to opt-out. Employees will be able to opt-out. A resolution has to be done to opt-out. Mr. Hubbard recommended that we do not opt-out and asked the Board for a motion to approve that recommendation.

MOTION: Mr. Weigel made the motion to approve the recommendation that D19 not opt-out of the Virginia Local Disability Program that was created by the 2012 General Assembly.

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. Status of Internal Audit – Mr. Hubbard indicated that delaying the approval of the write off policy will potentially delay staff's ability to complete the write off process prior to the internal audit review scheduled for June; however, he believed that it was best to develop an effective policy before proceeding.

XI. Executive Session – Legal/Personnel – Items on hold until next meeting in May.

XII. Adjournment

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

Seconded by: Mr. Prince

There being no further business, the meeting was adjourned at 6:50 p.m.

George Pugh, Vice-Chairman (Date)