

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, May 23, 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 May meeting.

**II. Roll Call:**

**PRESENT:** Col. Lance Forsythe Willadean Harrison  
Cornell Prince, II Carolyn Thompson  
George Pugh Isabel Vartanian  
John Weigel Rhonda Greene  
Donald Hunter Raenord Walker  
Ray Spicer Phyllis Moore-Tolliver  
Mary Bagshaw

**ABSENT:** Frances Randolph Kenneth Robinson  
Ronald Washington Ray Lupold  
Patricia Harper Stephanie Parker

**III. Approval of the Agenda**

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

Seconded by: Mr. Pugh

Motion Carried.

**IV. Approval of Minutes**

**MOTION:** Mrs. Bagshaw made the motion to approve the minutes of the April 25, 2013 meeting as presented.

Seconded by: Ms. Vartanian

Motion Carried.

**V. Public Comments – None**

**VI. Appointment of Evaluation Committee –** Col. Forsythe appointed Willadean Harrison, Carolyn Thompson, Phyllis Moore-Tolliver, and Donald Hunter to serve on the Evaluation Committee.

MOTION: Mr. Donald Hunter made the motion to move the Executive Director's annual evaluation to October to be on the same cycle as all other employees.

Seconded by: Mr. Walker

Motion Carried.

**VII. Recognition of Employees –** The Leadership Team did not receive any nominations for Employee of the Month for May 2013. However, Mr. Hubbard announced that the Ginny Travis, Director of Operations, will be retiring at the end of July 2013. Mr. Hubbard and Col. Forsythe thanked Mrs. Travis for 17 great years of service to the Board.

**VIII. Old Business**

**Reimbursement Policy Update –** The Reimbursement Policy was tabled at the last Board meeting to try to help the collection efforts to the extent that we could. Mr. Hubbard reviewed the proposed updates to the policy and explained to the Board that the reimbursement and write off policies need to be modified to allow a more cost effective approach to managing receivables. The Board was assured that consumers would not be denied services based on ability to pay. There are policies in place to provide discounts where applicable. The updated policy also states that before services are discontinued, the clinician, Division Director, and Medical Director will review and notify the consumer in writing if services will be discontinued. The consumer will have the right to appeal if they believe the fee charged was not calculated correctly based on their ability to pay.

MOTION: Mr. Hunter made the motion to accept the proposed reimbursement policy as written with modification included in Board packet. He requested that Mr. Hubbard have legal counsel review as well.

Seconded by: Mr. Pugh

Motion carried.

**IX. New Business**

**Item A. Adoption of FY 14 Budget -** The Financial Committee results were given to the Board and approved. There will be a 3% cost of living adjustment

for all salaried and hourly staff allocated on years of service, current levels of funding for health insurance will be maintained, ongoing funding for Southside Regional Jail Therapeutic Community Program, termination of Emporia Group Home and Atlantic House leases, ongoing funding for Jail Diversion and reclassification of current manager to salaried from hourly status, and additional funding for information technology. The only change is funding for data warehouse software and installation, which is still within the budget guidelines.

MOTION: Mr. Weigel made the motion to adopt the FY 14 budget as stated.

Seconded by: Dr. Moore-Tolliver

Motion carried.

**Item B. Adoption of FY 14 Performance Contract** – Mr. Hubbard reviewed the FY 14 Performance Contract with the Board. Lisa Clark, Director of Finance, put it in the language the Department of Mental Health needs on how we are going to spend the money. This is not useful for any other report, but must be approved annually.

MOTION: Mrs. Thompson made the motion to approve the FY 14 Performance Contract as presented.

Seconded by: Ms. Vartanian

Motion Carried.

**Item C. Resolutions of Appreciation** – Col. Forsythe presented Resolutions of Appreciation to three Board members who will be leaving on June 30, 2013 due to their terms expiring. Mr. George W. Pugh, Sr., Mrs. Mary Bagshaw, and Mr. Raenord Walker were thanked by Board Chairman, Col. Lance Forsythe, and Executive Director, Joseph Hubbard for their devoted hours assisting the Board in accomplishing our mission to serve their communities, and devotion to duty and willingness to service to their communities.

## **X. Informational Items:**

**Item A. Financial Report** - Provided for informational purposes. Mr. Hubbard reviewed the financial report with the Board and stated we are coming to the end of the year in good shape and collecting on back billing.

**Item B. SAC Minutes** – Provided for informational purposes.

**Item C. Internal Audit Corrective Action Plan Status** – We will address write off issues before the auditors come.

**Item D. – All Staff Meeting/Lunch** – All Board members were invited to District 19’s All Staff Meeting to be held at Temple Park in Disputanta, Virginia. The meeting will be educational with team building activities. The meeting will be held on May 31, 2013, starting at 9:00 a.m.

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

**XII. Adjournment**

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

Seconded by: Dr. Moore-Tolliver

There being no further business, the meeting was adjourned at 6:45 p.m.

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Col. Lance Forsythe (Date)