

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803

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Joseph E. Hubbard, C.P.A.

Executive Director

Jennifer Kirkland

Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, May 29, 2014 at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Donald Hunter, called the meeting to order at 6:00 p.m.

II. Roll Call:

PRESENT: Donald Hunter Willadean Harrison
Cornell Prince, II Phyllis Moore-Tolliver
Isabel Vartanian Carolyn Thompson
John Weigel Frances Randolph
Roger Wiley, P.C. Sherry Saunders

EXCUSED: W. Joe Green Shel Bolyard-Douglas
Rhonda Greene Frances Randolph
Patricia Harper Stephanie Parker
Claire Goad Ronald Washington
Kenneth Robinson

III. Approval of Agenda

MOTION: Mr. Weigel made the motion to approve the agenda as presented.

Seconded by: Mrs. Saunders

Motion carried.

IV. Approval of Minutes

MOTION: Mrs. Thompson made the motion to approve the minutes of the April 24, 2014 meeting as presented.

Seconded by: Ms. Randolph

Motion carried.

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greensville
(434) 348-8900

Hopewell/Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

- V. Public Comments** – Mr. Hubbard reported that the District 19 All Staff Meeting held on May 16, 2014 went very well. We were happy to have several Board members in attendance. Staff took a group photo in celebration of District 19's 40th Anniversary. In the future, we are planning to present power point presentations to the Board so that they can see what goes on at the All Staff Meetings.

Mr. Hunter encouraged Board members to read the District 19 CSB 2013 Annual Report that was distributed before the meeting. The Annual Report highlights accomplishments over the past year.

- VI. Service Recognition** – Mr. Hubbard read the Resolution of Appreciation which will be presented to Kenneth Robinson who will be leaving on June 30, 2014 due to his term expiring. Mr. Robinson, representative from Prince George County, served on the Board of Directors from July 1, 2005 through June 30, 2014. Mr. Hunter, Board Chairman, and Mr. Hubbard, Executive Director, expressed appreciation for Mr. Robinson's devoted hours assisting the Board in accomplishing our mission to serve the community, and his devotion to duty and willingness to service to his community.

Mr. Hubbard also presented Mr. John Weigel a plaque for his service as Board Chairman, from October 28, 2010 through February 24, 2011.

- VII. Old Business** - None

- VIII. New Business**

Item A. 2015 Budget Presentation:

Mr. Hubbard presented the Board with a summary of projected 2015 Revenues and Expenditures. However, it should be noted that the information presented does not have any State or Federal Revenue adjusted because the State budget has not been adopted yet. We plan to bring an updated budget to the Board in September, once a budget has been adopted and we have modified of any changes. At this time, we do not anticipate any material changes in the State or Federal revenues; therefore, the proposed FY15 Budget represents a reliable forecast. The following significant items are included in the proposed budget:

1. A reduction of expenses and revenues related to the elimination of group homes.
2. Includes a 3% vacancy rate (up from 2%).

3. Includes a 2% pay increase effective July 1, 2014. One percent allocated to all staff with an additional 1% allocated based on years of service (1/5 for each year of service up to 5 years).
4. Increase in employer share of health insurance per the Board's earlier actions.
5. Additional staffing expenditures and revenue included in order to implement the provision of Enhanced Care Coordination needed as part of the State's movement into an integrated system of care with the consumers that are dual eligible (consumer eligible for Medicare and Medicaid).
6. Additional Psychiatric Service contracted for Children's Services.
7. Renovations to 4th floor of Bank Street building per previous Board action.
8. Includes a projected net gain of \$65,000 from sale of Walton House (closed group home in Petersburg).
9. Elimination of PATH funds for homeless services (State allocated these funds to the Region to support homeless Wounded Warrior Program). Provider of service located in D19's catchment area.

One Time FY 15 Expenses to Be Funded by Retained Earnings

1. Server Operating System to move to SQL Virtualization - MIS equipment needed.
2. Southside Regional Jail Therapeutic Program – 4-5 years contributed \$60,000 a year contributed – will continue to fund.
3. Pay Per Performance Bonuses – will not be spent until Board reviews/approves in September.
4. Southside Regional Jail Outpatient and Crisis Services – Outpatient Crisis Services will be funded, subject to approval by Board.
5. Renovations to Bank Street 4th Floor – Additional money to include 2nd floor for bringing Crisis to Bank Street.

MOTION: Ms. Vartanian made the motion to approve the proposed FY 15 Budget as presented.

Seconded by: Mr. Prince

Motion carried.

Item B. 2015 Performance Contract Presentation:

The Performance Contract is signed with the Department of Behavioral Health and Disability Services (DBHDS) every year. It looks at core service codes and costs. It has not changed over the years. However, it is a living document and we can make changes periodically pending a 30 day hearing.

MOTION: Ms. Randolph made the motion to approve the FY 15 Performance Contract as presented.

Seconded by: Ms. Vartanian

Motion carried.

IX. Informational Items

A. Financial Report – Mr. Hubbard reviewed the financial report for informational purposes. The budget is progressing well. There have been a few delays in billing due to MCO's for dual eligible program. MCO's are learning the system as they go along.

Item B. Performance Outcome Reports - Mr. Hubbard presented for informational purposes. The report will be ongoing. He encouraged Board members to continue to review the report and provide feedback as needed.

Item C. Staff Advisory Committee Minutes – SAC minutes for the months of April and May were distributed to Board members for informational purposes. All Staff was held on May 16, 2014. Several Board members attended. Staff celebrated District 19's 40th Anniversary by taking a group photo wearing District 19 t-shirts.

X. Closed Session – None

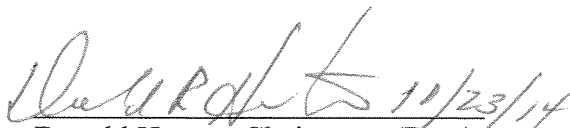
XI. Adjournment

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

Seconded by: Dr. Moore-Tolliver

Motion carried.

There being no further business, the meeting was adjourned at 7:10 p.m.


Donald Hunter, Chairman (Date) 10/23/14


Lisa Newby, Recorder (Date) 10/23/14