

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

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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, September 25, 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: W. Joe Green Shel Bolyard-Douglas
Rhonda Greene Capt. Mark Payne
Sherry Saunders Frances Randolph
Carolyn Thompson John Weigel
Rosa Mastracco Roger Wiley, P.C.

EXCUSED: Willadean Harrison Jennifer Moore
Cornell Prince, II Phyllis Moore-Tolliver
Ronald Washington Isabel Vartanian
Patricia Harper Stephanie Parker

III. Approval of Agenda

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

Seconded by: Mr. Green

Motion carried.

IV. Approval of Minutes

MOTION: Mr. Green made the motion to approve the minutes of the May 29, 2014 meeting as presented.

Seconded by: Mr. Weigel

Motion carried.

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greenville
(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. Hunter, Chairman, welcomed new Board members, Rosa Mastracco, Dinwiddie County, and Captain Mark Pain, Prince George County to their first meeting.

Mr. Weigel visited Board member, Isabel Vartanian who is in a nursing home and briefly updated the Board on her progress.

- VI. Service Recognition** – Board member, Shel Bolyard-Douglas, served as District 19's Board Chair from July 24, 2008 to September 23, 2010. Mr. Hubbard presented her with a plaque in appreciation for her service to the Board as Chairman.

Mr. Hubbard also recognized Sara Harrison, an Accountant in the Finance Division, as Employee of the Month for July 2014, Tammy Ballard, Case Manager in the Adult Services Division as Employee of the Month for August 2014, and Judy Berry, Operations Coordinator in the Adult Services Division, as Employee of the Month for August 2014. Employees were thanked for their dedicated service and presented with their awards.

- VII. Appointment of Evaluation Committee** - Mr. Hunter appointed John Weigel, Carolyn Thompson, and Mark Payne to serve on the Evaluation Committee. This committee is responsible for completing Mr. Hubbard's performance evaluation and bringing it back to the Board. The evaluation should be completed by October to present to the Board at the October 23, 2014 Board meeting.

- VIII. Old Business** – None

- IX. New Business:**

Item A. 2015 Budget Presentation Revisions – Lisa Clark, Finance Director, gave a brief overview of the impact of revisions on revenue and expenses. There is an increase of \$737,371.00 due to new programs and services.

MOTION: Mrs. Bolyard-Douglas made the motion to adopt the new budget with the revisions as presented.

Seconded by: Ms. Randolph

Motion carried.

Item B. Human Resource Policy Changes – Jennifer Kirkland, Director of Operations, gave a summary of changes to three Human Resource policies. The changes were reviewed by the Board Attorney, Roger Wiley and approved.

Policy 4.1.3 Demotion: Voluntary, Disciplinary, Layoff. The policy needed to reflect that if an individual received disciplinary action, it would not only apply to their full time position, but their prn position as well.

Policy 4.1.4 Employee Termination. The language in this policy needed to change regarding eligibility for re-employment. Re-employment would be possible if the employee left in good standing, scored at least a 2.0 on most recent performance evaluation and did not have a Group III Written Notice at termination. It would no longer be determined by the time requirements of the resignation.

Policy 7.2 Standards of Conduct. This policy also needed to include the statement that full time and prn positions held by the same individual would be impacted by written notices received for work done within District 19 employment.

MOTION: Mr. Green made to motion to accept the changes to the Human Resource policies as presented.

Seconded by: Mrs. Bolyard-Douglas

Motion carried.

Item C. Service Fee Changes – New Fee Schedule was presented to the Board by Lisa Clark, Finance Director. Schedule reflects current rates with changes to outpatient charges due to Medicaid changes in Medicaid rates.

MOTION: Mrs. Thompson made the motion to change accept the new Fee Schedule.

Seconded by: Mr. Green

Motion carried.

Informational Items – Executive Director

Item A. Financial Report – Mr. Hubbard reviewed the financial report for informational purposes.

Item B. Performance Outcome Reports - Mr. Hubbard informed the Board that we are in our second year of reviewing these reports. This is important because the department will soon make it a requirement that these reports be reviewed by the Board of Directors monthly.

Item C. SAC Minutes – Staff Advisory Committee minutes were presented to inform the Board of SAC activities being done on behalf of staff.

Item D. Crisis Assessment Center Update – Mr. Hubbard updated the Board on the Crisis Assessment Centers. District 19 was awarded \$307,000.00 from the state to operate two Crisis Assessment Centers. District 19 is the only Community Services Board in the state to operate two Crisis Assessment Centers. The hours for the CACs have extended to 12 hours a day, seven days a week. The operating hours are 10:00 a.m. to 10:00 p.m. The clinical and security staff is able to handle TDOs and ECOs at the two locations, John Randolph Hospital three days a week, and Southside Regional Medical Center four days a week.

Item E. Pay for Performance/Productivity Plan – In accordance with the Strategic Plan adopted by the Board, the Executive Director requested volunteers to participate in a Pay for Performance Committee designed to develop an incentive based bonus policy. The Performance Evaluation would change from a 5 point scale to a 3 point scale. Scores of “1” or “3” would have to be justified by the evaluator. Employees scoring a 2.5 or higher on the evaluation **and** an “8” or higher on the Pay for Performance Addendum will be submitted for consideration of an incentive bonus. The incentive bonus can be up to \$1,000.00 per employee, one time surplus money that comes from the 5 percent vacancy rate. It will not be paid out until the end of the year.

Item F. Mental Health First Aid - Mental Health First Aid is a 5-step action plan to help or support someone developing signs and symptoms of mental illness or emotional crisis. Several District 19 staff have taken the training and received certification to instruct Mental Health First Aid to individuals seeking to improve access to care for youth within our service locality.

Item G. Overview of Local Funding for FY15 – Mr. Hubbard reviewed the local funding from D19 localities. There were no reductions in funding. Five out of eight gave the funding that was requested.

Item H. Suicide Awareness - Provided for informational purposes. District 19 joined Chesterfield, Crossroads, Goochland-Powhatan, Hanover, Henrico, RBHA and Southside in developing a comprehensive suicide prevention plan for all Region IV communities. The regional suicide prevention proposal was submitted

to DBHDS on August 27, 2014. (DBHDS plans to offer grant awards up to \$125,000 per region. The implementation period is October 1, 2014-September 30, 2015.)

XI. Adjournment

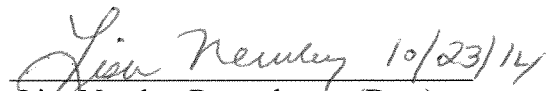
MOTION: Mrs. Bolyard-Douglas made the motion to adjourn the meeting.

Seconded by: Ms. Randolph

Motion carried.

There being no further business, the meeting was adjourned at 7:28 p.m.


Donald Hunter, Chairman (Date)


Lisa Newby, Recorder (Date)