

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, October 23, 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
	Capt. Mark Payne	Willadean Harrison
	Donald Hunter	Phyllis Moore-Tolliver
	Cornell Prince, II	Frances Randolph
	Sherry Saunders	Roger Wiley, P.C.

EXCUSED:	Rhonda Greene	Jennifer Moore
	Carolyn Thompson	Isabel Vartanian
	John Weigel	Ronald Washington
	Rose Mastracco	Patricia Harper
	Stephanie Parker	

III. Approval of Agenda

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

Seconded by: Dr. Moore-Tolliver

Motion carried.

IV. Approval of Minutes

MOTION: Mrs. Bolyard-Douglas made the motion to approve the minutes of the September 25, 2014 meeting as presented.

Seconded by: Mr. Green

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. Hubbard reminded members of the Board that District 19's All Staff Meeting is scheduled for December 12, 2014, and would like Board members to attend if possible. We will send a reminder out next month.

Mr. Hunter attended his first VACSB meeting in October, and found it to be very informative.

- VI. Service Recognition** – Mr. Hubbard recognized Yaosca Martinez, Human Resources Associate, as Employee of the Month for October 2014. Mrs. Martinez was hired as a part-time employee, but was promoted to full-time in April. She is a team player, and has proven herself to be an asset to the HR Department. Mrs. Martinez was not present at the meeting, but was thanked for her dedicated service to the agency. She received her award earlier in the month.

- VII. Appointment of the Nominating Committee** - Mr. Hunter appointed Sherry Saunders, Phyllis Moore-Tolliver, and Joe Green to serve on the Nominating Committee. Dr. Moore will Chair the committee.

- VIII. Old Business** – None

- IX. New Business:**

Item A. Pay for Performance/Productivity Plan – There were no follow-up questions from the Board on the Pay for Performance Plan. Mrs. Bolyard-Douglas stated that the staff should be commended for coming up with a great plan. Mrs. Saunders stated that it was the best performance evaluation she has ever seen.

MOTION: Mrs. Bolyard-Douglas made the motion to adopt the Pay for Performance Plan as presented, to be implemented December 2014.

Seconded by: Mr. Prince

Motion carried unanimously.

X. Informational Items – Executive Director

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

Item B. Performance Outcome Reports - Mr. Hubbard encouraged the Board of Directors to continue to review the reports, which will be presented at each Board meeting.

Item C. SAC Minutes – Staff Advisory Committee minutes were presented for the month of October. Mr. Hunter stated that he was happy to see that SAC was alive and well because it is important to the morale of the staff.

XI. Closed Session:

MOTION: At 6:13 p.m. Mr. Hunter moved to go into Closed Session under direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.23712 of the *Code of Virginia* to discuss legal and personnel matters.

Seconded by: Capt. Mark Payne

Motion carried.

The Chairman announced a Closed Session was held in accordance with Chapter 21 of the Virginia Freedom Act, § 2.23712 of the *Code of Virginia*.

A roll call was taken certifying that to the best of each Board member's knowledge only public business matters lawfully exempted from open meeting requirements, and only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting.

Donald Hunter – yes

Shel Bolyard-Douglas – yes

W. Joe Green – yes

Willadean Harrison – yes

Mark Payne – yes

Phyllis Moore-Tolliver – yes

Cornell Prince – yes

Frances Randolph – yes

Sherry Saunders – yes

MOTION: Mrs. Bolyard-Douglas made the motion to accept the recommendations of the Evaluation Committee with regards to Mr. Hubbard's performance evaluation and to comply with an eight percent increase to cover insurance adjustment and raise.

Seconded by: Mrs. Harrison

Motion carried.

XI. Adjournment

MOTION: Mrs. Harrison made the motion to adjourn the meeting.

Seconded by: Ms. Randolph

Motion carried.

There being no further business, the meeting was adjourned at 7:14 p.m.


Donald Hunter, Chairman (Date) 12/4/14


Lisa Newby, Recorder (Date) 12/4/14