

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

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

(804) 862-8054 - Fax: (804) 863-1665

jhubbard@d19csb.com

jkirkland@d19csb.com

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, March 26, 2015 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 W. Joe Green
Carolyn Thompson Rose Mastracco
Jennifer Moore John Weigel
Cornell Prince, II Shel Bolyard-Douglas
Capt. Mark Payne Frances Randolph
Roger Wiley, P.C. Phyllis Moore-Tolliver

EXCUSED: Sherry Saunders Isabel Vartanian
Rhonda Greene Ronald Washington
Patricia Harper Stephanie Parker

III. Approval of Agenda

The agenda was amended to include a Resolution of Appreciation for Cornell Prince, II, Vice-Chair, for his dedicated service to the Board.

MOTION: Mrs. Thompson made the motion to approve the amended agenda to include the Resolution of Appreciation for Mr. Prince.

Seconded by: Mrs. Bolyard-Douglas

Motion carried.

IV. Approval of Minutes

MOTION: Mr. Green made the motion to approve the minutes of the January 22, 2015 meeting as presented.

- 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

Seconded by: Mrs. J. Moore

Motion carried.

- V. Public Comments** – District 19 CSB, Prince George County and Prince George Police Department are sponsoring a community presentation on suicide awareness and prevention. Speakers include Margarita Echavarria, Adult Case Manager, Julia Cox, Emergency Services Therapist, and Jeff Conley, Program Coordinator and NAMI Central Virginia. The program will be held on April 2, 2015 at 6:00 p.m. at the Prince George Library. Mr. Hubbard encouraged everyone to attend since this has become an important topic in our local community.

The Nominating Committee will need to meet to appoint a new Vice-Chair due to the resignation of Mr. Prince. The committee will make a report at the next meeting.

- VI. Board Educational Topic** – Sherwood Atkins, a representative from Janssen Pharmaceuticals, spoke briefly about Schizophrenia. His presentation included a short video from the perspective of a person diagnosed with Schizophrenia, and how providers can be more insightful on how to assist client's with this diagnosis. The presentation emphasized "LEAP" as a clinical tool/communication strategy. Providers were encouraged to (L) listen, (E) empathize, (A) agree, and (P) partner. Clients respond best when they feel heard and what they say matters. The presentation offered insight into Schizophrenia for clinical, as was as, non-clinical in attendance.

- VII. Service Recognition** – Mr. Hubbard presented a Resolution of Appreciation to Mr. Cornell Prince, II, for his outstanding performance and dedicated service to District 19 CSB. Mr. Prince has served on the Board for eight and half years, serving as Vice-Chair for over five of those years. Mr. Hunter, Chair, and Mr. Hubbard expressed appreciation for Mr. Prince'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 recognized Lynn Moore, PACT Team Administrative Assistant, as Employee of the Month for February 2015. Mrs. Moore is described by her team as the "quintessential Administrative Assistant." She is an invaluable member of the PACT Team.

Mr. Hubbard recognized Doris Robinson, Consumer Advocate with the Operations Department, as Employee of the Month for March 2015.

Mrs. Robinson has done an exceptional job in getting consumers enrolled in various programs so that their services can be reimbursed (most recently GAP – Governor’s Access Plan or the Seriously Mentally Ill).

VIII. Old Business – None

IX. New Business

Item A. Health Insurance Renewal Approval – There are no changes to health insurance provider Local Choice. There was a very low increase of 4.8% this year, and we are very pleased. The projected cost based on enrollment will go down. Projected rate for FY16 is less than FY15 due to vacancies and no longer providing COBRA to staff that were laid-off.

MOTION: Mr. Green made the motion to continue with Local Choice as the health insurance provider for District 19.

Seconded by: Mr. Prince

Motion carried.

Item B. Proposed Changes to HR Policy – District 19 is currently having difficulty filling some vacant positions in the agency. This is due partly to competition from surrounding CSBs and private providers. Recruitment ads for psychiatrists and nurse practitioners list for long periods of time with no results. As a result, Policy 3.2.6 Exceptional Recruitment Incentive Options for “Difficult to Fill Positions” is being presented to the Board with modifications for adoption.

Difficult to fill positions are identified by Human Resources based on prior recruitment and retention experience. In addition to criteria for determining if a vacancy constitutes a difficult position to fill, the existing criteria should also include medical positions and those positions requiring licensure.

Another proposed change to the policy will include sign-on bonuses. The policy needs to reflect that the Executive Director may opt to offer sign-on bonus to attract and retain difficult to fill positions. In situations where the vacancy of the difficult to fill position is creating negative consequences for the agency, a sign-on bonus may be offered, when approved by the Executive Director. The sign-on bonus amount has changed from \$2,000 to \$3,000 for non-medical positions and \$5,000 for Medical Services positions.

Discussion from the Board included a statement from Mr. Hunter that the increase is warranted.

Mr. Green asked if a sign-on bonus was worth it because it would not be included in the next year's salary. He stated that if you pay people better, you would get better people. It may be a need to make adjustments to the pay scale as a whole to get quality people. Mr. Hubbard responded that the pay scale was adjusted a few years ago, but in order to maintain positions, we are going to have to pay them. We will keep this in mind to keep positions filled. Expenses may also need to include a percentage for moving expenses, but we will come back to the Board if this needs to be added to the policy.

MOTION: Mrs. Bolyard-Douglas made the motion accept Policy 3.2.6 Exceptional Recruitment Incentive Options for "Difficult to Fill Positions" as presented with changes.

Seconded by: Capt. Payne

Motion carried.

X. Informational Items

A. Financial Report – Mr. Hubbard reviewed the monthly financial report for informational purposes. The Board is doing well meeting revenue projections and expenses. In May, we will find enough new revenue to look at salary increases across the Board.

B. Performance Outcome Reports – Mr. Hubbard presented the Monthly Board Report for March 2015. There is basically no change in the report for this month. This report will continue to be provided as a part of the monthly Board meeting. Reports are sent to localities annually (Nov-Dec).

C. Staff Advisory Committee Minutes were provided for informational purposes. The May 2015 All Staff Meeting will be held at Temple Park in Prince George County on May 15, 2015. If the weather is inclement, the meeting is scheduled at the Fraternal Order of Eagles at 9:00 a.m. Mr. Hunter thanked SAC for all they do for the employees at District 19.

XI. Executive Session – Legal/Personnel – None

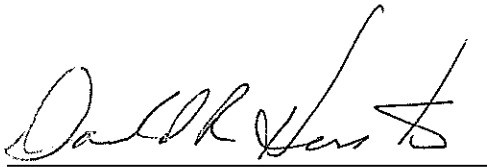
XII. Adjournment

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

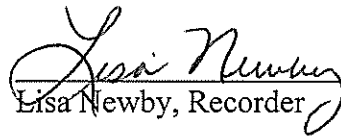
Seconded by: Mr. Prince

Motion carried.

There being no further business, the meeting was adjourned at 6:55 p.m.



Donald Hunter, Chairman (Date)

 4/23/15

Lisa Newby, Recorder (Date)