

# 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 28, 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  
Jennifer Moore            Sherry Saunders  
John Weigel            Rhonda Greene  
Capt. Mark Payne            Shel Bolyard-Douglas  
Frances Randolph            Phyllis Moore-Tolliver

**EXCUSED:** Carolyn Thompson            Rose Mastracco  
Ronald Washington            Patricia Harper  
Stephanie Parker            Roger Wiley, P.C.

### III. Approval of Agenda

**MOTION:** Mr. Weigel 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 April 23, 2015 meeting as presented.

Seconded by: Dr. Moore

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** – District 19 Board member, Jennifer Moore, Greensville County, is working directly with Virginia Commonwealth University (VCU) in supporting families of children and young adults with disabilities and special health care needs. Family to Family Network of Virginia is a free resource funded through the Department of Education providing a variety of services. However, 95 percent is emotional support and support going through the waiver system. Mrs. Moore is committed to this program for five years and is providing assistance to get the program up and running in Southern Virginia (Southampton to Danville to Waverly) by June. Mrs. Moore provided pamphlets for the program and stated that if anyone needs assistance to please contact her.

**VI. Employee Recognition** – Mr. Hubbard recognized Tara Portee, Petersburg Adult Services Clinic Manager, as Employee of the Month for May 2015. Mrs. Portee is being recognized for her exemplary leadership skills as a clinic manager. In every interaction with both clients and staff, she is fair, empathetic, and focuses on solutions. She is approachable and consistently finds ways to ease the case manager's load, and will assist as needed. Mrs. Portee is a superior manager as she has the qualities that make for a dynamic working environment.

**VII. Old Business – Adoption of FY16 Budget**

An overview of the 2016 Fiscal Year budget was briefly discussed at the April Board meeting. Mr. Hubbard reviewed the budget with shortfalls in several programs. Mr. Hubbard is bringing revenue/expense updates back to the Board for approval. He informed the Board that he received a phone call from Greensville County stating that they planned to cut funding to District 19 by 75% due to the closing of the Activity Center in Emporia. Twenty years ago some of our funding was allocated to the Adult Activity Center for Adult ID services. They were a provide provider. The center went out of business last year so Emporia decided that due to the closing, the funding was no longer needed. Mr. Hubbard, and D19 Board members from Emporia and Greensville County, will attend the next Board of Supervisor's meeting on June 1, 2015, to educate them why funding is justified, including how much it is saving the county rather than costing the county. Although this issue has not been resolved, Mr. Hubbard would still like to move forward with approving the FY16 budget as presented.

**MOTION:** Capt. Payne made the motion to approve the budget as presented with a one percent (1%) base increase effective July 1, 2015, and a 1.5% lump sum increase based on years of service (20% per year).

Seconded by: Mr. Green

Motion carried.

**VIII. New Business – FY16 Performance Contract**

Mr. Hubbard briefly discussed the FY16 Performance Contract. He stated that our budget is divided up into what services we provide. We are requesting a 30-day review period. We will see the document modified in 30 days.

**MOTION:** Mr. Green made the motion to approve the contract pending a 30-day review. If there is a significant change, we will come back for approval to review.

Seconded by: Mrs. J. Moore

Motion carried.

**IX. Informational Items**

**A. Financial Report** – Provided for informational purposes.

**B. Performance Outcome Reports** – Provided for informational purposes.

**C. Staff Advisory Committee Minutes** – Provided for informational purposes.

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

**XI. Adjournment**

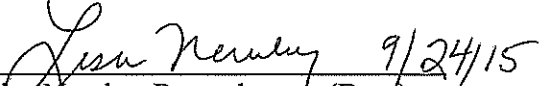
**MOTION:** Dr. Moore made the motion to adjourn the meeting.

Seconded by: Ms. Randolph

Motion carried.

There being no further business, the meeting was adjourned at 7:08 p.m.

  
Donald Hunter, Chairman (Date) 9/24/15

  
Lisa Newby, Recorder (Date) 9/24/15