

# 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 24, 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:**

<b>PRESENT:</b>	Donald Hunter	W. Joe Green
	Carolyn Thompson	Brenda Ebron-Bonner
	Rose Mastracco	Sherry Saunders
	John Weigel	Rhonda Greene
	Mark Payne	Shel Bolyard-Douglas
	Roger Wiley, P.C.	

<b>EXCUSED:</b>	Jennifer Moore	Ronald Washington
	Frances Randolph	Phyllis Moore-Tolliver
	Patricia Harper	Stephanie Parker

III. **Approval of Agenda:**

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

Seconded by: Ms. Greene

Motion carried.

IV. **Approval of Minutes:**

Minutes from the May 28, 2015 Board meeting under Old Business – Adoption of the FY16 Budget, will be amended to reflect that the Adult Activity Center for Adult ID services was a private provider. The center went out of business last year so Greensville County decided that due to the closing, the funding was no longer needed. Mr. Hubbard and Mrs. Sherry Saunders, Emporia representative, 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.

- 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

**MOTION:** Mr. Green made the motion for the minutes to be amended and approved as presented.

Seconded by: Mrs. Shel Bolyard-Douglas

Motion carried.

- V. Public Comments** - District 19's Board of Directors welcomed Ms. Brenda Ebron-Bonner to the Board. She is representing Dinwiddie County.

Board member, Shel Bolyard-Douglas, expressed appreciation for support for the Back to School Fair in Scott Park. There were 1,200 to 1,500 people in attendance. It was a great success.

- VI. Service Recognition** – Mr. Hubbard recognized Karon Booker, Case Manager, with the Adult Services Division, for his strong skills as a case manager and peer leader. Mr. Booker is one of the first people his peers turn to for support and to assist them in the field. He provides this assistance with a positive attitude. Other staff in the agency, as well as collateral outside of the agency, have often stated that Karon has been very helpful, professional, competent and willing to go above and beyond the typical. For this reason, Mr. Booker was selected as District 19's August 2015 Employee of the Month.

Mr. Hubbard also recognized Libbey Lassiter, Database Administrator, in the IT Department for her hard work and dedication to the agency. Ms. Lassiter has gone over and beyond her job duties in order to make other employees more efficient in their jobs. She has created numerous reports and automated processes that were previously time consuming, tedious, and manual processes. She has been creative in developing scripts and automated processes in the Electronic Health Record system that have saved time for employees and decreased errors. The reports that she has created have allowed for audits to be put into place that have never been available in the past. Libbey also puts together the monthly report for the Board of Directors. This report has received praise from the Board members regarding the valuable information within the report. Libbey redesigned the agency website, which is more user friendly with helpful hyperlinks.

The IT Department recently went through a reorganization in which some employees had to cover additional job duties in order to keep the department running smoothly. Libbey has been instrumental in her ability and willingness to take on additional duties and make sure the IT Department continued to function smoothly. Libbey is an asset to the agency and we are fortunate to have her. For this reason, Ms. Lassiter was selected as District 19's September 2015 Employee of the Month.

**Appointment of Evaluation Committee** – Mr. Hunter appointed John Weigel, Mark Payne and Carolyn Thompson 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 22, 2015 Board meeting.

**VII. Old Business** – None presented

**VIII. New Business**

**A. Fee Scale Revision** – The new fee schedule current rates reflects a change from Medicaid reimbursement effective July 1, 2015.

**MOTION:** Mr. Green made the motion that the new fee schedule be approved to reflect change in Medicaid reimbursement.

Seconded by: Capt. Payne

Motion carried.

**B. Social Media Policy** – Jennifer Kirkland, Operations Director, gave an overview of the Social Media Policy. The policy was reviewed by the Board Attorney, Roger Wiley, before being presented to the Board for approval. The Board was assured that confidentiality rules (HIPAA) have been put into place to protect the identity and information of consumers. Any time a consumer agrees to the agency using their picture and/or personal information, they must first sign the Media Authorization Form. When District 19’s Facebook is launched, only recruitment information and community information will be posted.

**MOTION:** Mr. Green made the motion to approve the Social Media Policy as presented by the Operations Director.

Seconded by: Mrs. Thompson

Motion carried.

**C. Human Resources Policy Changes:** Human Resources Policy 8.5.1 Pay Processing When Staff Required to Work on Holiday – The policy has been revised to include:  
*Emergency Services: For PRN Coverage in Crisis and Crisis Assessment Center on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Day, pay will be 1.5 times the normal rate.*

**MOTION:** Mrs. Bolyard-Douglas made the motion to approve the rate change for Emergency Service workers from normal rate to 1.5 times the normal rate for stated holidays.

Seconded by: Mr. Weigel

Motion carried.

- D. May Board Meeting Schedule Change** – Due to a scheduling conflict, it is proposed that the Board meeting for May 26, 2016, be moved to the following Thursday, June 2, 2016.

**MOTION:** Mrs. Bolyard-Douglas made the motion that the Board meeting be moved from May 26, 2016 to June 2, 2016.

Seconded by: Capt. Payne

Motion carried.

#### **IX. Informational Items**

- A. Financial Report** – Mr. Hubbard reviewed the report for informational purposes, but also drew attention to programs not producing revenue as budgeted. The biggest loss is in psychosocial programs. Some programs will not produce revenue as budgeted because Medicaid consumers have decreased; there is competition with private providers and there are consumers with no payer source. Budget information will be brought to the board later in the fiscal year, but the goal for FY17 is that we will not be using retained earnings to balance the budget.

Due to budget issues, Mr. Green would like District 19 to produce a card or brochure stating what services we provide so that our communities will know where to turn for help. This may be especially important to get to faith-based groups so that it can be passed on to their congregations. People may not be attending because they may not know about the program.

- B. Performance Outcome Reports** – Mr. Hubbard reviewed for informational purposes.
- C. SAC Minutes** – There is a new Staff Advisory Committee for 2015-16. August minutes were included for Board review.
- D. Certification to State RE: Pay Raise** – Item 467 of the 2015 Appropriation Act mandates a two percent salary increase for full-time employees of CSBs effective September 1, 2015. The Secretary of Finance has asked that each CSB Executive Director certify that

his or her CSB provided a pay increase of at least two percent on September 1, 2015. On behalf of the Executive Director, Lisa Clark, Finance Director, sent a letter of certification with related information. Her response (in part) stated that the Board of Directors approved a 1% base pay increase for all full-time and regular hourly staff in May of this year, effective on 7/1/15, plus a one-time bonus of up to 1.5% prorated based upon years of service which was paid on 7/16/15. The state funds being granted to District 19 for this mandate are greatly appreciated and we certify that they will be used for a portion of the pay increases.

- E. Dinwiddie “Another Chance” Program** – Dinwiddie school officials are looking to ensure that students with behavioral issues still have a chance at a quality education. Known as Another Chance, the program is for a first-time offender who has gone before the school board or administrator in the school and has committed a minor offense. The school division then gives the student “another chance” by having them complete six once-a-week after school sessions. Of those sessions, four are with the student and a mental health professional. Two sessions are with the parent and student. After their first session, students are able to return to school if suspended. Diana Barnes, Manager of Specialized Children’s Services with District 19 CSB, facilitated the groups with students and parents. Due to its success, the Another Chance Program will be going into its second year starting the second week of September.
- F. Prince George’s “Youth Workforce Academy”** – District 19 has been a supporter of the Youth Workforce Academy for years. This partnership has won a Virginia Association of Counties Award which was recognized on October 13<sup>th</sup> at the Prince George County Board of Supervisors public meeting. District 19 was presented with a Certificate of Appreciation on September 3, 2015.
- G. Recovery Month Celebration** – On September 10, 2015, The Substance Abuse Program at District 19 presented a viewing of the thought provoking film, ***The Anonymous People***, which highlights how profoundly embedded social stigma and discrimination have kept recovery voices silent for years. Board member, John Weigel, commended Candace Roney, Manager of SA Services, for hosting, organizing, and bringing this film to our area. He encouraged everyone to see this film if possible. The event was informative, educational and very much needed in our area.
- H. Local Match Waiver** – In accordance with The Community Services Performance Contract, District 19 requested a waiver of the ten percent local match. Historically we have been meeting, but due to decreasing tax base, local government budget deficits, and unusually high unemployment rates for our localities compared to the statewide average, the Department granted the waiver.

**I. Adjournment**

**MOTION:** Mr. Green made the motion to adjourn the meeting.

Seconded by: Mrs. Saunders

Motion carried.

There being no further business, the meeting was adjourned at 7:03 p.m.

  
Donald Hunter, Chairman (Date) 10/22/15

  
Lisa Newby, Recorder (Date) 10/22/15