

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 22, 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 Shel Bolyard-Douglas
Rhonda Greene Frances Randolph
John Weigel Phyllis Moore-Tolliver
W. Joe Green Capt. Mark Payne
Jennifer Moore Brenda Ebron-Bonner
Carolyn Thompson Rose Mastracco
Sherry Saunders Roger Wiley

EXCUSED: Ronald Washington 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: Dr. Moore made the motion to approve the minutes of the September 24, 2015 meeting as presented.

Seconded by: Mrs. Saunders

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 reported that District 19 has implemented a Facebook page. Jennifer Kirkland, Operations Director, and Libbey Lassiter, Database Administrator, will monitor the site.
- VI. Evaluation Committee Statement** - Mr. Weigel, Committee Chairman, stated that Mr. Hubbard continues to meet the increasing needs that are presented to District 19 and the Board of Directors. He continues to meet the needs of good customer service by providing Crisis Intervention. During these tough economic times, he has projected a business model coupled with a high standard of service delivery. His strengths include funding strategies, staff development and support, customer support and the ability to identify and plan for challenges. Mr. Hubbard has the ability to look out and recognize issues that will impact the Board, and take appropriate action.

Mr. Hubbard met with the Evaluation Committee, and his performance is superlative. He will continue to find ways to create and enhance services. It is the recommendation of the Committee that there be no change in the current contract. The specifics of the contract will be discussed in Closed Session.

VII. Old Business – None

VIII. New Business –

FY 17 Local Funding Requests – Mr. Hubbard reviewed local funding requests for the 2017 fiscal year. The requests represent the full amount needed to bring to full local match. We will have no problem getting the waiver approved, but the Department advised us to make the request even if we don't get it.

MOTION: Mr. Green made the motion to approve the increase in local funding requests as presented.

Seconded by: Ms. Randolph

Motion carried.

IX. Informational Items

A. Financial Report – Mr. Hubbard reviewed the Financial Report for informational purposes. The budget is being prepared to present at the December Board Meeting. We will set aside time in February for a separate budget work session to have more time to focus on budget issues.

B. Performance Outcome Reports – The Monthly Outcome Report was presented for informational purposes. Board members would like a report generated to show the number of consumers served and the cost per consumer by locality for the past three to four years. Mr. Wiley, Board Counsel, stated that it was important that the local governing bodies see these numbers to back up the amount of local funding we are requesting.

C. Staff Advisory Committee Minutes were provided for informational purposes. Mr. Hunter expressed appreciation for SAC being active on behalf of staff and minutes being included as a part of the Board meeting. Mr. Hubbard reminded the Board that our All Staff meeting will be held on Friday, December 11, 2015. A venue has not been confirmed at this time. The meeting will start at 11:00 a.m. ending around 4:00 p.m. Lunch will be served.

X. Closed Session

MOTION: At 6:19 p.m. Capt. Payne moved to go into Closed Session under direction of Chapter of the Virginia Freedom of Information Act, § 2.23712 of the *Code of Virginia* to discuss legal and personnel matters.

Seconded by: Mrs. Bolyard-Douglas

Motion carried.

At 6:52 p.m. 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
W. Joe Green – yes
Brenda Ebon-Bonner – yes
Jennifer Moore – yes
John Weigel – yes
Mark Payne – yes
Phyllis Moore-Tolliver – yes

Shel Bolyard-Douglas – yes
Carolyn Thompson – yes
Rose Mastracco – yes
Sherry Saunders – yes
Rhonda Greene – yes
Frances Randolph – yes

MOTION: Mrs. Bolyard-Douglas made the motion to authorize Joe Hubbard to enter into an agreement with Southside Community Services Board to provide administrative support for Southside Community Services Board for up to six months with up to forty percent salary reimbursement by Southside Community Services Board during the period of agreement.

Seconded by: Mr. Green

Motion carried.

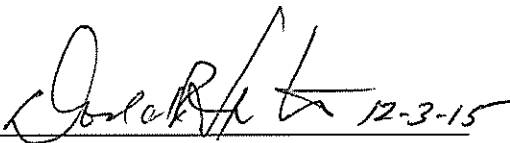
XI. Adjournment

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

Seconded by: Mrs. Thompson

Motion carried.

There being no further business, the meeting was adjourned at 7:23 p.m.


Donald Hunter, Chairman (Date) 12-3-15


Lisa Newby, Recorder (Date) 12/3/15