

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, LCSW

Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, December 3, 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 6:03 p.m.

II. Roll Call:

PRESENT: Donald Hunter W. Joe Green
Carolyn Thompson Brenda Ebron-Bonner
Jennifer Moore Sherry Saunders
John Weigel Rhonda Greene
Capt. Mark Payne Shel Bolyard-Douglas
Frances Randolph Roger Wiley, P.C.

EXCUSED: Ronald Washington Patricia Harper
Stephanie Parker Phyllis Moore-Tolliver
Rose Mastracco

III. Approval of Agenda

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

Seconded by: Mrs. Saunders

Motion carried.

IV. Approval of Minutes

MOTION: Mr. Green made the motion to approve the minutes of the December 3, 2015 meeting as presented.

Seconded by: Mr. Weigel

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 made the comment that there is no CIT Program at Southside Community Services Board. Due to the success of the program while at District 19 CSB, they are getting a coordinator in place for SSCSB.

Shel Bolyard-Douglas, Vice-Chair, reported that Prince George had an unannounced full sheltering drill. The system was activated and Rod Tsiptsis, D19 Emergency Services Manager, was very responsive and had District 19 staff on site right away. Rod checked the zip codes and identified consumers in the area that could have been potentially affected. Mrs. Bolyard-Douglas reported that the response time was incredible.

Brenda Ebron-Bonner, Board representative from Dinwiddie County, reported that District 19 participated in the Well Fest Activity at Central State Hospital (civil side) and provided information. She thanked District 19 for their participation.

- VI. Service Recognition** – Mr. Hubbard recognized and presented Fred Caraballo, IT Network and Systems Administrator with his award for Employee of the Month for November 2015. Fred is being recognized for his willingness to go over and beyond in his position. The IT Department underwent some changes this year, and Fred had to take on more duties. He stepped up to the plate without hesitation and has done a great job in making sure the IT Department continues to run smoothly. Fred has a “can do” attitude and a friendly demeanor. He is a hard worker, dependable, positive, and easy going. He is an asset to this agency.

- VII. Old Business** – None

- VIII. New Business - Resolutions of Appreciation**

Mrs. Carolyn Thompson, Board Representative from the City of Colonial Heights, and Mr. Ronald Washington, Board Representative from the City of Petersburg, were presented with Resolutions of Appreciation for their service to their communities as members on the Board of Directors for District 19 Community Services Board. Mr. Washington was unable to attend, but Mrs. Thompson accepted her award presented to her by the Board Chairman, Donald Hunter, and Executive Director, Joseph Hubbard.

IX. Informational Items

- A. Financial Report** – Mr. Hubbard reviewed the Financial Report for informational purposes.
- B. Performance Outcome Reports** – Finance will be providing a report to include cost per consumers for the last three fiscal years to cost per year divided by number of consumers. Board members agreed that the Monthly Board Report should be provided semi-annually, not monthly, for cost effective purposes. A link will be put on the D19 website to review the Monthly Report.
- C. Staff Advisory Committee Minutes** – Provided for informational purposes.
- D. Budget Calendar for FY17 Operating Budget**
- **January 28, 2016** - Overview of revenues vs. expenses by program
 - **February 18, 2016** - Board Budget Workshop to review program budgets in detail and develop strategies to ensure a balanced budget
 - **February 25, 2016** - Approve recommendations from the Budget Workshop
 - **April 28, 2016** – Review draft of Operating Budget
 - **June 2, 2016** – Approve FY17 Budget and Performance Contract

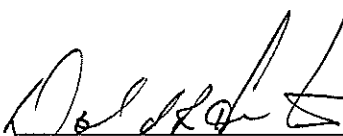
X. Adjournment

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

Seconded by: Ms. Greene

Motion carried.

There being no further business, the meeting was adjourned at 6:39 p.m.


Donald Hunter, Chairman 2-25-16
(Date)


Lisa Newby, Recorder 2/25/16
(Date)