

# 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, April 28, 2016, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Donald Hunter, called the meeting to order at 6:02 p.m.

### II. Roll Call:

**PRESENT:** Donald Hunter                      Shel Bolyard-Douglas  
E. Jane Elliott                                  Brenda Ebron-Bonner  
Sherry Saunders                                Rose Mastracco  
Frances Randolph                               Rhonda Greene  
W. Joe Green                                    Phyllis Moore-Tolliver  
John Weigel

**EXCUSED:** Jennifer Moore                    Patricia Harper  
Stephanie Parker                                Roger Wiley, P.C.

### III. Approval of Agenda

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

Seconded by: Mr. Weigel

Motion carried.

### IV. Approval of Minutes

**MOTION:** Mrs. Bolyard-Douglas made the motion to approve the minutes of the February 25, 2016 meeting as presented.

Seconded by: Mr. Green

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** – Dr. Moore-Tolliver informed the Board that the building for the Jessica Ann Moore Community Center was purchased in Sussex County (former Annie B. Jackson Elementary School). The building will be renovated to provide a number of services to the community.

Mr. John Weigel (in association with his wife Katherine Weigel) spoke about the “Happy in Hopewell” project in Hopewell, Virginia. This project encourages people to “tell me something good about Hopewell.”

Mrs. Ebon-Bonner expressed appreciation for District 19’s participation in Dinwiddie’s 3<sup>rd</sup> Annual Teen Expo. Pamela McDaniel from Prevention Services attended on behalf of District 19. The event was attended by 130 teens from the area.

Mrs. Bolyard-Douglas informed the Board that the “April Toddler Fair” held at the Library at Scott Park was a success. Early Intervention from District 19 participated, as well as Longwood Audiology and other vendors. The screenings helped to identify children with special needs before entering kindergarten.

- VI. **Recognition of Employees** – Mr. Hubbard recognized Terrelle Stewart, Crisis Assessment Center Coordinator, for being selected Employee of the Month for May 2016. Ms. Stewart is recognized for being an instrumental part of the CAC operations. She has made major changes, streamlined processes, implemented quality improvement processes, strengthened community and stakeholder relationships and majorly shifted the impact that the CAC has on the community, just to name a few. Terrelle represents the true values of District 19 and deserves to be recognized as employee of the month.

Mr. Hubbard also recognized Mary Anne White, Early Childhood Development Manager, for being selected Employee of the Month for April 2016. Ms. White is being recognized for regularly going over and beyond her job duties to ensure that not only the operation of her program, but also the operation of the entire suite, goes smoothly. She frequently stays late in order to keep up with her workload, and willingly carries a caseload in addition to her regular duties. She donates items to the suite, readily volunteers for extra duties, and participates in events that help to contribute to staff cohesion. Mary Anne oversees two highly-regulated programs, Infant Intervention Program (which is our Part C program) and the Hopewell/Prince George Healthy Families Program. She is truly a dedicated professional and deserves to be acknowledged for her ongoing efforts.

**VII. FY 17 Budget Presentation** – Mr. Hubbard briefly outlined the upcoming Budget to be approved at the next Board Meeting (June 2, 2016). In the past, we have used reserved unbalanced funds to balance the budget. However, this year revenues are up some with developing new programs. We will also be eliminating Medical Services by referring consumers with insurance to private providers. There will be no changes to nursing staff as we need them administer medications, and use them in a new capacity of behavioral/primary health care. Currently, District 19 pays its salaried staff on a current basis which causes some difficulties with HR and Payroll processes. It is being proposed that a one week offset between the pay period end date and the check date be implemented to bridge the deficit in pay for the first pay period of fiscal year. A one-time 1.7% bonus in the amount of \$158,580 for salaried staff would bridge that deficit.

Other proposals include:

1. 2% board-wide raise
2. Reduction in overall number of budgeted full-time positions
3. Changes to Psychiatric Services
4. 3.8% increase in health insurance cost and a reduction in the VRS Retirement contribution rate of 1.08%
5. Elimination of Therapeutic Community and outpatient services at Southside Regional Jail

**VIII. Old Business – None**

**IX. New Business – None**

**X. Informational Items**

**A. Financial Report** – Mr. Hubbard reviewed the Financial Report for informational purposes.

**B. Staff Advisory Committee Minutes** – All Staff Meeting to be held Friday, May 13, 2016 at 9:00 a.m.

**XI. Adjournment**

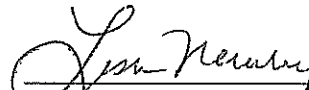
**MOTION:** Mr. Weigel made the motion to adjourn the meeting.

Seconded by: Ms. Randolph

Motion carried.

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

  
Donald Hunter, Chair (Date) 6-2-16

  
Lisa Newby, Recorder (Date) 6/2/16