

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803

(804) 862-8054 - Fax: (804) 863-1665

jhubbard@d19csb.com

jkirkland@d19csb.com

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, June 2, 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 6:00 p.m.

II. Roll Call:

PRESENT: Donald Hunter Shel Bolyard-Douglas
E. Jane Elliott Brenda Ebron-Bonner
Sherry Saunders Rose Mastracco
Frances Randolph John Weigel
W. Joe Green Phyllis Moore-Tolliver
Roger Wiley, P.C.

EXCUSED: Jennifer Moore Mark Payne
Rhonda Greene Patricia Harper
Stephanie Parker

III. Approval of Agenda

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

Seconded by: Ms. Randolph

Motion carried.

IV. Approval of Minutes

MOTION: Mrs. Moore-Tolliver made the motion to approve the minutes of the April 28, 2016 meeting as presented.

Seconded by: Mrs. Mastracco

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 – Board member, Mrs. Ebron-Bonner, attended District 19’s All Staff meeting on May 13, 2016. She was particularly impressed with the “Art Collective” portion of the program that featured the art work of District 19 consumers. Of interest was how a consumer can be a long-term patient at an in-patient State facility, and now be able to stand before an audience and speak about the art projects on display. She was very pleased with how the consumer has turned everything around.

VI. Recognition of Employees – District 19 did not receive any nominations for Employee of the Month for May 2016. However, Mr. Hubbard and the Chairman, Donald Hunter, took the opportunity to present a Resolution to the Board for outstanding service and dedication as a member of District 19’s Board of Directors. Mr. John H. Weigel has faithfully served on the Board of Directors in various capacities from January 1, 2009 through June 2, 2016. Mr. Hubbard asked that this resolution be adopted as a token of gratitude and recognition for over sixteen years of service to the District 19 Community Services Board as a representative of the City of Hopewell, Virginia.

MOTION: Mrs. Bolyard-Douglas made the motion to adopt and accept the Resolution as stated.

Seconded: Ms. Elliott

Motion carried.

VII. Old Business – None

VIII. New Business –

Item A. – FY 17 Budget - The Board of Directors received a copy of the FY 17 Budget in advance of this meeting for review. Mr. Hubbard reminded the Board that one time money was not used to balance the budget, and there was no new money for FY16-17. He also stated that there were no significant changes from the State. The new budget reflects a reduction in psychiatric services costs; insured and Medicaid consumers will be referred out to local providers for psychiatric care, which will provide a cost savings; reduction in overall number of budgeted full-time positions; 3.8% increase in health insurance cost and reduction in the VRS retirement contribution rate of 1.08%; elimination of Therapeutic Community and outpatient services at Southside Regional Jail; a one-time 1.7% bonus for salaried staff to bridge the deficit in pay for the first pay period of the fiscal year; and a 2% board-wide raise.

MOTION: Mr. Green made the motion to accept the FY 17 budget as presented with a 2% salary increase across board for staff, including the Executive Director.

Seconded by: Ms. Elliott

Motion carried.

Item B. – FY 17 Performance Contract – Mr. Hubbard presented the Performance Contract to the Board to adopt with the understanding that it is due on June 24, 2016, but will not be effective until July 1, 2016. The Performance Contract allows us to provide information for state reporting.

MOTION: Mr. Green made the motion to adopt the Performance Contract as presented.

Seconded by: Ms. Randolph

Motion carried.

Item C. – Human Resource Policy 3.2.6 Update – Mr. Hubbard briefly reviewed Policy 3.2.6 with Board members regarding difficult to fill positions. Difficult to fill positions are identified by Human Resources based on prior recruitment and retention experience. It is becoming increasingly difficult to fill positions, especially Crisis and licensed staff. Therefore, Policy 3.2.6 has been revised to include an increase in the sign-on bonus from \$2,000.00 to up to \$5,000.00. The first half of the sign-on bonus will be paid in the first full pay period of employment. The remaining half will be paid after 90 days of employment. Individuals who resign prior to the completion of their 12 months will be required to repay their sign-on bonus.

For difficult to fill positions, the Executive Director may opt to offer a Finder's Fee of up to \$1,000.00 to District 19 staff who refer candidates for employment that are ultimately selected, and who satisfactorily complete the first 90 days of their probationary period. Payment will be made to staff after the selected candidate has completed the first 90 days of their probationary period.

MOTION: Mrs. Bolyard-Douglas made the motion to accept the policy update as proposed.

Seconded by: Mrs. Mastracco

Motion carried.

IX. Informational Items

- A. Financial Report** – Mr. Hubbard reviewed the Financial Report for informational purposes. He stated that it continues to look good for the year.
- B. Staff Advisory Committee Minutes** – District 19 held it's May All Staff Meeting on May 13, 2016 at 9:00 a.m. The meeting was very productive.
- C. RFP for New Electronic Records System** – We are in our fifth year using the Electronic Health Records system with the same vendor. The system has worked, but we are having major issues with the system, including the vendor. District 19 will most likely put out an RFP to see what other options are available. However, we will continue to make improvements to the system while looking to see what's available. Our MIS Department has enough experience to take care of the system. Therefore, we will look at other systems, but don't want to move prematurely.

X. Executive Session – Not required

XI. Adjournment

MOTION: Mrs. Moore-Tolliver made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

There being no further business, the meeting was adjourned at 6:40 p.m.



Donald Hunter, Chair (Date) 6-22-16



Lisa Newby, Recorder (Date)