

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 1, 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 6:01 p.m.

II. Roll Call:

PRESENT: Donald Hunter E. Jane Elliott
 Rose Mastracco Brenda Ebron-Bonner
 Ray Spicer Shel Bolyard-Douglas
 Capt. Mark Payne Frances Randolph
 Roger Wiley, P.C. Phyllis Moore-Tolliver

EXCUSED: W. Joe Green Sherry Saunders
 Rhonda Greene Jennifer Moore

III. Approval of Agenda

The agenda was amended to reflect New Business Item B: Sale of the Sycamore Center and Informational Item D: Update FLSA (Exempt/Nonexempt Status).

MOTION: Capt. Payne made the motion to approve the agenda as amended.

Seconded by: Mrs. Elliott

Motion carried.

IV. Approval of Minutes

MOTION: Mrs. Bolyard-Douglas made the motion to approve the minutes of the October 27, 2016 meeting as presented.

Seconded by: Ms. Randolph

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** – Captain Payne announced that Sgt. Keith King won *Responder of the Year Award* presented by the Crisis Intervention Team. Sgt. King is a member of our community, and deserves this recognition and honor.
- VI. Service Recognition** - Mr. Hubbard recognized Stella Harris, Accounting Assistant, II, Finance Division, as Employee of the Month for December 2016. Ms. Harris has been employed with District 19 for 23 years. She is being recognized, in part, for her great work ethic, organization, and dedication to the agency. Ms. Harris is a hard worker and ensures that every cost saving method has been explored before any goods or services are procured. She is a team player and deserves this recognition.
- VII. Nominating Committee Report** – The Nominating Committee, represented by Rose Mastracco, submitted the following recommendations to serve as officers for District 19 Community Services Board for 2017:

Chairman: Donald Hunter
Vice-Chairman: Shel Bolyard-Douglas
Treasurer: Sherry Saunders

Chairman, Donald Hunter, asked for further nominations from the floor.

MOTION: Captain Payne made the motion to close the nominations and accept the nominees as presented.

Seconded by: Ms. Ebron-Bonner

Motion carried.

VIII. Old Business – None

IX. New Business

- A. Local Funding Requests** – Mr. Hubbard reviewed the FY 18 Local Funding Requests spreadsheet with the Board. There was a six percent increase in funding requests over requests for FY 16. Some localities met their requested funding; some did not. We are going to request the same funding identified for FY 17 for FY 18. The state has not met their 10% match mandate. We are trying to get the match requirement.

B. Sale of the Sycamore Center – Mr. Hubbard requested approval from the Board to move forward with selling the Sycamore Center. Consideration was given to moving the Spring Center to the Sycamore Center location, but that population has ambulatory issues and the building has multiple floors. The best course of action is to put it on the market to see what kind of interest we get. The Board agreed and asked Mr. Hubbard to move forward to see what type of interest there is in someone purchasing the building.

X. Informational Items

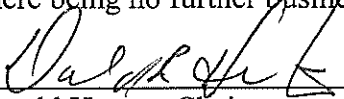
- A. Financial Report** – Mr. Hubbard reviewed the Financial Report for informational purposes. He reported that we are strong financially.
- B. Staff Advisory Committee Minutes** – All Staff Meeting went very well. There are no minutes for this month.
- C. Program/Staffing Updates** – All consumers have been accounted for since the closing of the Sycamore Center. Some consumers will continue to attend D19 programs while others will go to private providers. Staff affected by the closing have taken vacant positions in the agency, accepted the severance package or retired.
- D. Exempt/Nonexempt Status** - Mr. Hubbard informed the Board that a federal judge halted the Fair Labor Standards Act (FSLA) law that was to be effective December 1, 2016, regarding exempt/nonexempt status. Although the law has been put on hold, D19 would like to move forward with implementation for salary increases for certain staff, and when recruiting for new staff. Board member, Ray Spicer, stated that we have to be cautious if we walk it back. Board Attorney, Roger Wiley, stated that there are risks in walking it back, and that it is a smart decision to move forward if you can handle the cost, and from a legal standpoint.

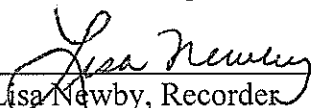
XI. Adjournment

MOTION: Mrs. Elliott made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

There being no further business, the meeting was adjourned at 6:36 p.m.


Donald Hunter, Chair 1-26-17
(Date)


Lisa Newby, Recorder 1/26/17
(Date)