

# 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, May 25, 2017, 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                      W. Joe Green  
E. Jane Elliott                              Brenda Ebron-Bonner  
Rose Mastracco                              Sherry Saunders  
Rhonda Greene                                Ray Spicer  
Shel Bolyard-Douglas                      Capt. Mark Payne  
Frances Randolph                              Phyllis Moore-Tolliver  
Danielle Powers, P.C.

**EXCUSED:** Jennifer Moore

III. **Approval of Agenda – Agenda Amended to add Item C to New Business.**

**MOTION:** Mr. Green made the motion to approve the amended agenda adding Item C to New Business.

Seconded by: Mrs. Elliott

Motion carried.

IV. **Approval of Minutes**

**MOTION:** Mr. Green made the motion to approve the minutes of the April 27, 2017 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. Green stated that the amount of local funding District 19 receives from Colonial Heights came into question at the Council Meeting. New City Manager was questioning if services should be provided to Colonial Heights by Chesterfield CSB. However, when looking at cost for services, District 19 provides services at a lower cost than Chesterfield. City Council needs to be educated by looking at cost per service for each CSB.
- VI. **Recognition of Employees** – Mr. Hubbard recognized two employees who exemplified exceptional services for the months of May and June 2017. Geraldine Brown, Reimbursement Data Clerk, Petersburg Clinic (Adult Services) is known to be helpful to nearly everyone who communicates with her, and is always willing to assist others. She does not have to be informed to do anything; she takes the initiative and typically goes beyond what is required. Whenever asked to perform a task, she is cheerful and moves swiftly in seeing it through. Geraldine does not use deadlines to put her work on hold. She tackles what is asked of her immediately and prioritizes her work well. She always greets consumers in a pleasant manner, and does whatever she can to assist before requesting assistance of the clinician. Geraldine seems to have a great understanding of navigating through our electronic health records in securing information to assist case managers, or the program in general. She truly reduces the load of all of the staff in the Petersburg Clinic. Geraldine extends her work hours to assist other programs in staying abreast of their work.

Dana Moore, Registered Nurse, PACT (Adult Services) has been observed working tirelessly for the last three months filling in and volunteering to work in multiple areas, while also taking on new responsibilities (case management). She has outperformed many colleagues with much more experience in the area of case management, and the provision of clinical services. Dana has managed to excel at documenting services performed. Dana's focus on customer service came from previous work experience in the hospital setting. If patients were not happy, she worked harder to assist them with reaching their goals of obtaining optimal health. Dana's philosophy regarding work in the community setting is the same, and she believes that customer satisfaction goes hand in hand with building a working relationship with all the consumers of PACT. Dana's effort to build a foundation that supports consumers and team has been exceptional. Time management has been a strength as she takes pride in managing her schedule (e.g., doctor rounds, nursing schedule, case management duties, attending team meetings, and timely submission of paperwork). In her own words, "I try to stay ahead so that when items, problems, issues come up, I am available and it will not get me behind." Dana's work comes from the heart as she gives 100%, as nursing/mental health has been, and remains, a long-time passion. Dana believes she's still growing as a community nurse and case

manager. Dana is happy to accept positive, as well as negative feedback, and has been touted by the PACT psychiatrist as one of the best nurses he has ever worked with.

**VII. Old Business – None**

**VIII. New Business**

- A. Adoption of FY18 Budget** – Mr. Hubbard presented an overview of the FY18 Budget at the last Board meeting. Board members had the opportunity to review and get answers to questions. There being no further questions or concerns, Mr. Hubbard requested Board approval for the FY18 Budget based on information presented.

**MOTION:** Mrs. Bolyard-Douglas made the motion to approve the FY18 Budget as presented by Mr. Hubbard, and to include the Executive Director in the one-time bonus and raise as other District 19 staff to be discussed further in closed session.

Seconded by: Mrs. Elliott

Motion carried.

- B. Adoption of Performance Contract** - Mr. Hubbard presented the Preliminary FY18 Community Services Performance Contract for Board approval. The approved contract is due to the Department by June 30, 2017.

**MOTION:** Mrs. Elliott made the motion to approve the adoption of the FY18 Performance Contract as presented.

Seconded by: Mr. Green

Motion carried.

- C. Lease Agreement for District 19 Land Property** – Mr. Hubbard explained to the Board that District 19 purchased land on Route 460 over ten years ago. The land is currently being farmed by a local farmer. After speaking to the Board Attorney, it was agreed that there needed to be a lease agreement to specify the terms of the lease. The terms and conditions of the lease agreement were reviewed with the Board.

**IX. Informational Items**

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

**B. Staff Advisory Committee Minutes – None**

**C. Permanent Housing Grant** – District 19 has submitted a proposal to the Department of Behavioral Health and Developmental Services (DBHDS) to request funding to provide Permanent Subsidized Housing (PHS) opportunities to 30 individuals who are seriously mentally ill (SMI), and experiencing homelessness or at risk of homelessness, and are residing in the District 19 catchment area. District 19 will be partnering with Commonwealth Catholic Charities (CCC) to provide the expertise in locating integrated community housing units. District 19 will use the existing DBHDS licensed clinical programs to identify individuals that are homeless, at risk of homelessness, leaving institutions without identified housing and engaging individuals at risk of incarceration. Individuals will not have to agree to accept services to be eligible. District 19 does not take on any liability if the individual(s) does not honor their lease. We are only the fiscal agent.

**D. Town Hall Meeting on Opioid Epidemic** – Mr. Hubbard attended a Town Hall Meeting on May 17, 2017, that was presented by Delegate Lashrecse D. Aird from the 63<sup>rd</sup> District, Petersburg, Virginia. The meeting was held to get an update on what local programs are doing when encountering families dealing with this issue. Presenting on behalf of the state was the Office of the Attorney General, the Office of the Secretary of Health and Human Services, and the Virginia State Police.

Mr. Hubbard gave highlights of the meeting and stated that District 19 needs to intercept points to reach the children we find early, and to educate the public about the dangers of addiction. To that end, District 19 will be adding additional staff to the Child and Adolescent Program for Substance Use Services. District 19 is also exploring the possibility of advertising on billboards in the local area to direct people to the D19 website to learn the warning signs of addiction, and how to get help.

**XI. Closed Session**

**MOTION:** At 7:15 p.m. Mr. Hunter moved to go into Closed Session under the direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A) (1) of the Code of Virginia to discuss personnel matters.

Seconded by: Dr. Moore-Tolliver

Motion carried.

At 7:52 p.m. the Chairman announced a Closed Session was held in accordance with Chapter 21 of the Virginia Freedom Act, § 2.2-3711 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 District 19 Community Services Board public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered in the meeting.

**Roll Call Vote:**

Donald Hunter - Yes	W. Joe Green – Yes
Rose Mastracco – Yes	Brenda Ebron-Bonner – Yes
Sherry Saunders – Yes	Rhonda Greene – Yes
Ray Spicer – Yes	Shel Bolyard- Douglas – Yes
Capt. Mark Payne – Yes	Frances Randolph – Yes
Phyllis Moore-Tolliver - Yes	

Ms. E. Jane Elliott had to leave before going into the closed session.

**MOTION:** Captain Payne made the motion that the Executive Director be included in the one-time bonus and two percent raise effective July 1, 2017, as clarified in closed session.

Seconded by: Dr. Moore-Tolliver

Motion carried.

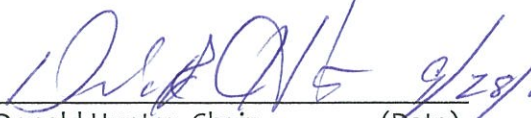

**X. Adjournment**

**MOTION:** Mrs. Mastracco made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

Motion carried

There being no further business, the meeting was adjourned at 7:55 p.m.

	
Donald Hunter, Chair	Lisa Newby, Recorder
(Date) 9/28/17	(Date) 9/28/17