

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

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

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Joseph E. Hubbard, C.P.A.
Executive Director

Jennifer Tunstall, LCSW
Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, December 7, 2017, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Vice-Chair, Shel Bolyard-Douglas, called the meeting to order at 6:05 p.m.

II. Roll Call:

PRESENT: Donald Hunter Rose Mastracco
Mark Payne Phyllis Moore-Tolliver
Ray Spicer Shel Bolyard-Douglas
E. Jane Elliott Brenda Ebron-Bonner
Danielle Powers, P.C.

EXCUSED: W. Joe Green Sherry Saunders
Frances Randolph

III. Approval of Agenda

MOTION: Mrs. Elliott made the motion to approve the agenda as presented.

Seconded by: Mrs. Bonner

Motion carried.

IV. Approval of Minutes

MOTION: Dr. Moore-Tolliver made the motion to approve the minutes of the October 26, 2017 meeting as presented.

Seconded by: Mrs. Bonner

Motion carried.

V. **Public Comments** – Mr. Spicer inquired about Same Day Access and how District 19 would be involved. Mr. Hubbard explained that Same Day Access would allow people present to District 19 to access services on the same day. It is required under

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greenville
(434) 348-8900

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(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

STEP-VA and is not optional. The state would provide some funds to utilize, which we are actively pursuing. Same Day Access will be discussed in the future as an informational item to what the requirements are, and how we plan to implement.

- VI. Update Search Committee** – Vice-Chair, Mrs. Bolyard-Douglas reported that the Search Committee met with the Management Team and received input on agency concerns with hiring a new Executive Director. The job description has been posted, and we currently have 10 applicants. The position is open until filled. The HR Supervisor is screening all applications and forwarding to the Search Committee. Once the committee has a sufficient number of applicants, they will begin the interviewing process. The Search Committee is looking at interview questions and making any needed adjustments. It is preferable, but not mandatory that the candidate lives in District 19's catchment area. Applicants will not be excluded if they do not live (or plan to live) in the catchment area. It is the plan for senior management to meet the candidate before hiring.

Board Attorney, Danielle Powers, asked for a timeline for hiring. Mrs. Bolyard-Douglas informed her that we hope to hire someone before Mr. Hubbard leaves, but the process will not be rushed. If he leaves before someone is hired, we will request that an Interim Executive Director be appointed until completion of the process. Attorney Powers stated that she and Attorney Wiley would be happy to review the employment contract once a selection is made.

- VII. Old Business** – None

- VIII. New Business**

- A. FY19 Local Funding Requests** – Mr. Hubbard reviewed the FY 19 funding requests for District 19 localities. The amount of local funding requests did not change from FY18.

Motion: Mr. Hunter made the motion to approve local funding requests as presented.

Seconded by: Capt. Payne

Motion carried.

- B. Update to Human Resource Policy 4.1.2 Promotion** – Policy 4.1.2. is being presented for Board approval of the breakdown of how staff how staff are to be compensated when they become licensed or licensed-eligible. Master’s level clinical staff hired without being licensed or licensed eligible are hired in Grade 209. When they become licensed, they will move to a Grade 210 and given a 5% increase. If a Master’s level clinician moves from licensed-eligible to licensed, they will be moved to Grade 211 and given a 5% increase per Policy 5.6 or obtaining licensure. An employee who moves up to a higher grade due to being licensed-eligible or receiving a license will not receive a 10% increase, as this is not a promotion as a result of posting and filling a vacant position.

MOTION: Dr. Moore-Tolliver made the motion to accept the policy revision as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried.

IX. Informational Items

- A. Financial Report** – Financial report reflects revenue exceeded expenditures. District 19 is in good standing financially.
- B. SAC Minutes** - Staff Advisory Committee minutes are included for informational purposes. All Staff meeting is planned for December 15, 2017 at noon.

X. Closed Session

Motion: At 6:40 p.m., Mrs. Bolyard-Douglas moved to go into Closed Session under direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A)(1) of the Code of Virginia to discuss legal and personnel matters.

Seconded by: Mr. Hunter

Motion carried.

The Vice-Chair announced a Closed Session was held in accordance with Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A)(1) of the Code of Virginia. A roll call was taken certifying that, in closed session just concluded, nothing was discussed except legal and personnel matters.

Donald Hunter – yes	Shel Bolyard-Douglas – yes
Rose Mastracco – yes	E. Jane Elliott – yes
Brenda Ebron-Bonner – yes	Ray Spicer – yes
Mark Payne – yes	Phyllis Moore-Tolliver – yes

MOTION: Mr. Hunter made the motion to accept the Executive Director's evaluation as presented to include the Pay for Performance Addendum with bonus.

Seconded by: Dr. Moore-Tolliver

Motion carried.

XI. Adjournment

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

Seconded by: Captain Payne

Motion carried.

There being no further business, the meeting was adjourned at 7:00 p.m.


Donald Hunter, Chair (Date) 2-6-18


Lisa Newby, Recorder (Date) 2/6/18