

**DISTRICT 19 COMMUNITY SERVICES BOARD**  
**MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES**

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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, February 22, 2018, 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            W. Joe Green  
                 Frances Randolph        Phyllis Moore-Tolliver  
                 Mark Payne                    Shel Bolyard-Douglas  
                 Brenda Ebron-Bonner

**EXCUSED:** Rose Mastracco        Sherry Saunders

III. **Approval of Agenda**

**MOTION:** Captain Mark Payne made the motion to amend the agenda to reschedule the educational topic until next month.

Seconded by: Ms. Randolph

Motion carried.

IV. **Approval of Minutes**

**MOTION:** Mr. Joe Green made the motion to approve the minutes of the January 25, 2018 meeting as presented.

Seconded by: Mrs. Ebron-Bonner

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 members extended well wishes to Mr. Hubbard on his upcoming retirement. Mr. Joel Rothenberg, DBHDS, extended congratulations to Mr. Hubbard on behalf of the Department. He also thanked the Board for District 19’s involvement in the process of selecting a new Executive Director with Mrs. Shel Bolyard-Douglas serving as Chair of the Search Committee, and Ms. Katrina Parker’s work on behalf of the Human Resources Department.

**VI. Recognition of Employees** - Mr. Hubbard recognized Cornelia Turner, Petersburg Mental Health Case Manager, Adult Services, as Employee of the Month for February 2018. Cornelia is known throughout the agency as Corie. Corie extends herself without being asked to assist anyone on her team to include new case managers. There have been numerous times during internal and external audits where her charts were audited, but were always in compliance. Her charts are neat, organized and intact. Corie ensures that her consumers are provided the upmost service and always represents D19 in a positive way. At times, she comes in early or stays late to ensure that her consumers have transportation to keep scheduled appointments. Corie’s supervisor has received verbal praises from consumers, hospital staff, and Anthem care managers regarding their ability to rely on Corie for the betterment of the consumers’ needs. One thing that stands out most about Corie is that no matter what she has to do to stay abreast of her work, she remains helpful in assisting to educate staff to get acclimated to the agency, and shows them around the community. Corie dived in to assist the Crisis Intervention Team (CIT), increasing District 19’s support in providing training to law enforcement on how to recognize if a consumer might require mental health treatment, opposed to detaining them for criminal behavior. Corie is clearly a great representation of District 19 CSB.

**VII. Old Business** – Chairman, Donald Hunter, stated that District 19’s former Director of Operations, Ginny Travis, was contacted to serve as Interim Director until a replacement can be found. Mrs. Travis reviewed the contract and accepted the position pending Board approval.

**Motion:** Mrs. Shel Bolyard-Douglas made the motion to accept the contract for Mrs. Ginny Travis to provide Interim Executive Director services for the agency, as specified in the contract, until a replacement is found to fill the Executive Director position.

Seconded by: Dr. Moore-Tolliver

Motion carried

**VIII. New Business** - None

**IX. Informational Items**

- A. Financial Report** – The Financial report reflects an excess of revenue over expenditures. District 19’s financial standing remains strong. However, Medicaid revenue fell below what was projected it should be at this time. We have to fill positions and need to look at a way to streamline services in administration where possible. Case Management is a large revenue source, but is falling below projections and not covering costs. ID Case Management fell well below target. The next administration will need to look at this closely as it needs to be rectified within the next three to six months. Positions will need to be filled or staff will need to be utilized in different ways. With the DOJ settlement, there are less people working in ID case management. There is a state-wide shortage of ID case managers. All boards are having this issue.
- B. SAC Minutes** - Included for informational purposes.
- C. FY 19 Budget Timetable** – The Finance Director, Lisa Clark, provided FY19 budget preparation deadlines. This involves internal processes and timeframes, but if there is a need for a Budget workshop, it will be brought before the Board. If action is needed on Medicaid issues, it would be preferable to educate the Board further in a workshop setting instead of a board meeting.

**X. Closed Session**

**Motion:** At 6:35, Mr. Hunter made the motion 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 regarding the Executive Director position.

Seconded by: Mr. Joe Green

Motion carried.

Chairman, Donald Hunter, moved that the District 19 Community Services Board certify that, in the closed session just concluded, nothing was discussed except legal and personnel matters regarding the Executive Director position, held in accordance with Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A)(1) of the *Code of Virginia*.

Roll Call:

Donald Hunter – yes	Shel Bolyard-Douglas - yes
Brenda Ebron-Bonner – yes	Frances Randolph – yes
Phyllis Moore-Tolliver – yes	W. Joe Green – yes
Mark Payne – yes	

**MOTION:** Capt. Mark Payne made the motion to move forward with the Executive Director position to make contractual negotiations with Mrs. Jennifer Tunstall as recommended by the Board of Directors.

Seconded by: Ms. Randolph

Motion carried

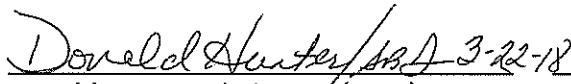

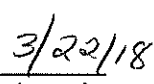
**XI. Adjournment**

**MOTION:** Mr. Joe Green made the motion to adjourn the meeting.

Seconded by: Dr. Moore-Tolliver

Motion carried

There being no further business, the meeting was adjourned at 7:35 p.m.

		
Donald Hunter, Chair	Lisa Newby, Recorder	(Date)