

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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Jennifer Tunstall, LCSW
Executive Director

Melissa DeVault, MS
Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, February 28, 2019, 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
Ray Spicer	Phyllis Moore-Tolliver
Sherry Saunders	Rose Mastracco
Mark Shiflett	Brenda Ebron-Bonner
Shamika Lewis	Antonio Morgan
Daphne Turner	Gary Talley
Danielle Powell, P.C.	

EXCUSED:

W. Joe Green	Capt. Mark Payne
Frances Randolph	

III. **Approval of Agenda**

MOTION: Dr. Moore-Tolliver made the motion to approve the agenda as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried

IV. **Introduction of New Board Members**

District 19 Community Services Board welcomed new members to the Board of Directors. Mrs. Shamika Lewis is a local businesswoman representing the City of Hopewell. Col. Mark Shiflett is the new Superintendent at Southside Regional Jail representing Greensville County.

V. **Approval of Minutes**

MOTION: Dr. Moore-Tolliver made the motion to approve the minutes of the January 24, 2019 meeting as presented.

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greensville
(434) 348-8900

Hopewell/Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

Seconded by: Mrs. Mastracco

Motion carried

- VI. Educational Topic** – Candace Roney, Manager of SUD/Jail Services presented an overview of Addiction and Recovery Treatment Services (ARTS). ARTS was implemented on April 1, 2017 (fully implemented July 2017). This program expanded SUD benefits to cover out-patient and residential services. All community-based SUD services are covered by Managed Care Plans (a fully integrated physical and behavioral health continuum of care).

District 19 ARTS Services include Level of Care 2.1 Intensive Outpatient Services, 1.0 Outpatient Services, 0.5 Early Intervention/Screening Brief Intervention and Referral to Treatment (SBIRT), N/A Substance Use Case Management, N/A Peer Specialist, Project Link (Gender Specific Services), Referral to MAT (private providers), and Referral to Inpatient Residential Treatment (refer out).

District 19 CSB ARTS Community Programs include Drug Court, Jail Diversion, Jail Services, Re-Entry Services, Mental Health Docket, Revive Training, Opioid Community Support Group, Bridging the Gap Trainings, Purchase Narcan for Community and HIV and Community Outreach.

- VII. Employee Recognition (Retiree)** – Thomas “Tom” Crooks, LCSW started his employment with District 19 Community Services Board on October 1, 1999. Tom has held many positions within the agency: (10/1/99) Substance Abuse Counselor, (10/16/01) Mental Health Therapist, (8/10/17) Enhanced Hospital Discharge Planner, and (9/10/18) Mental Health Substance Use Disorder Therapist. Tom will retire from District 19 on March 1, 2019, with 19 years, 5 months of service. We thank him for his service and wish him the very best in his retirement.
- VIII. Public Comments** – Board member, Ray Spicer, stated that the former city mayor of Hopewell expressed appreciation for assistance provided by Barbara Vazquez to an individual being discharged from Central State Hospital. She provided resources that put the individual in the right direction. The former mayor wanted to convey how helpful Barbara was to this individual.

Mr. Spicer also stated that the Mayor and Assistant City Manager appreciated the meeting held at their request to talk about a physical location for services in Hopewell. The Opioid Task Force is looking for resources to deal with the problem. The opioid problem in Hopewell is higher than in neighboring counties. They felt that the meeting was successful and accommodating in looking at the request.

Board member, Brenda Ebron-Bonner stated that Central State Hospital will be celebrating its 150th Anniversary in June 2020. Central State Hospital is most unique in the world as it was the first to set up admissions for African Americans, and is the only maximum security hospital in the state of Virginia.

Mrs. Ebron-Bonner also shared that Dinwiddie County has been celebrating home town heroes, honoring people of color that have contributed to the county, for the past six years. This year the celebration was held on February 19, 2019.

Mrs. Tunstall wanted to recognize and extend appreciation to Rachel Gillis, Clinic Manager of Colonial Heights and Dinwiddie, for organizing Black History month celebrations for D19 for a number of years. She emails questions to staff daily related to prominent African Americans, and staff have the chance to email answers back to her. The top three staff with the most correct answers receives a gift card. She also organizes a soul food luncheon at the end of the month to wrap things up. It has been very positive for staff.

Board member, Shamika Lewis extended warm wishes on behalf of the City Manager and Assistant City Manager of Hopewell, and stated to please let them know of any needs or resources that they may provide assistance.

IX. Old Business – None

X. New Business

Item A. Nominating Committee – Board Chairman, Donald Hunter, appointed Board members Brenda Ebron-Bonner, Rose Mastracco, and Phyllis Moore-Tolliver to the Nominating Committee. The Nominating Committee will meet and bring back nominations to serve as Chairman, Vice-Chairman and Treasurer for the 2019 calendar year. The Nominating Committee will provide their report at the next scheduled Board meeting in March.

Item B. Comp Leave Policy Revision – Mrs. Tunstall proposed a revision to the Comp Leave Policy to increase the maximum limits of the comp-time hours for Exempt employees, from 40 hours to 120 hours. There continues to be major projects that require additional hours, as well as vacancies that create the need for employees to take on additional duties. While there is an expectation that exempt employees may frequently work more than 40 hours per week, when there are special circumstances, deadlines, and projects outside of the norm requiring additional hours, I would like for those employees to have some additional compensation for that. Comp time should not start accruing until the employee has exceeded 40 hours in one week, (not 35 hours). Also, flexing time is preferable if it is possible. After the maximum

limits have been reached, non-exempt employees must be paid overtime for any additional hours. Exempt employees may not accrue over the maximum limits and are not eligible for overtime payment. Mrs. Tunstall asked the Board to accept the change in policy due the fact that D19 is experiencing vacancies and retirements, and with the change in mandates from the Department, it may be necessary for exempt staff to take on special projects or cover for vacancies in staff. Comp time will still require approval in advance by the employee's supervisor and division director. Upon termination of employment, authorized compensatory time off must be paid to non-exempt employees at the final regular rate received by the employee. Terminating exempt employees will not be paid for unused compensatory leave balances.

MOTION: Dr. Moore-Tolliver made the motion to approve the revision of the Comp Leave Policy revision pending the Board attorney does not see any problems with the revision.

Seconded by: Ms. Daphne Turner

Motion carried

Item C. Meeting with Hopewell City Manager - Mrs. Tunstall advised the Board that she received a letter from the Hopewell City Manager and City Mayor. The letter identified concern about District 19 not having a physical presence with a physical office in the Hopewell City Limits. The letter stated this has had a negative impact on the community and on the Opioid Epidemic specifically. In 2006, a decision was made by previous leadership to combine the Hopewell and Prince George Clinics. The Hopewell clinic was closed and a new clinic was built in Prince George County to serve both localities. We currently have three years left on the Hopewell/Prince Clinic building lease. Mrs. Tunstall, Lisa Clark, Diana Barnes, and Sherri Diven met with the City Manager and City Mayor on 02/22/19 to discuss the issues identified in the letter. Reports were provided during the meeting to show the array of services that D19 provides to children and adults living in Hopewell. Data was shown to provide a breakdown of the number of individuals served and the service hours provided. A cost analysis of the expenses to provide services to Hopewell vs. the amount of local funding and revenue received was also provided. It was also noted that D19 does have a physical presence in Hopewell, as our Crisis Assessment Center is located in Hopewell at JRMC and that many of our services are provided to individuals in their home or other community location. The result of the meeting was that the City of Hopewell will look for space to provide D19 on an in-kind arrangement and that D19 would start providing at least one Substance Use Intensive Outpatient Group therapy session in that location 2-3 days per week. The local point of contact for individuals to get information about services would be through the Crisis Assessment Center.

Hopewell City will look for available space and contact Mrs. Tunstall to discuss next steps. Board member, Shel Bolyard-Douglas stated that Prince George needs to be involved in decisions if there were to be a future plans to close or move services from the current Prince George County clinic location. Mrs. Tunstall stated that the meeting was productive. She also stated that any new location would have to be licensed by the Department, and that could take some time.

XI. Informational Items

Item A. Finance Report – The financial report is presented for informational purposes. Authorizations from MCOs are causing delays in revenue. Staff is making sure that authorizations are done and denials are worked.

Item B. SAC Minutes – The Staff Advisory Committee met in February. Minutes will be provided next month.

XII. Closed Session – None

XIII. Adjournment:

MOTION: Mrs. Bolyard-Douglas made the motion to adjourn the meeting.

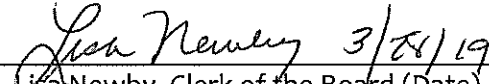
Seconded by: Mr. Spicer

Motion carried

There being no further business, the meeting was adjourned at 7:05 p.m.



Donald Hunter, Board Chairman (Date)



Lisa Newby, Clerk of the Board (Date)