

# 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, January 25, 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 6:07 p.m.

### II. Roll Call:

**PRESENT:** Donald Hunter                      W. Joe Green  
Sherry Saunders                      Shel Bolyard-Douglas  
Rose Mastracco                      Frances Randolph  
Phyllis Moore-Tolliver              Brenda Ebron-Bonner  
Danielle Powers, P.C.

**EXCUSED:** E. Jane Elliott                      Ray Spicer  
Mark Payne

### III. Approval of Agenda

**MOTION:** Mr. Green made the motion to approve the agenda as presented.

Seconded by: Ms. Randolph

Motion carried.

### IV. Approval of Minutes

**MOTION:** Mr. Green made the motion to approve the minutes of the December 7, 2017 meeting as presented.

Seconded by: Dr. Moore-Tolliver

Motion carried.

V. **Public Comments** – Melissa DeVault, Director of Community Integration, shared an article with the Board on how the Crisis Assessment and Stabilization Center(s) is helping to improve the quality and productivity of the lives of individuals who

- 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

experience, or are experiencing, mental disabilities and/or substance abuse. The centers accomplish this through a fully integrated continuum of services in collaboration with the localities of District 19 Community Services Board in Colonial Heights, Dinwiddie, Emporia, Greensville, Hopewell, Petersburg, Prince George, Surry, and Sussex. The small team at the CASC take in calls from police, loved ones, or patients themselves who need care but aren't able to get it for themselves. Once they come in, they are assessed and connected to organizations and people that can help them. The John Randolph Foundation provides a grant that helps to acquire crucial medications.

Board member, W. Joe Green, expressed appreciation to the Shel Bolyard-Douglas and the Search Committee for doing a commendable job in their Search for a new Executive Director.

Board member, Phyllis Moore-Tolliver, commended SAC for a great job at the December All Staff meeting.

- VI. Educational Topic – STEP VA – Same Day Access** – Due to the absence of the presenter, Jennifer Kirkland and Board member Ray Spicer, the educational topic will be tabled until next month's Board Meeting.

**MOTION:** Mr. Green made the motion to table the educational topic until the February 22, 2018 Board Meeting.

Seconded by: Mrs. Bolyard-Douglas

Motion carried.

- VII. Old Business** – None

- VIII. New Business** - None

- IX. Informational Items**

**A. Financial Report** – Revenues exceed expenditures until the end of the year. We are tracking Medicaid fees which continue to decline above and beyond the closing of the Sycamore Center. One face to face contact is needed per month for case management services. We will bring the annual budget calendar to the February meeting.

- B. SAC Minutes** - None

**C. FY 17 Audit Report** – Annual Financial Report for the Fiscal Year Ended June 30, 2017 was presented to the Board for review. Financial Summary from report stated the financial condition of the CSB increased in 2017 compared to 2016. Net Position increased by \$40,024. Overall the CSB’s financial position remained strong.

**X. Closed Session**

**Motion:** At 6:20 p.m., Mr. Hunter 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: Mrs. Bolyard-Douglas

Motion carried.

The Chairman 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.

Roll Call:

Donald Hunter – yes	Frances Randolph – yes
Phyllis Moore-Tolliver – yes	Brenda Ebron-Bonner – yes
Rose Mastracco – yes	Sherry Saunders – yes
W. Joe Green - yes	Phyllis Moore-Tolliver – yes

**MOTION:** Mr. Hunter made the motion to accept the Search Committee’s recommendation to continue to search for the Executive Director’s position and to initiate a contract for an interim director to serve in an interim position effective February 26, 2018, upon approval of the Board on the contract on the February 22, 2018.

Seconded by: Sherry Saunders

Motion carried.

**XI. Adjournment**

**MOTION:** Dr. Moore-Tolliver made the made the motion to adjourn the meeting.

Seconded by: Mrs. Mastracco

Motion carried.

There being no further business, the meeting was adjourned at 6:47 p.m.

  
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Donald Hunter, Chair (Date)

 2/22/18  
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Lisa Newby, Recorder (Date)