

# 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 Special Meeting of the Board of Directors on Wednesday, July 18, 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 6:00 p.m.

### II. Roll Call:

<b>PRESENT:</b>	Donald Hunter	Shel Bolyard-Douglas
	Rose Mastracco	Frances Randolph
	Ray Spicer	Phyllis Moore-Tolliver
	Col. Karen Craig	Brenda Ebron-Bonner
	Sherry Saunders	Danielle Powell, P.C.

<b>EXCUSED:</b>	W. Joe Green	Capt. Mark Payne
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### III. Approval of Agenda

**MOTION:** Mrs. Mastracco made the motion to accept the agenda as presented.

Seconded by: Mr. Spicer

Board Chairman, Donald Hunter, asked for an amendment to the agenda to include discussion on the Procurement policy revision for small purchase policy approval.

**MOTION:** Ms. Randolph made the motion to amend the agenda to include the Procurement policy revision for Small Purchase Policy revision.

Seconded by: Ms. Bolyard-Douglas

Motion carried

### IV. Approval of Minutes

Approval of minutes tabled until next regularly scheduled board meeting on September 27, 2018.

- 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

Mrs. Tunstall introduced our newest Board member, Col. Karen Craig, representing Greenville County.

**V. Old Business**

**Budget Information** – Lisa Clark, Director of Finance, updated the Board on information received since the last Board meeting in May 2018. She informed the Board that Medicaid expansion was approved, and would reduce our general fund dollars. Reductions in the budget will be based on data to be submitted to the Department at the end of July. Based on our own preliminary calculations, we show a potential decrease in general funds of \$300,000 in 2019, and \$730,000 to \$750,000 in 2020. We will be increasing our fee revenue based on Medicaid expansion, but it will not be a one for one reduction by general fund verses addition for Medicaid expansion. Mrs. Tunstall stated that there will be a cut in general funds because it is believed that because more people will qualify for Medicaid, we will have more Medicaid consumers and will break even. However, we will probably not break even due to a lot of nuances to people qualifying for Medicaid such as delays in getting authorizations and applications being processed. This will become effective in January, and we are already in the fiscal year. We also have no guarantee that once people get Medicaid that they will come here for services.

Mrs. Clark stated that this will affect the Performance Contract which is due to the Department on August 3, 2018. VACSB is asking for an extension to see what the general funds will look like. If the extension is not granted, we will have to sign the Performance Contract anyway with an addendum or revision. Medicaid expansion will become effective January 2019.

**VI. New Business**

**A. Procurement Policy Revision/Small Purchase Policy** – In July, the state code amended amounts for small purchases. There is no longer a need to do a RFP if purchases are under a certain amount. Unprofessional purchases will not exceed \$100,000 and professional purchases less than \$80,000.

**MOTION:** Mrs. Bolyard-Douglas made the motion for the Board to amend the small purchase policy to be consistent with the current code.

Seconded by: Dr. Moore-Tolliver

Motion carried

**B. Licensing Consent Agreement (PACT)** - The Board moved in to closed session to discuss the PACT Licensing Consent Agreement.

**VII. Closed Session**

**MOTION:** At 6:09 p.m., Mrs. Bolyard-Douglas, made the motion for District 19's Board of Directors to convene in Closed Session under direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A) (1) of the *Code of Virginia* for discussion and consultation with legal counsel and employee to discuss performance evaluation or job assignments of a specific employee and salary or other compensation of a specific employee.

Included in the motion was to convene in Closed Session under the direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel reading Licensing Consent Agreement for PACT.

Seconded by: Mrs. Mastracco

Motion carried

Board Chairman, Donald Hunter, moved that the District 19 Community Service Board certify that, in the closed session just concluded, nothing was discussed except the matters of Licensing Consent Agreement for PACT and performance evaluation and job assignments of the new Executive Director, held in accordance with Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (A) (1) (8) of the *Code of Virginia*.

Roll Call:

Donald Hunter – yes	Shel Bolyard-Douglas – yes
Brenda Bonner – yes	Rose Mastracco – yes
Col. Karen Craig – yes	Sherry Saunders - yes
Ray Spicer – yes	Frances Randolph - yes
Phyllis Moore-Tolliver – yes	

**MOTION:** Mrs. Bolyard-Douglas made the motion to accept the Consent Agreement for PACT to enter into a contract with a consultant, not to exceed \$70,000, or bring back to board to reassess the cost. discussion.

Seconded by: Mrs. Mastracco

Motion carried

**MOTION:** Dr. Moore-Tolliver made the motion to accept the Executives Performance Evaluation objectives and contract approved by the Department.

Seconded by: Mrs. Ebon-Bonner

Motion carried

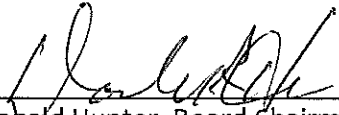
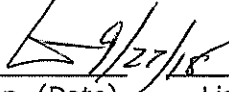
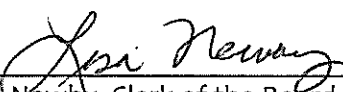
**VIII. Adjournment**

**MOTION:** Mr. Spicer made the motion to adjourn the meeting.

Seconded by: Mrs. Ebron-Bonner

Motion carried

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

    
Donald Hunter, Board Chairman (Date) Lisa Newby, Clerk of the Board (Date)