

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, March 28, 2019, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Shel Bolyard-Douglas, called the meeting to order at 6:01 p.m.

II. Roll Call:

PRESENT:

W. Joe Green	Shel Bolyard-Douglas
Rose Mastracco	Col. Mark Shiflett
Ray Spicer	Phyllis Moore-Tolliver
Antonio Morgan	Brenda Ebron-Bonner
Frances Randolph	Daphne Turner
Gary Talley	Shamika Lewis
Danielle Powell, P.C.	

EXCUSED:

Donald Hunter	Sherry Saunders
Capt. Mark Payne	

III. Approval of Agenda

MOTION: Mr. Green made the motion to accept the agenda as presented with the amendment to move New Business, Item B. to Closed Session.

Seconded by: Dr. Moore-Tolliver

Motion carried

IV. Approval of Minutes

MOTION: Dr. Moore-Tolliver made the motion to approve the minutes of the February 28, 2019 Board Meeting as presented.

- 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

Seconded by: Mr. Green

Motion carried

V. Public Comments – None

VI. Recognition of Employees - Jennifer Tunstall, Executive Director, recognized Deatrice Delk, Emergency Services Therapist/Hospital Liaison, as Employee of the Month for March 2019. When the Emergency Services Manager retired, Deatrice was appointed Interim ES Manager. She worked with Commonwealth Center attending the children’s hearings, participating in treatment team meetings, and handled the discharge and placements, along with the massive role as ES Manager. She provided supervision and guidance to the ES program until the ES Manager position was filled. Deatrice is an asset to the agency and has been instrumental in supporting a crisis program that responds promptly to and works alongside the community. District 19 is proud to announce Deatrice Delk as Employee of the Month for March 2019. This award recognizes the exceptional and significant achievements of individual staff that exemplify District 19's excellence in public service.

VII. Educational Topic: Diana Barnes, Manager of Specialized Children’s Services, presented an overview of School Based Therapy. District 19’s School Based Therapy program is intended to be creative, flexible and tailored to meet the needs of students in the school setting. The goal is to provide intervention and support to students to help them remain in the least restrictive educational placement. District 19 currently has three full-time School Based Therapists and one part-time School Based Therapist who provide mental health, substance use counseling and behavioral modification to students experiencing a wide range of academic, emotional and behavioral difficulties in a confidential setting. Crisis Intervention support is also provided when possible. We also provide trainings for staff upon request.

School Based Therapy is provided during the regular school day approximately one day per week. An individual or group counseling session will typically last 30-60 minutes to provide minimal disruption to the student’s academic schedule. School Based Therapy is supported by small pots of money and general funds. Students are not charged for this service.

VIII. Old Business

Nominating Committee – Dr. Moore-Tolliver, Chairperson of the Nominating Committee thanked Board members Brenda Ebron-Bonner and Rose Mastracco for serving on the committee. The Nominating Committee submitted the following representatives as their recommendation for officers of the Board of Director's for District 19 Community Services Board for 2019.

Chairperson: Mrs. Shel Bolyard-Douglas
Vice-Chairperson: Mrs. Brenda Ebron-Bonner
Treasurer: Mr. Ray Spicer

The floor was opened to additional nominations for Chairperson, Vice-Chairperson and Treasurer. There were no further nominations.

MOTION: Mr. Green made the motion to accept the recommendation of the Nominating Committee for officers for the Board of Director's for 2019.

Seconded: Ms. Turner

Motion carried

IX. New Business

Revision to HR Policy 4.1.2 – Promotion – Mrs. Tunstall reviewed revisions to Policy 4.1.2 with the Board. The policy needed to be revised based on Salary Action within the policy. Currently, salary action is based on the number of grades promoted. However, based on the budget, program needs, experience of the candidate, and compensation of comparable positions, salary negotiations will be taken into consideration to determine salary increase. The increase percentages will not be automatic. The negotiated salary must be at least 5% above the employee's current rate of pay. In the event of a two grade or more movement, the new salary must be at least 10% higher than the current salary. If an employee's salary is still below minimum of the new salary grade, the employee's compensation is raised to the minimum level of the new pay grade.

MOTION: Mr. Green made the motion to accept the policy revisions as presented.

Seconded by: Dr. Moore-Tolliver

Motion carried

X. Informational Items:

Item A. Finance Report - Reports included for informational purposes. Finance Director, Lisa Clark, stated that billing with the new electronic health records (EHR) system went live in mid-January. Half of the billing is on the old EHR system and half is on the new EHR system causing delays in Medicaid revenue. We should be caught up by the end of the fiscal year. We are working with vendors to resolve any issues we are experiencing.

Mrs. Bolyard-Douglas requested we provide an educational topic on funding and budgets since we have several new Board members. The Board needs to be educated on how CSBs are funded, and the impact of Medicaid in the CSB planning process.

Item B. SAC Minutes – Minutes included for informational purposes.

XI. Closed Session

MOTION: At 7:01 p.m., Chairman, Shel Bolyard-Douglas made the motion for District 19's Board of Directors to convene in Closed Session under the direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-3711 (1) of the *Code of Virginia* for discussion and consultation with legal counsel and employee to discuss performance evaluation of a specific employee.

Seconded by: Mr. Talley

Motion carried

Board Chairman, Shel Bolyard-Douglas, moved that the District 19 Community Service Board certify that, in the closed session just concluded, nothing was discussed except the one year performance evaluation of the Executive Director, 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:

Shel Bolyard-Douglas – yes	Brenda Ebron-Bonner – yes
Rose Mastracco – yes	Col. Mark Shiflett - yes
Dr. Phyllis Moore-Tolliver – yes	Frances Randolph – yes
Ray Spicer – yes	Antonio Morgan – yes
Daphne Turner – yes	Gary Talley – yes
Shamika Lewis – yes	W. Joe Green – yes

Board Chairman, Shel Bolyard-Douglas appointed Board members, Gary Talley, Rose Mastracco and Antonio Morgan to serve on the Evaluating Committee to work on the new objectives for the addendum to the evaluation.

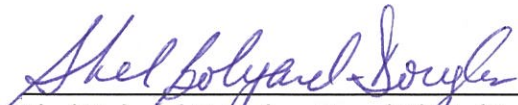
XII. Adjournment:

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

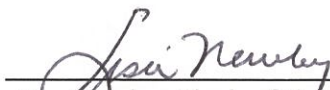
Seconded: Dr. Moore-Tolliver

Motion carried

There being no further business, the meeting was adjourned at 8:00 p.m.



Shel Bolyard-Douglas, Board Chair (Date)



Lisa Newby, Clerk of the Board (Date)