

# 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, October 26, 2017, 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                      Rose Mastracco  
Sherry Saunders                      Phyllis Moore-Tolliver  
Frances Randolph                      Shel Bolyard-Douglas  
Ray Spicer                      Brenda Ebron-Bonner  
E. Jane Elliott                      Danielle Powers, P.C.

**EXCUSED:** W. Joe Green                      Capt. Mark Payne

III. **Approval of Agenda**

**MOTION:** Mrs. Bolyard-Douglas made the motion to approve the agenda as presented.

Seconded by: Ms. Randolph

Motion carried.

IV. **Approval of Minutes**

**MOTION:** Mrs. Elliott made the motion to approve the minutes of the September 28, 2017 meeting as presented.

Seconded by: Dr. Moore-Tolliver

Motion carried.

V. **Public Comments** – Mrs. Saunders would like to commend the staff of the Emporia office for promoting the transportation system in Emporia to the consumers. The office is directly on the bus route so consumers can use the transportation system to get to their appointments.

- 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

**VI. Recognition of Employees** - Mr. Hubbard recognized Angela LeGrande as Employee of the Month for October 2017. Mrs. LeGrande is a PACT Clinician with the PACT Team. Angela has become an invaluable member of the PACT Team since joining six months ago. She volunteers to work late to help out, and is extremely flexible. Angela completes her documentation in a timely manner and has been a focal point in assisting PACT staff with managing MCO assignments and/or Premier CCC Plus relevant changes. Angela volunteers for all tasks, and is extremely helpful with weekend work and on-call duties. Angela helps her colleagues by jumping in and assisting with assignments, covering shifts, and taking on additional duties when other staff members call in sick and/or can't meet the demands of their particular work. She is incredibly upbeat and maintains an attitude of professionalism and goodwill toward staff and consumers alike. She frequently goes beyond the expectations required of her clinician duties. She demonstrates her genuine concern and compassion of the well-being of her clients, and a willingness to support their psychological growth while tempering their need for independence with appropriate and respectful boundaries. Angela is a fantastic clinician and District 19 Community Services Board is fortunate to have her in their employment.

**VII. Old Business** – None

**VIII. New Business**

**A. Report from Nominating Committee** - Dr. Moore-Tolliver served as Chair for the Nominating Committee. She thanked board members Sherry Saunders and Frances Randolph for their work on the committee. The Nominating Committee recommended Donald Hunter to serve as Chairman, Shel Bolyard-Douglas to service as Vice-chair, and Sherry Saunders to serve as Treasurer.

Mr. Hunter opened the floor to further nominations. There were no further nominations.

**Motion:** Mr. Spicer made the motion to accept the recommendations of the Nominating Committee as presented.

Seconded by: Mrs. Mastracco

Motion carried.

- B. Proposed Changes to Human Resources Policy** - A minor revision has been made to Policy 5.6 Clinical Licensure/Certification Incentives (revised 9/1/17) - The policy stated in part, *Master's degreed clinicians who become licensed as a Mental Health Professional (LMHP) clinical social worker, professional counselor or psychologist, or who becomes a Certified Substance Abuse Counselor (CSAC), while employed at D19CSB will be offered incentives for doing so.* The policy has been revised to remove clinical social worker, professional counselor or psychologist, to reflect that that all licensed providers fall under the umbrella of LMHP (licensed mental health professional). All LMHP's can bill for services.

**MOTION:** Mrs. Bolyard-Douglas made the motion to accept the policy revision as presented.

Seconded by: Mrs. Saunders

Motion carried.

**IX. Informational Items**

- A. Financial Report** – Financial report reflects revenue exceeded expenditures. D19 is in good standing financially.
- B. SAC Minutes** - The Staff Advisory Committee has been busy preparing for the upcoming All Staff meeting on December 15, 2017 at noon.

**X. Closed Session**

**Motion:** At 6:17, 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.

Donald Hunter – yes	Shel Bolyard-Douglas – yes
Rose Mastracco – yes	E. Jane Elliott – yes
Sherry Saunders – yes	Brenda Ebron-Bonner – yes
Ray Spicer – yes	Frances Randolph – yes
Phyllis Moore-Tolliver – yes	

**MOTION:** Mrs. Bolyard-Douglas made the motion to accept the Executive Director's proposed retirement date of March 1, 2018.

Seconded by: Mrs. Mastracco

Motion carried.

- XI. Search Committee** - As a result of the proposed retirement of the Executive Director, Mr. Hubbard, Board Chairman, Mr. Hunter, appointed Board members, Shel-Bolyard Douglas, Phyllis Moore-Tolliver, Brenda Ebron-Bonner and W. Joe Green, upon his acceptance, to the Search Committee. The committee will also include two staff members from the agency.

**MOTION:** Mrs. Elliott made the motion to accept the Search Committee as appointed by the Board Chairman.

Seconded by: Mrs. Saunders

Motion carried.

Mr. Spicer inquired if the committee was limited to the members selected. Mr. Hunter asked Mr. Spicer if he would like to be a part of the committee, and he stated that he would like to be a part of the process. Mr. Spicer was appointed as an alternate.

**MOTION:** Mr. Hunter made the motion to amend the Search Committee members to include Mr. Spicer as an alternate on the committee.

Seconded by: Mrs. Elliott

Motion carried.

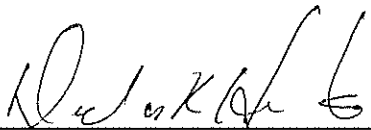
The first meeting of the Search Committee will be determined at a future date.


**XII. Adjournment**

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

Seconded by: Mrs. Ebron-Bonner

There being no further business, the meeting was adjourned at 6:50 p.m.

 12-7-17  
Donald Hunter, Chair (Date)

 12/7/17  
Lisa Newby, Recorder (Date)