

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

20 W. Bank Street - Suite 7 • Petersburg, Virginia 23803

(804) 862-8002 - Fax: (804) 863-1665

jtunstall@d19csb.com

mdevault@d19csb.com

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, October 25, 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
	Capt. Mark Payne	Ray Spicer
	Frances Randolph	Phyllis Moore-Tolliver
	Col. Karen Craig	Danielle Powell, P.C.

EXCUSED:	W. Joe Green	Sherry Saunders
	Rose Mastracco	Brenda Ebron-Bonner

III. Approval of Agenda

Chairman, Donald Hunter, stated that Item A under new business will be tabled until the next meeting. Item C under new business will only include FOIA training and not the Conflict of Interest. Mr. Hunter asked for a motion for the agenda to be amended.

MOTION: Capt. Payne made the motion to accept and approve the agenda as amended.

Seconded by: Ms. Randolph

Motion carried

IV. Approval of Minutes

MOTION: Dr. Moore-Tolliver made the motion to approve the minutes of the September 27, 2018 meeting as presented.

Seconded by: Ms. Randolph

Motion carried

- 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

V. Public Comments – None

VI. Recognition of Employees - Jennifer Tunstall, Executive Director, recognized Sandra Whitaker, Data Specialist in the Operations Department, as Employee of the Month for October 2018. Sandra is being recognized for going over and beyond the expectations of her position while completing the final CCS submission for FY18. In addition to her usual end-of-year cleanup, she provided additional cleanup to thousands of CCS UDD forms. While receiving some help from support staff, Sandra processed over 5,000 forms herself. Her efforts saved countless man-hours for clinical staff and corrected an on-going error with our state reporting. This data cleanup resulted in more accurate reporting to DBHDS.

VII. Old Business – None

VIII. New Business

Item A. Approval of Contract/Lease for Sussex Community Center for Intensive Outpatient Program – Tabled until next meeting.

Item B. Revised Board of Directors Manual - Each Board member in attendance was given a revised Board Manual to include updates on Governing Statutes, Board Roster, Organizational Chart, Overview of Community Services Delivery in Virginia, and Performance Contact. Other contents within the manual will be updated as new codes, laws and regulations update or change. Mrs. Tunstall has scheduled work groups in the next month with Leadership Team to make revisions to the Strategic Plan.

Item C. Freedom of Information Act (FOIA) Training - Melissa DeVault, Director of Operations, provided FOIA training to the Board of Directors. She gave an overview of FOIA and what it entails. Citizen's access to public meetings and public records are covered by FOIA. It ensures citizens' ready access to "public records" in the custody of public bodies. It also ensures free entry to meetings of public bodies where "business of the people" is being conducted. Danielle Powell, Board Attorney, stated that all public records are public information including draft agreements that have not been approved. FOIA is an important part of how we do business, and this training is necessary to ensure we are following the Virginia Codes as directed.

IX. Informational Items

Item A. Finance Report – There are basically no changes from last month. We know where the general fund reductions will be taken from as this was presented to the Board at the last meeting. We are creating new reports for Medicaid Expansion to

see who will, and who will not qualify in our Board. We will identify consumers by name, and pass these names on to case managers to assist consumers with the application process. We are being proactive to see who will qualify based on income.

Item B. Quarterly Service Summary – In the past, the Board received a Monthly Summary Report, but it was discontinued. We are bringing it back so that we can look at information by locality and programs. This will be given to the Board quarterly.

Mrs. Tunstall reported to the Board that she and several Leadership Team members have an appointment with the Mayor and City Manager of Colonial Heights to discuss some locality issues. She also presented an overview of our services at the Petersburg City Council Meeting on October 16, 2018, and requested representation on District 19's Board of Directors as we have not had a representative since 2015.

Item C. SAC Minutes – The committee is actively planning our next All Staff meeting for December 14th at West End Baptist Church in Petersburg. Mr. Hunter expressed his appreciation for the committee and the good work that they do for the agency.

X. **Closed Session – None**

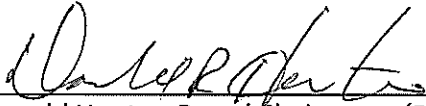
XI. **Adjournment:**

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


Seconded: Dr. Moore-Tolliver

Motion carried

There being no further business, the meeting was adjourned at 6:35 p.m.

 12-6-18

Donald Hunter, Board Chairman (Date)



Lisa Newby, Clerk of the Board (Date)