

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, September 26, 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 6:00 p.m.

II. **Roll Call:**

PRESENT:

Shel Bolyard-Douglas	W. Joe Green
Kenneth Robinson	Rose Mastracco
Brenda Ebron-Bonner	Mark Shiflett
Bertha Judge	Ray Spicer
Daphne Turner	Gary Talley
Shamika Lewis	Danielle Powers, P.C.

EXCUSED:

Sherry Saunders	Antonio Moran
Richard Yates	Frances Randolph
Jean Grim	

III. **Approval of Agenda**

Board Chair, Shel Bolyard-Douglas asked that the agenda be amended to discuss extending the Bank Street lease (Item C. under New Business) in closed session.

MOTION: Mr. Talley made the motion to amend the agenda to discuss Item C under New Business in closed session.

Seconded by: Mr. Robinson

Motion carried

IV. **Introduction of New Board Members and New Director of Community and Crisis Services**

District 19 Community Services Board welcomed new members to the Board of Directors. Mr. Kenneth Robinson returns to Board service after eight years.

- 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

He served on District 19's Board of Directors from 1992 to 2001, and again from 2005 to 2011. He recently retired as Director of Specialized Youth Services, and represents the County of Prince George.

Mrs. Bertha Judge is a former employee of District 19 Community Services Board. She is the current Director of Sussex County Department of Social Services, and represents the County of Sussex.

District 19 also welcomes our new Director of Community and Crisis Services. Ms. Sherry Condell is also a former employee of District 19. We welcome her as a new member of our Leadership Team.

V. Approval of Minutes

MOTION: Mr. Green made the motion to approve minutes from the May 23, 2019 meeting as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried

VI. Public Comments

Linda McLeod, Board member from the National Alliance on Mental Illness (NAMI), spoke briefly to the Board on services NAMI provides to the District 19 CSB service area. NAMI is currently looking for someone to serve on their board to get programs into the area. They are trying to launch programs to go into churches to explain mental illness and explore the myths associated with mental illness. Their ultimate goal is to get churches involved. Ms. McLeod left contact information which will be provided to interested individuals.

VII. Recognition of Employees - Jennifer Tunstall, Executive Director, recognized Kay Williams, Adult Services ID Case Manager (June 2019), Pamela Barbour, Administrative Assistant for Community and Crisis Services (July 2019), Quintin Davis, IT Specialist for MIS Division (August 2019), and Melissa Melesky, Crisis Assessment Provider for Community and Crisis Services (September 2019) as Employees of the Month. Each employee is being recognized for their outstanding accomplishments and contributions to District 19 Community Services Board.

Mrs. Tunstall also recognized Sharon Nelson, LCSW, who served as a PACT Clinician for over 33 years of dedicated service to District 19. Mrs. Nelson retired in August 2019.

VIII. Old Business

Item A. PACT Update – Due to multiple medication errors in PACT, beginning November 2016 through January 2018, the Department of Behavioral Health and Developmental Services (DBHDS) tasked D19 with hiring an independent company to help assess problems associated with the medication delivery system. By the time the independent agency came to D19 to diagnose concerns, PACT had instituted multiple corrective action plans addressing medication delivery deficiencies. The agency reviewed the medication delivery system and provided feedback that the deficiencies had been adequately addressed.

Allegheny Health Choices, Inc. (AHCI), the independent company chosen by D19, used The Tool for Measurement of Assertive Community Treatment (TMACT) to measure the fidelity of our PACT Team. They identified that there was little to do regarding making adjustments for medication delivery system itself other than put in new practices, training and accountability measures into agency policy. Therefore, TMACT was recommended.

Anthony Penn, PACT Manager, updated the Board on current outcomes. AHCI is confident that PACT has made changes to everything that they could think of and concluded with an email sent to PACT stating that PACT has a good foundation to build on.

The license for PACT will be reviewed in November.

Item B. CAC/IOP Move – John Randolph Hospital notified District 19 that they could no longer provide in-kind space to District 19 for the CAC in Hopewell. The City of Hopewell saw the value of having the CAC in the community and found a space for the CAC to provide services. The Crisis Assessment Center will utilize the space on Tuesdays, Thursdays, Fridays, and Saturday from 7:00 a.m. to 10:0 p.m. Also, in response to Hopewell City's request from the Opioid Taskforce for D19 to provide services physically located in Hopewell. District 19's Intensive Outpatient Program will utilize the space on Mondays, Tuesdays, and Thursdays from 9:00 a.m. to 2:00p.m. to facilitate IOP groups.

VIII. New Business

Item A. DBHDS Leadership Changes – Mrs. Tunstall reported to the Board that with the unfortunate and untimely passing of Dr. Hughes Melton, Commissioner of the Department of Behavioral Health and Developmental Services (DBHDS), the Department has appointed Chief Deputy of Community Behavioral Health Services,

Mira Signer to serve as Acting Commissioner to ensure continuity as the Department works through this time of transition.

Item B. Executive Director's Quarterly Update - Mrs. Tunstall reviewed her quarterly update of what has been offered to staff, per her contract requirements to maintain an environment that provides for the safety, professional growth, and morale for employees. Updates include putting safety measures into place with the installment of security cameras on the exterior of the Bank Street building, all staff training on Civilian Response to Active Shooter Events (CRASE), and Petersburg Police Department parking police car at Bank Street to decrease negative activities.

Staff have been provided trainings on "Balancing Work and Family Life", Mental Health First Aid Training, and additional orientation trainings for new hires to improve understanding of programs and agency values. Leadership and Managers were provided trainings through REACH on "Surviving and Thriving Through Change" and "Developing Your Emotional Intelligence" for supervisors identified based on need.

Employees also participated in morale boosting activities that benefited staff and consumers. Colonial Heights Clinic provided a Consumer Appreciation Day to improve morale and relationships. An employee walking club was developed in Petersburg and Hopewell/Prince George clinics. Human Resources visited each clinic to improve relationships and communication. An employee newsletter is being sent out monthly to highlight staff, programs, fun facts, and useful information.

Item C. Revised Fee Schedules – Due to an increase in Medicaid rates for outpatient services, we have revised the fee schedule to reflect the rate increases. The new fee schedule must be posted 30 days before effective date of November 1, 2019.

MOTION: Mr. Green made the motion to approve the revised fee schedule to be effective November 1, 2019.

Seconded by: Mr. Robinson

Motion carried

Item D. Kay Toombs Memorial Foundation Presentation to D19 - District 19 was honored with the gift of a generous donation given in memory of Kay F. Toombs. Kay worked as D19's Infant Intervention coordinator for many years. Sadly, Kay passed away on April 30, 2018, after battling adrenal cancer for over four years. Kay's husband, Dr. Larry Toombs, started the Kay F. Toombs Memorial Foundation to honor Kay's memory and to give donations to the Infant Intervention Program. Kay always referred to the children in the program as "HER BABIES."

Dr. Larry C. Toombs, presented a \$10,000.00 check to the Executive Director, Jennifer Tunstall, on July 17, 2019. The donation is to be used in the Infant Intervention Program to continue to support the infants and families in the D19 community. Dr. Toombs stated that he will continue the fund raising efforts of this Foundation and will continue to make donations to District 19 annually.

IX. Informational Items

Item A. Emergency Services Challenges – Emergency Services has been experiencing problems with staffing. Crisis services are required 24 hours a day, 365 days a year. There is currently a psychiatric hospital bed crisis and searching for beds is very time consuming. When an acute hospital bed is not available for an individual who is recommended to be involuntarily hospitalized, the individual must be placed in the State hospital. The State hospitals are over census and this delays admissions for several hours and in some cases, even days. This causes law enforcement to have to sit with consumers for long periods of time in order to maintain safety. District 19 has experienced multiple vacancies in our Emergency Services department and it is difficult to get those positions filled. Our staffing became so critically low that we consulted with other CSBs and the Department for suggestions. In order to meet challenges, D19 raised pay grades and offered sign-on bonuses. We also looked at shift differential for those working overnight. Mrs. Tunstall submitted a request to DBHDS to assist with funding for increases in Emergency Services. The Department agreed to fund \$160,000.00. However, this is not “new” money and DBHDS will consider this funding D19’s allocation for Medicaid reallocation that will be dispersed due to Medicaid Expansion shortfall. Mrs. Tunstall stated that we are working hard to keep Emergency Services covered, and asks the Board to please let her know if there are any community complaints. There is a meeting scheduled on September 27 with law enforcement and magistrates to discuss further.

Item B. Strategic Plan – Mrs. Tunstall gave the Board an overview of status updates on goals and objectives on the Strategic Plan that was approved by the Board. The Board commended Mrs. Tunstall for the amount of efforts and changes that have been implemented in a short period of time.

Item C. Financial Report – Lisa Clark, Director of Finance, gave a detailed explanation of Medicaid expansion. She explained the process in which we are using to identify eligible consumers that are identified through a process with DMAS. She provided reports regarding consumer eligibility since Medicaid Expansion as well as the financial impact since implementation. She showed the amount of revenues reported to DBHDS that was then used in a funding formula. She also reviewed the current and year end revenue and expense reports for informational purposes.

Item D. Executive Summary of FY19 Services Report – Mrs. Tunstall gave an overview of the Executive Summary of Services Report. This report provides an in-depth summary of services provided to each locality based on individuals served in that locality for the fiscal year.

Item E. SAC Minutes – Provided for informational purposes.

X. Closed Session

MOTION: At 7:44 p.m., Mrs. Bolyard-Douglas moved that District 19's Board of Directors convene in closed session as permitted by Virginia Code § 2.2-3711 (A)(29), concerning a contract discussion of the terms or scope of the contract, because public discussion would adversely affect our bargaining position or negotiating strategy.

Seconded by: Mr. Green

Motion carried

Board Chair, Shel Bolyard-Douglas moved that the District 19 Community Services Board certify that, in closed session just concluded, nothing was discussed except the matter concerning a contract discussion of the terms or scope of the contract under the provisions of the Virginia Freedom of Information act cited in that motion.

Roll Call:

Shel Bolyard-Douglas – Yes
W. Joe Green – Yes
Kenneth Robinson – Yes
Rose Mastracco – Yes
Brenda Ebron-Bonner – Yes
Mark Shiflett – Yes
Bertha Judge – Yes
Ray Spicer – Left before closed session
Daphne Turner – Yes
Gary Talley – Yes
Shamika Lewis – Yes

XI. Adjournment

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

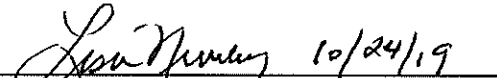
Seconded by: Mr. Robinson

Motion carried

There being no further business, the meeting was adjourned at 8:02 p.m.



Shel Bolyard-Douglas, Chair (Date)



Lisa Newby, Clerk of the Board (Date)