

# DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

20 W. Bank Street – Suite 9 • Petersburg, Virginia 23803

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Terrelle Stewart, LPC, CPSC

*Executive Director*

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, October 26, 2023, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

**I.** The Chairman, Gary Talley, called the meeting to order at 6:03 p.m.

**PRESENT:** Gary Talley                      Angela Haden  
Becca Lynch                              Brenda Ebron-Bonner  
Donna Harrison                         Shamika Lewis  
Daphne Turner                         Helen Leonard  
Kenneth Robinson                      Velma Shaw  
Alastair Bailey

**ABSENT:** Keith Prince                      Col. Anthony Johnson  
Jean Grim

**II. Approval of Agenda**

**MOTION:** Mr. Robinson made the motion to approve the agenda as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried

**Roll Call:**

Gary Talley – Yes                      Angela Haden – Yes  
Becca Lynch – Yes                      Brenda Ebron-Bonner – Yes  
Donna Harrison – Yes                      Shamika Lewis – Yes  
Daphne Turner – Yes                      Helen Leonard – Yes  
Kenneth Robinson – Yes                      Velma Shaw – Yes  
Alastair Bailey – Yes

**III. Approval of Minutes**

**MOTION:** Mr. Robinson made the motion to approve the minutes from the September 28, 2023, meeting as presented.

- PARTICIPATING MEMBERS -

Seconded by: Ms. Turner

Motion carried

**Roll Call:**

Gary Talley – Yes	Angela Haden – Yes
Becca Lynch – Yes	Brenda Ebron-Bonner – Yes
Donna Harrison – Yes	Shamika Lewis – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Velma Shaw – Yes
Alastair Bailey – Yes	

- IV. Recognition of Staff** – Mrs. Stewart introduced Renee Jennings-Cooper, Employee of the Month for October 2023. Mrs. Jennings-Cooper is a Case Manager for the SUD/Jail Services Program. She has been employed with District 19 for seven years. Mrs. Jennings-Cooper continues to go over and beyond expectations, and is a team player. Over the past three months, she has worked hard outside of her normal schedule to plan activities for Recovery Month, reaching out to community members to invite them to the Recovery Month Cookout. Mrs. Jennings-Cooper provides services in the jail to incarcerated individuals. She provides inmates with resources for services that will be beneficial when released back into the community. She shares her time management techniques with new staff to ensure that quality work is completed in a timely manner as sometimes work can become overwhelming. District 19 CSB congratulates Renee Jennings-Cooper as Employee of the Month for October 2023.
- V. Public Comments** - *All persons addressing the Board shall sign-in with name and address. Comments shall be limited to five minutes. No person shall be permitted to address the Board of Directors a second time until all others have been heard and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to the Board as a body. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct will be asked to leave the meeting.* – No public comments during this meeting.

## **VI. Old Business**

- A. Agency Structure** – Mrs. Stewart reviewed restructuring of the agency as presented at the September 2023 Board meeting to provide clarification on the abolishment of two director positions. Mrs. Ebron-Bonner inquired about the two positions because the staff involved had been with the agency for over ten years. Mrs. Stewart explained that the two positions being abolished were no longer needed with the restructure, but the employees in the abolished positions would have the opportunity to apply for new positions that they qualified for.
- B. Board Member Retreat** – Mrs. Stewart informed the Board that a venue has been secured for the Board Member Retreat. Virginia’s Gateway Region in Colonial Heights has been reserved. We need to select dates for early 2024 for the retreat. We plan to hold the retreat for two half-day trainings for a total of six hours. Mr. Robinson asked if the clerk could poll the Board for prospective dates. Mrs. Stewart approved. The Board will be given more information as plans are finalized.

## **VII. New Business**

- A. Nominating Committee** – Mr. Talley opened floor for volunteers to serve on the Nominating Committee to select Board officers for the 2024 calendar year. Board members Shamika Lewis, Donna Harrison, and Alastair Bailey volunteered to serve on the committee. The committee will meet and provide their nominations to the Board during the Board meeting in January.
- B. Virtual Board Meetings** – District 19 CSB does not currently offer virtual Board meetings to the public. Mrs. Stewart asked the Board if they would like for virtual meetings to be an option. Per legal counsel, we do not need to develop a policy as long as we follow the Code of Virginia guidelines. After a brief discussion, the Board would like to look into this issue further before making a decision.

## **VIII. Informational Items**

- A. Financial Report** – Lisa Clark, Director of Finance, reviewed the financial report for informational purposes. District 19 is in good standing financially.
- B. Vacancy Report** – Mrs. Stewart reviewed the Vacancy Report for full-time positions as of August 14, 2023. As of that date, District 19 was down 60

full-time staff. However, we have been seeing viable applicants for interviews, and have hired for some of these vacancies.

**IX. Closed Executive Session**

Board Chair, Gary Talley, asked to entertain a motion pursuant to Virginia Code § 2.2-3711(A)(7) and (8), to go into closed meeting for the purpose of consultation with legal counsel and briefings by staff members of consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect negotiating or litigating posture of the public body.

**MOTION:** Mr. Robinson made the motion to move into closed meeting.

Seconded by: Mrs. Lewis

Motion carried

Board Chair, Gary Talley, asked to entertain a motion pursuant to Virginia Code Section § 2.2-3712(D) that, to the best of each director's knowledge and with no director dissenting, in the closed session just concluded only the following were heard, discussed or considered:

- (i) public business matters lawfully exempted from open meeting requirements; and
- (ii) such public business matters as were identified in the motion by which the closed meeting was convened.

**MOTION:** Mr. Robison made the motion to move out of closed session where only the matters discussed in the motion to convene in closed session were discussed.

Seconded by: Mrs. Lewis

Motion carried

**Roll Call:**

Gary Talley – Yes  
Becca Lynch – Yes

Angela Haden – Yes  
Brenda Ebron-Bonner – Yes

Donna Harrison – Yes	Shamika Lewis – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Velma Shaw – Yes
Alastair Bailey – Yes	

**X. Adjournment**

**MOTION:** Mrs. Ebron-Bonner made the motion to adjourn the meeting.

Seconded by: Ms. Turner

Motion carried

There being no further business, the meeting adjourned at 8:20 p.m.

  
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Gary Tally, Board Chair

  
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Lisa Newby, Clerk to the Board