

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

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

(804) 862-8002 – Fax: (804) 862-6158

tstewart@d19csb.com

mdevault@d19csb.com

Terrelle Stewart, LPC, CPSC

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 28, 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 6:05 p.m.

PRESENT: Gary Talley Angela Haden
Donna Harrison Keith Prince
Daphne Turner Helen Leonard
Kenneth Robinson Col. Anthony Johnson
Velma Shaw Shamika Lewis
Jean Grim Alastair Bailey

ABSENT: Becca Lynch Brenda Ebron-Bonner

II. **Approval of Agenda**

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

Seconded by: Col. Johnson

Motion carried

Roll Call:

Gary Talley – yes Angela Haden - yes
Donna Harrison – yes Keith Prince – yes
Daphne Turner – yes Helen Leonard – yes
Kenneth Robinson – yes Col. Anthony Johnson- yes
Velma Shaw – yes Shamika Lewis – yes
Jean Grim – yes Alastair Bailey – yes

III. **Approval of Minutes**

MOTION: Col. Johnson made the motion to approve the minutes from the May 25, 2023 and June 29, 2023 meetings as presented.

Seconded by: Mr. Robinson

- 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

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden - yes
Donna Harrison – yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Kenneth Robinson – yes	Col. Anthony Johnson- yes
Velma Shaw – yes	Shamika Lewis – yes
Jean Grim – yes	Alastair Bailey – yes

- IV. Recognition of Staff** – Mrs. Stewart introduced the Interim Director of Adult Services, Sam Northington, to honor Employees of the Month for June through September. Angela Fitzgerald-Jackson, Petersburg Mental Health Case Manager, was recognized as Employee of the Month for June 2023. Sharon Reaves, ACT Nurse, was recognized as Employee of the Month for July 2023. Brittani White, Ellis Square MHSS, was recognized as Employee of the Month for August 2023. Staci Batts, Petersburg Mental Health Case Manager, was recognized as Employee of the Month for September 2023. Mr. Northington stated that all employees of the month were hard working and deserved this recognition.

Mrs. Stewart introduced the Director of Nursing Services, Letitia Wallace, to honor the Medical Services Team for being selected as Team of the Quarter (July-September 2023). Mrs. Wallace stated that the team is innovative, and brings a wealth of experience and knowledge to the agency. They are unwavering in dedication in patient care, resilient, and adaptable. Their contributions are exceptional and the team is well deserving of this honor. Medical Services Team members include Janell Lewis, RN; Jackie Brown, RN; Orakae Mason, RN; Coreena Barnes, LPN; Janna Woody, CPhT; and Renu Sadanandan, PHMNP.

- 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

There was no old business scheduled for this meeting. However, Mr. Talley, Board Chair, gave an update on the status to the parking lot. If the hole in the parking lot collapses more, the city will have to fix it. We should see some results by the end of the year.

VII. New Business

A. Policy Revisions

- 1. Policy 5.8 – Telework Policy** - Mrs. Stewart reviewed the revisions to the Telework policy which also includes the Telework Agreement. The policy was revised to add and/or delete specific wording to make the policy clearer. The policy is individualized to person and must be approved before being implemented for all qualifying staff. After follow-up discussion, Mr. Talley asked for a motion to approve the policy.

MOTION: Mrs. Leonard made the motion to accept the Telework Policy with revisions as presented.

Seconded: Mrs. Grim

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden - yes
Donna Harrison – yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Kenneth Robinson – yes	Col. Anthony Johnson- yes
Velma Shaw – yes	Shamika Lewis – yes
Jean Grim – yes	Alastair Bailey – yes

- 2. Policy 2.3 – Reasonable Accommodations Policy** – This policy was revised to update current language more suitable to current staff. The policy was sent to the Board attorney for review before being presented to the Board for approval. Mr. Talley asked for a motion for Board approval.

MOTION: Mr. Robinson made the motion to approve the Reasonable Accommodations policy as presented.

Seconded by: Col. Johnson

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden - yes
Donna Harrison – yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Kenneth Robinson – yes	Col. Anthony Johnson- yes
Velma Shaw – yes	Shamika Lewis – yes
Jean Grim – yes	Alastair Bailey – yes

3. **Policy 4.1- Transfer Policy** – The current Transfer Policy allows for the lateral move of a D19 CSB employee from one position to another position with the same grade. Transfers must be approved by the Disability Director and Executive Director. However, transfers do not allow for increase in salary. The salary will remain the same. The Transfer Policy is being presented to the Board for approval to give the Executive Director authority to approve a higher salary for internal transfers in exceptional circumstances based on KSA's, budget, program needs, experience of candidate, and compensation of comparable positions. After brief discussion, Mr. Talley asked for a motion to approve the revised transfer policy.

MOTION: Mr. Robinson made the motion to approve the Transfer Policy Giving the Executive Director the authority to approve higher salaries based on information presented.

Seconded by: Col. Johnson

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden - yes
Donna Harrison – yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Kenneth Robinson – yes	Col. Anthony Johnson- yes

Velma Shaw – yes Shamika Lewis – yes
Jean Grim – yes Alastair Bailey – yes

B. Agency Updates

1. **Internship Program Restart Spring 24 Semester** – Mrs. Stewart informed the Board that District 19 had a robust internship program prior to the pandemic. District 19 will go back to growing the program and accepting interns in the spring semester of 2024.
2. **Infotel** – The current phone system with most programs is old and outdated. A new phone system is being implemented for all locations to have the ability to have voice mail go to email, transfer to agency phone, and transfer to all localities. There will be one number for all locations.
3. **ACT Expansion** – We are expanding ACT to cover tri-cities and counties. There is a need in the catchment area for the same service to be provided to all locations. ACT is taking referrals for Emporia and every area needed.
4. **Developmental Disabilities (DD) Audit** – Andrea Coleman, Director of Developmental Disabilities informed the Board they had a 100% audit. Developmental Disabilities has a unique set of challenges, and a lot group homes, so this was good news for us.
5. **New EHR Updates** – District 19 was moving too fast with the new EHR system and the customizations were not there. We are slowing down and plan to go live December 1.

VIII. Informational Items

A. Recovery Month Presentation – September is Recovery Month.

Sam Northington, SUD, Prevention & Jail Services Manager, introduced the Prevention Team. Renee Jennings-Cooper and Tonette Robinson co-chaired the committee for Recovery Month. Six months of planning has gone into preparing for Recovery Month events. A power point presentation was presented by the team, and handouts were given to everyone in attendance at the Board meeting to show events held throughout the month. The Recovery Team presented the Executive Director with gift of appreciation for her support during the month.

- B. Financial Report** – Lisa Clark, Director of Finance, reviewed the financial report for informational purposes.
- C. Survey** – A survey for the agency was sent out to staff by the Staff Advisory Committee. The survey consisted of eight questions. Eighty (80) staff responded. Specific results will be sent out to the Board separately. The survey will be sent again in the next three to six months. Mrs. Stewart stated that we as Leadership Team are committed to making sure information is passed down to staff and model what we want staff to be.
- D. Locality Funds** –Mrs. Stewart provided the Board with an Executive Summary of Services Provided for each locality. The report breaks down services by locality, type of service (MH, DD, SUD, and Emergency & Ancillary). We are currently working to show dollar amounts for each service to make sure everyone understands what the local funding is being used for on services.
- E. Revised State Budget** – Mrs. Stewart highlighted the main initiatives in the revised state budget. We are hoping for specific funding but will show it once it has been received. Twenty-two million has been allocated for CSBs but we do not know what we will get.
- F. Agency Structure** – Mrs. Stewart presented the Board with the plans for restructuring the agency. Restructuring will be done to rebrand the agency in the future. The power point presentation is for informational purposes at this time. Next steps include meeting with Leadership Team to get some time lines in place.

IX. Closed Executive Session – No closed session.

X. Adjournment

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

Seconded by: Col. Johnson

Motion carried

There being no further business, the meeting adjourned at 7:30 p.m.

Gary Talley, Board Chair _____ Lisa Newby, Clerk to the Board _____