

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, January 25, 2024, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Gary Talley, called the meeting to order at 6:00 p.m.

PRESENT: Gary Talley Becca Lynch
Donna Harrison Brenda Ebron-Bonner
Keith Prince Shamika Lewis
Daphne Turner Helen Leonard
Jean Grim Velma Shaw
Alastair Bailey Lauren Fisher White

ABSENT: Angela Haden Col. Anthony Johnson
Kenneth Robinson

II. **Approval of Agenda**

MOTION: Mrs. Shaw made the motion to approve the agenda as presented.

Seconded by: Ms. Harrison

Motion carried

Roll Call:

Gary Talley – yes Becca Lynch – yes
Donna Harrison – yes Brenda Ebron-Bonner – yes
Keith Prince – yes Shamika Lewis – yes
Daphne Turner – yes Helen Leonard – yes
Jean Grim – yes Velma Shaw – yes
Alastair Bailey – yes

III. **Approval of Minutes**

MOTION: Mrs. Ebron-Bonner made the motion to approve the minutes from January 25, 2024 as presented.

- PARTICIPATING MEMBERS -

Seconded by: Mrs. Grim

Motion carried

Roll Call:

Gary Talley – yes	Becca Lynch – yes
Donna Harrison – yes	Brenda Ebron-Bonner – yes
Keith Prince – yes	Shamika Lewis – yes
Daphne Turner – yes	Helen Leonard – yes
Jean Grim – yes	Velma Shaw – yes
Alastair Bailey – yes	

- IV. Recognition of Staff** – Mrs. Stewart introduced Developmental Disabilities Director, Andrea Coleman, to honor Mavis Mitchell as Employee of the Month for January 2024. Mavis works as a Developmental Disabilities Case Manager in the Greensville/Emporia Clinic. Mavis is one of our agency’s longstanding employees. She has been successful at maintaining an extensive caseload while adhering to regulatory requirements. According to Mrs. Coleman, her historical perspective adds to her responsibility with much grace. She is a good example for her peers. She is highly respected and appreciated within the Emporia community. Mavis is commended for her excellent customer service, extensive knowledge of DD services, and overall performance as a case manager. She is very deserving of this honor.
- 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. Board Presentation – Kavonda Jordan-Dean, Early Intervention Manager**
Mrs. Jordan-Dean gave the Board an overview of Early Intervention Services. Early Intervention Services is under the Child and Adolescent Services Division. The majority of consumers enrolled in EI Services are Medicaid recipients. Medicaid pays 100% for services. Infants that have spent 28 days or more in the Neonatal Intensive Care Unit (NICU) are automatically eligible for EI services. We provide free case management service coordination. Families provide proof

of taxable income so services are affordable for all families. Occupational Therapy and Speech Therapy are provided by private providers for which we refer out. Developmental information is given to parents when they come in. With a full case management staff on board, we will be able to maximize billing to the state to be fully sustainable. Our goal is to increase the referral process as we would like to provide services to the most consumers in our nine localities. The Kay F. Toombs Memorial Foundation has also been a great support to the Early Intervention Services Program. They have donated \$10,000.00 a year for the past six years.

VII. Old Business

A. Nominating Committee Report – Board member, Donna Harrison, reported that she sent feelers out to Board members to fill the upcoming officer positions for 2024, but did not receive any responses. Therefore, Board Chair, Mr. Talley opened floor for volunteers. After a brief discussion, the Board unanimously agreed to the following board members to serve as officers for the 2024 calendar year:

Gary Talley, Board Chair
Shamika Lewis, Vice-Chair
Jean Grim, Treasurer

Roll Call:

Gary Talley – yes	Becca Lynch – yes
Donna Harrison – yes	Brenda Ebron-Bonner – yes
Keith Prince – yes	Shamika Lewis – yes
Daphne Turner – yes	Helen Leonard – yes
Jean Grim – yes	Velma Shaw – yes
Alastair Bailey – yes	

B. Electronic Health Record Update – Mrs. Stewart provided the Board with an update on the status of D19’s EHR system. District 19 is still not at the point to go live with the new system. We are continuing to go back to the table with the vendor do drill down customizations that are not there. Our plan was to go live by February 1, 2024, but it has been sunset for December 2024 with the current vendor. District 19 CSB is the first CSB to work with this vendor in the state of Virginia. Our Finance team found a big issue that the vendor said we had to pay for, but it was already in the contract to be completed by the vendor. Therefore, we don’t have to pay for it.

District 19 is continuing to work with the current vendor, but if we decide that we cannot continue to work with this vendor, there are other CSBs looking at new EHR systems that we can piggy back off of their cooperative contract. Currently, we don't have a full product that we can test at this point. We will continue to keep the board informed as we move forward on this project.

- C. Parking Lot Update** – Mrs. Stewart informed the Board of a meeting planned with Petersburg City officials, the former landlord, the current landlord, and other interested parties on Tuesday, January 30, 2024 at 2:30 p.m. Delegate Kim Taylor, District 85, plans to attend. The storm two weeks ago has left the integrity of the parking lot in question. The storm left big chunks of concrete in the parking lot so it had to be closed. The City of Petersburg has permits ready to issue to contractors and FEMA.

Mrs. Stewart is very concerned about the safety of staff and consumers using the parking lot and entering the building. She is also concerned that if this issue becomes an issue with the building, where she would be able to move staff in the surrounding area to work safely. Mrs. Stewart will meet with our real estate attorney to see where we need to go from here.

VIII. New Business

- A. SESCO Management Consultant – HR Project Proposal and Fee Estimates** – Mrs. Stewart has been reviewing District 19 policies and procedures since being hired as the new executive director. She has met with the Leadership Team members to revise and update policies and procedures during several meetings, but found the process to be very tedious and time consuming. District 19's policies are outdated and the process will take more time than the team has to dedicate to the project. Therefore, Mrs. Stewart contacted SESCO to see if they could meet the needs of our agency. SESCO Management Consultants is the oldest full-service human resources and employee relations consulting firms in America today. They are not just in Virginia.

Mrs. Stewart provided the Board with an overview of SESCO's services and the specifics of what the retainer agreement would involve. District 19 is requesting an Employee Handbook and Policy Revisions and Updates. However, the main reason for contacting SESCO was for their Compensation and Administration Program. District 19 had a Class and Comp Study done in 2017. The contracted agency looked at position descriptions and salaries, and made title, grade, and salary changes based on that study. We are still below the salary ranges for comparable positions in our area. We would like for SESCO to look at positions to determine title, grade and salary based on

duties employees actually perform. Similar positions will have the same position description across the Board, and the evaluation process will become more streamlined, objective rather than subjective, across the Board. SESCO is willing to give District 19 a 15% discount on the Employee Handbook and 15% off on the policy revisions since they will be conducting the Class and Compensation Study. The three projects will move forward simultaneously. SESCO has met with several other CSBs and have them on retainer. Mrs. Stewart asked the Board for approval to move forward with retaining the services of SESCO for our agency project as presented.

Several Board member inquired about the fees that would be incurred by using SESCO for this project. Many were concerned if D19 could afford the services and if it had been included in the budget. Mrs. Stewart informed the Board that the fees associated with the services SESCO would provide were not in the current budget. However, we have funds in reserve that can be used for this project. Board member, Shamika Lewis, requested that Lisa Clark, Director of Administration, provide the Board with the amount of funds in reserve that this project would affect.

There being no further discussion, the following motion was made.

MOTION: Mrs. Lewis made the motion to give the Executive Director approval to move forward with retaining the services of SESCO to complete the HR projects reviewed with the Board.

Seconded by: Mrs. Ebron-Bonner

Motion carried

Roll Call:

Gary Talley – yes
Donna Harrison – yes
Keith Prince – yes
Daphne Turner – yes
Jean Grim – yes
Alastair Bailey – yes

Becca Lynch – yes
Brenda Ebron-Bonner – yes
Shamika Lewis – yes
Helen Leonard – yes
Velma Shaw – yes

B. New Fee Schedule for Approval – Lisa Clark, Director of Administration, reviewed the new fee schedule enclosed in the Board packet. The new fee schedule will allow D19 to collect the maximum rates for Medicaid. We look at DMAS proposed rates to maximize collections for Medicaid. If approved, we must post the new rates for 30 days. The new rates would be effective 3/1/2024.

MOTION: Ms. Turner made the motion to approve the new fee schedule as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried

C. Board of Director's Compensation - Members of the Board of Director's asked for research to be done to see if compensation could be increased for board meeting attendance and mileage. Board members were provided with a copy of the Code of Virginia § 37.2-503 regarding compensation for Community Services Board members (Board of Director's). Reimbursement for mileage to and from meetings is based on the current IRS rate. This rate is updated every year per IRS guidelines.

IX. Informational Items

A. Financial Report – Lisa Clark, Director of Administration, reviewed the financial report for informational purposes.

B. Board of Director's Retreat – District 19 CSB's first Board Retreat has been planned for January 31, 2024 – February 1, 2024, at Virginia's Gateway Region, in Colonial Heights, Virginia. Board members have been requesting a retreat for several years. District 19 has contacted a consultant to provide training on the roles and responsibilities of Board members on January 31, 2024. On February 1, 2024, D19 Division Directors will provide training on what we do as an agency to provide services to our consumers and other issues involved in each division.

X. Closes Executive Session

Motion to Convene in Closed Session:

Chairman: I will now 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 or consultants pertaining to actual or probable litigation, where such consultation or briefings in open meeting would adversely affect the negotiating or litigation posture of the public body.

MOTION: Mrs. Ebron-Bonner made the motion to move into closed session.

Seconded by: Ms. Harrison

Motion carried

Chairman: I will now entertain a motion pursuant to Virginia Code § 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 and 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: Mrs. Lewis made the motion to convene in open session where only business matters were discussed as identified in the motion by which closed session was convened.

Seconded by: Ms. Turner

Motion carried

Roll Call:

Gary Talley – yes	Becca Lynch – yes
Donna Harrison – yes	Brenda Ebron-Bonner – yes
Keith Prince – yes	Shamika Lewis – yes
Daphne Turner – yes	Helen Leonard – yes
Jean Grim – yes	Velma Shaw – yes
Alastair Bailey – yes	

XI. Adjournment

MOTION: Mrs. Lewis made the motion to adjourn the meeting.

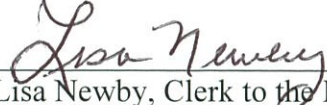
Seconded by: Ms. Turner

Motion carried

There being no further business, the meeting adjourned at 7:40 p.m.



Gary Tally, Board Chair



Lisa Newby, Clerk to the Board