

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, February 22, 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
 Keith Prince Kenneth Robinson
 Daphne Turner Helen Leonard
 Jean Grim Velma Shaw
 Angela Haden Col. Anthony Johnson
 Lauren Fisher White

ABSENT: Alastair Bailey Brenda Ebron-Bonner
 Shamika Lewis Donna Harrison

II. **Approval of Agenda**

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

Seconded by: Mrs. Grim

Motion carried

Roll Call:

Gary Talley – yes Becca Lynch - yes
Keith Prince - yes Kenneth Robinson - yes
Daphne Turner - yes Helen Leonard - yes
Jean Grim - yes Velma Shaw - yes
Angela Haden - yes Col. Anthony Johnson - yes

III. **Approval of Minutes**

MOTION: Ms. Turner made the motion to approve the minutes from January 25, 2024 as presented.

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Greensville Emporia
(434) 348-8900

Hopewell Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

Seconded by: Col. Johnson

Motion carried

Roll Call:

Gary Talley – yes	Becca Lynch - yes
Keith Prince - yes	Kenneth Robinson - yes
Daphne Turner - yes	Helen Leonard - yes
Jean Grim - yes	Velma Shaw - yes
Angela Haden - yes	Col. Anthony Johnson - yes

IV. Recognition of Staff – Dietrich Fields, Mental Health Case Manager, was recognized as Employee of the Month for February 2024. Mr. Fields works in the Greensville/Emporia Clinic, where there is a small team that wears many hats. Mr. Fields was linked to IDDD services recently when he worked collaboratively with a family to support an individual who was without supports in the community. This individual and his family had faced continued barriers for accessing care. Without hesitation, Mr. Fields supported the individual for months and facilitated completion of a psychological evaluation to expedite his receipt of an IDDD waiver. Mr. Fields often displays this level of commitment and engagement with his clients, and works diligently without complaint. He completes additional responsibilities as needed to make sure that the clinic runs smoothly, and lends a helping hand whenever needed. He is deserving of this recognition as Employee of the Month for February 2024.

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. Parking Lot Update – On January 30, 2024, Ms. Stewart, Executive Director, District 19’s previous owner, current owner, Petersburg City officials, engineers, several state representatives, and several District 19 staff met to discuss the current state of the parking lot due to storm water damage. Negotiations have been at an impasse for a year. In order to move the process

forward, as quickly as possible, a plan indicating “no rise level” is required to avoid completing the longer FEMA process to have the plan improved. There is an issue with the current contractor and engineer stating we do not need a larger opening, but the city contractor said that we do. The landlord was notified that a structural engineer was on site that day and recommended measures be put in place to alleviate some of structural integrity of the parking lot. The previous landlord and engineer updated the plan, but there has not been update from the city as of today. The Executive Director would like to put contingency plans in place in case we cannot stay in the building or use the parking lot. The Executive Director initially asked if this could be considered an emergency and she was told that it could not. Hopefully, we can move forward soon. The City Manager was not present at the meeting.

- B. First Annual D19 Board Retreat** – District 19 CSB held its first Board Retreat for Board members on January 31, 2024 through February 1, 2024. On January 31, 2024, Amy Nisenson, CGT, of Nisenson Consultants provided training on Best Practices and How to Best Match Community Service Boards’ Culture and Needs. This training gave an overview of the types of Community Services Boards and how they operate. Board members were given an overview of their roles and the responsibilities that come with those roles. She also provided information on the role of the Executive Director and how it relates to the Board of Directors. Handouts were provided to Board members for future reference.

On February 1, 2024, District 19’s Leadership Team provided training to board members. Each director presented an overview of their divisions. This session was well received as it gave board members the opportunity to see the daily functions of District 19 and how it relates to the communities we serve.

Administration Presentation: Due to time constraints, the Finance portion of the program was not presented at the retreat. Therefore, Lisa Clark, Director of Administration, gave an overview of the Finance Division and a summary of the services that are completed in that department. Services include General Accounting, Payroll, Reimbursement, Procurement (coming soon), Facilities (coming soon), and Information Technology (coming soon). She also gave a breakdown of the budget process and how it works regarding expenses, revenue, restricted state funding, regional funding, and restricted federal funding.

Comments: Mr. Talley inquired of the current budget, and Mrs. Clark stated that we have not received the state budget yet.

Mrs. Leonard asked if credentialing staff was a Human Resources function. Mrs. Clark advised that credentialing was transferred to the Finance Division in 2023.

- C. SESCO Projects Began February 7, 2024** – SESCO projects officially began on February 7 2024. District 19 participated in a survey and SESCO will be developing an employee handbook, and revising agency policies which are outdated. We will try to present more at the April meeting and any inclusions in the budget at the May Board meeting. We have started sessions to get staff classified. SESCO also provided training at our Leadership Team and Managers meeting on February 14, 2024.

VII. New Business

2024 Legislative Update

- 1. VACSB's 2024 Budget Priorities** – Mrs. Stewart gave a brief overview of some of the state budget priorities for Virginia Association of Community Services Boards for 2024-2026. Governor Youngkin is working on the CSB Workforce Development Package. Community Services Board would tentatively get \$36 million to be split between 40 CSBs. STEP-VA is steadily increasing amounts for services. The state is pushing for more money for Early Intervention Services. The governor would like to eliminate waivers. Community Services Boards would get more slots and we will need more staff.
- 2. VACSB's 2024 Budget Advocacy** – Mrs. Stewart provided a spreadsheet of the budget amendments and amounts requested for review.

VIII. Informational Items

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

IX. Closed Executive Session

Motion to Convene in Closed Session:

Chairman: I will now entertain a motion, pursuant to Virginia Code § 2.2-3711 (A)(1), (7), and (8), to go into closed meeting for the purpose of discussing personnel matters relating to specific employees of District 19 and 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 litigating posture of the public body.

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

Seconded by: Mrs. Grim

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: Mr. Robinson 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: Col. Johnson

Motion carried

Roll Call:

Gary Talley – yes	Becca Lynch - yes
Keith Prince - yes	Kenneth Robinson - yes
Daphne Turner - yes	Helen Leonard - yes

Roll Call continued:

Jean Grim - yes

Velma Shaw - yes

Angela Haden - yes

Col. Anthony Johnson - yes

XI. Adjournment

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

Seconded by: Col. Johnson

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