

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

20 W. Bank Street – Suite 7 • Petersburg, Virginia 23803

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Joseph E. Hubbard

Interim Executive Director

Melissa Devault, MS

Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, April 27, 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 6:00 p.m.

PRESENT: Gary Talley Angela Haden
Becca Lynch Brenda Ebron-Bonner
Donna Harrison Keith Prince
Daphne Turner Helen Leonard
Jean Grim Kenneth Robinson
Velma Shaw

ABSENT: Col. Anthony Johnson

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 Keith Prince – yes
Daphne Turner – yes Helen Leonard – yes
Jean Grim - yes Kenneth Robinson - yes
Velma Shaw – yes

III. **Introduction of New Board Member** – Mr. Hubbard introduced new Board member, Donna Harrison, to the Board of Directors. She represents Dinwiddie County where she is the Director of Social Services.

- 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

IV. Approval of Minutes

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

Seconded by: Mr. Prince

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden – yes
Becca Lynch – yes	Brenda Ebron-Bonner – yes
Donna Harrison - yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Jean Grim - yes	Kenneth Robinson - yes
Velma Shaw – yes	

V. Recognition of Staff – Mr. Hubbard recognized Tonette Robertson, SUD Therapist, as Employee of the Month for April 2023. The Substance Use Services program has been short staffed for quite some time. Ms. Robertson managed four groups as the only therapist without complaint as she just wanted to do her part as a team player. She also took on the role of supervisor and mentor to help train new employees. She has exhibited outstanding job performance and responsibility while performing her many duties as SUD Therapist. She is willing to help others, and continues to demonstrate a positive attitude along with professionalism. She is a strong team player and handles all of her responsibilities with a sense of personal pride and care for our mission.

VI. 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.

VII. New Business

A. HR Policy 5.5.5 Update – Mr. Hubbard brought this policy back to the Board because new language was added. The last executive director requested a

temporary increase for those employees absorbing additional responsibilities without justifying and grade reallocation. The Executive Director may authorize up to a 15% increase.

The new language states that increases may be permanent or temporary depending on the length of time the employee will absorb the new duties. Temporary Increases will end after duties are removed and shall not exceed 90 days in duration. At 90 days, Temporary Increases must be reviewed by the Division Director with approval by the Executive Director if there is a need to continue for an additional 90 day period.

Board member, Helen Leonard stated the language was confusing and needed to be revised to be clearer. The majority agreed. Mr. Hubbard stated that the language would be revised to make clearer.

MOTION: Mr. Robinson made the motion to approve the revised policy with change in language to make clearer.

Seconded by: Mrs. Grim

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden – yes
Becca Lynch – yes	Brenda Ebron-Bonner – yes
Donna Harrison - yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Jean Grim - yes	Kenneth Robinson - yes
Velma Shaw – yes	

- B. Name Change and New Logo** – On March 23, 2023, there was discussion on looking at a name change for District 19 in order to facilitate recruitment and improve recognition and awareness of the nature of D19’s services within our communities. Administration shared a few examples with the Board. Mr. Hubbard has brought this item back to the Board to authorize Administration to start exploring the possibility with the Board attorney on what needs to happen. We need the attorney initially to guide us through the legalities and then move to a marketing firm. Our Board attorney has worked with other agencies in name changes. We will come back in September to make a decision. DBHDS and the IRS will need to be notified once a decision is made.

MOTION: Mrs. Ebron-Bonner made the motion to authorize Administration to seek services of a Marketing firm to oversee establishment of a new name and logo for the agency.

Seconded by: Mrs. Grim

Motion carried

Roll Call:

Gary Talley – yes	Angela Haden – yes
Becca Lynch – yes	Brenda Ebron-Bonner – yes
Donna Harrison - yes	Keith Prince – yes
Daphne Turner – yes	Helen Leonard – yes
Jean Grim - yes	Kenneth Robinson - yes
Velma Shaw – yes	

VIII. Informational Items

- A. Financial Report** – Lisa Clark, Finance Director, reviewed the financial report with the Board. This report was provided for informational purposes.
- B. Baker Tilly Exec Recruitment Update** – Mr. Hubbard gave a brief update on the status of the recruitment process with Bakertilly. According to the Project Status Report, the position was posted to multiple sites on April 5, 2023. First review of applications will take place on May 4, 2023. The current number of applicants is at 26. Bakertilly will hold a virtual meeting with District 19’s Search Committee on May 18, 2023, to look at semi-finalists.
- C. Parking Lot Update** – Mr. Hubbard is grateful for the contact Mr. Talley made with the city to get a time and date for completion on the parking lot. Mr. Talley will ask for a completion date and bring back to Mr. Hubbard.
- D. Vacancy Report** – Mr. Hubbard advised the Board that we would continue to review the report and bring back better numbers. Offers have not been based on KSA’s. It has just been the practice to start at entry level. This will be reviewed with further discussion.

E. Draft FY 24 Budget – Lisa Clark, Finance Director gave the Board an overview of the draft budget. This budget will be brought to the May Board meeting with any needed revisions for approval. We still do not have any information from DBHDS so we do not know of increases right now. The Department decreased CAC last year, but will pay the full amount this year. There is some increase in STEP-VA revenue. We are also looking at raises for staff that have been with D19 for one-year calculated at the mid-point range.

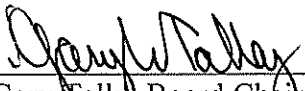
IX. Adjournment

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

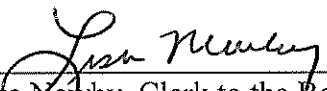
Seconded by: Mrs. Ebron- Bonner

Motion carried

There being no further business, the meeting adjourned at 7:00 p.m.



Gary Tally, Board Chair



Lisa Newby, Clerk to the Board