

DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

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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, May 25, 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
Kenneth Robinson Col. Anthony Johnson
Velma Shaw

ABSENT: Jean Grim

II. **Approval of Agenda**

MOTION: Col. Johnson made the motion to approve the agenda as presented.

Seconded by: Mr. Robinson

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
Kenneth Robinson - yes Velma Shaw – yes
Col. Anthony Johnson - yes

III. **Approval of Minutes**

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

Seconded by: Col. Johnson

- PARTICIPATING MEMBERS -

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
Kenneth Robinson - yes	Velma Shaw – yes
Col. Anthony Johnson - yes	

- IV. Recognition of Staff** – Mr. Hubbard recognized Ursula Pegram, Case Manager for the Substance Use Disorder/Jail Services Program as Employee of the Month for May 2023. On February 9, 2023, Ms. Pegram started working as the primary therapist for the Project Link group. She keeps up with their monthly and quarterly referral reports as required for her caseload. She is a true professional and never too busy to spend individual time with her consumers in person or via telephone. She is always willing and ready to assist them in their treatment needs. She represents District 19 well by doing all that she can do decrease incidents of substance use during and after their treatment. She also conducts two SUD assessments weekly with consistency and accuracy. She is to be commended on her outstanding job performance and is therefore deserving of being Employee of the Month.
- 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** – None scheduled
- VII. New Business**
- FY 24 Budget Approval** – Lisa Clark, Finance Director gave an overview of the FY 24 budget. Mr. Hubbard did not receive any feedback on the draft budget that was distributed last month, so he is asking the Board to approve the

budget as presented by Mrs. Clark. Mrs. Clark stated that minor changes could still be made to the budget. She just received changes from the state today. Part C funding will be reduced by \$50,000. There is an issue with CAC security fees, and this will have to be resolved soon as it is not included in the budget at this time.

MOTION: Mr. Robinson made the motion to approve the FY 24 budget as presented at this time.

Seconded by: Mrs. Shaw

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
Kenneth Robinson - yes	Velma Shaw – yes
Col. Anthony Johnson - yes	

VIII. Informational Items

A. Financial Report – Lisa Clark, Finance Director, reviewed the financial report with the Board. District 19 is looking good for year.

B. HR Policy 5.5.5 – The wording on HR Policy 5.5.5 Increased Job Responsibilities has been revised to be clearer. The wording “Increase 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.”

C. Parking Lot Update – Mr. Hubbard reported that it appears that we are still waiting for the City of Petersburg to issue a permit to move forward with the need repairs. Mr. Talley has been in contact with the City and asked them to contact the Interim Director with a completion date, but we have not heard back for them to date.

- D. Vacancy Report** – Mr. Hubbard provided an updated vacancy report to the Board (April vs. May). He asked Andrea Coleman, Director of Developmental Disabilities, to speak to the Board on vacancies. Mrs. Coleman stated that this all began when the Department of Justice (DOJ) sued the State of Virginia. With training centers closing, we are getting more transfers. This has resulted in more work and increased caseloads. We also have more DOJ settlement duties. Developmental Disabilities is down by 17% staff. We continue to lose case managers. There is such a demand with fewer people going into the field. We will also continue to lose to larger Boards that can pay more. Developmental Disabilities currently has six vacancies for case managers. We are struggling to keep up with the demands.
- E. Update Name Change** – Mr. Hubbard reported to the Board that since our last meeting, he learned that Rappahannock Rapidan CSB is in the process of changing their name. He contacted the Executive Director to get insight into the process they followed and that they are doing a name change through “Doing Business As” (DBA) process, which eliminates the need for a legal name change and is less cumbersome. Mr. Hubbard asked about the communication they had with their localities regarding the name change, and the Executive Director indicated that was done by a needs assessment survey they sent out as part of their strategic planning process. Mr. Hubbard recommended that the Board do they survey during the summer and have some questions that offer people an opportunity to comment on the current name and if it conveys the type of services and mission of our organization. Mr. Hubbard also made further recommendation that the Board then invite staff to come up with a name and logo as a contest. Once everything is done, hold an unveiling at an All Staff meeting where the new name is announced and the winner of the contest is notified and awarded a cash prize award. There have been no issues from the attorney on “DBA” thus far.

IX. Closed Executive Session

At 6:55 p.m., Mr. Talley asked for a motion to go into closed session under the direction of Chapter 21 of the Virginia Freedom of Information Act, § 2.2-377 (A)(1) of the *Code of Virginia* to discuss personnel matters.

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

Seconded by: Ms. Harrison

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
Kenneth Robinson - yes	Velma Shaw – yes
Col. Anthony Johnson - yes	

At 7:07 p.m., Mr. Talley announced a closed session was held in accordance with Chapter 21 of the Virginia Freedom of Information Act, § 2.2-377 (A)(1) of the *Code of Virginia*, and in closed session just concluded, nothing was discussed except personnel matters related to the search for a new Executive Director.

MOTION: Mr. Robinson made the motion to conclude closed session.

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
Kenneth Robinson - yes	Velma Shaw – yes
Col. Anthony Johnson - yes	

Mr. Hubbard expressed appreciation to the Board for inviting him to return to District 19 as Interim Director while the Board searches for a new Executive Director. District 19 has a good supportive Board. I am confident we will find a new Executive Director by June 14, 2023.

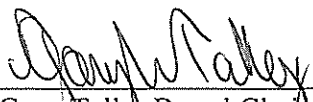
X. Adjournment

MOTION: Ms. Turner made the motion to adjourn the meeting.

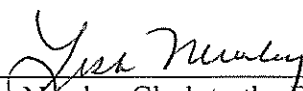
Seconded by: Mrs. Shaw

Motion carried

There being no further business, the meeting adjourned at 7:13 p.m.



Gary Tally, Board Chair



Lisa Newby, Clerk to the Board