

# 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, April 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                      Angela Haden  
Becca Lynch                              Brenda Ebron-Bonner  
Keith Prince                              Donna Harrison  
Daphne Turner                          Col. Anthony Johnson  
Helen Leonard                          Jean Grim  
Alastair Bailey                          Kenneth Robinson  
Lauren Fisher White

**ABSENT:** Velma Shaw

**II.** **Approval of Agenda**

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

Seconded by: Mr. Prince

Motion carried

**Roll Call:**

Gary Talley - Yes	Angela Haden - Yes
Becca Lynch - Yes	Brenda Ebron-Bonner - Yes
Keith Prince - Yes	Donna Harrison - Yes
Daphne Turner – Yes	Col. Anthony Johnson - Yes
Helen Leonard - Yes	Jean Grim - Yes
Alastair Bailey – Yes	Kenneth Robinson - Yes

**III.** **Approval of Minutes**

**MOTION:** Mr. Robinson made the motion to approve the minutes from March 28, 2024 as presented.

Seconded by: Mrs. Grim

- PARTICIPATING MEMBERS -

Motion carried

- IV. Recognition of Staff** – Kia Simpkins, Adult Services Director, recognized Brent Schildt, ACT Services Licensed Clinician, as Employee of the Month for April 2024. Mr. Schildt has been with District 19 for about seven years. The ACT Manager stated that the work they do can often be thankless, so it is all the more a cause to celebrate when family members of a consumer reach out to inform someone’s manager of the excellent job that they are doing. Brent assisted a consumer whose health was failing and needed to be transferred to a nursing home out of state. His belongings had to be packed up and contacts made for a successful transfer. Brent’s hard work resulted in a warm-handoff to the consumer’s relative who traveled with the consumer out of state. The transition went seamlessly, and upon arrival to the nursing home, the consumer was able to transition smoothly into the nursing home and establish psychiatric care with no disruption in services. For this reason and more, Brent is being recognized as Employee of the Month for April 2024. This is a well-deserved 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. Old Business**
- A. FOIA Training for BOD – May 23, 2024** – FOIA training will be provided to the Board of Directors as a group on May 23, 2024.
- B. Central State Hospital Tour – May 16, 2024** - The Central State Hospital tour has been scheduled for May 16, 2024, at 10:30 a.m. Central State could not accommodate our April 16<sup>th</sup> request because DBHDS will be touring the facility on that date. There will be more details provided on when and where to meet before the tour.
- VII. New Business**
- A. Draft Budget FY25** – The draft budget will be presented in May for review. We would normally be presenting the final budget for approval, but we are still waiting for more information regarding the Comp and Class study to be included in budget.

## **B. HRMS System Updates**

1. **Position Control (TBD)** – To be determined.
2. **HR Actions** – We are still doing HR actions on paper at present.
3. **Dynamic Forms Checklist** – The checklist is used for onboarding and bringing in new staff. The goal is to modernize HR functions and to get backups and clouds in place.
4. **W-4** – No updates.
5. **I-9** – No updates.

**C. Policy Update - Policy 7.2 Standards of Conduct** has been revised and is being presented to the Board for approval. Mrs. Stewart stated that we are basically asking for approval on where and how supervisory notes and HR memos will be housed. The old policy states that informal supervisory sessions should be documented by the supervisor, but does not need to become part of the employee's personnel file unless further formal disciplinary actions are needed. The policy revision will require that all informal supervisory sessions be documented by the supervisor and reviewed and signed by the employee and placed in the employee's personnel file. Board members asked for feedback from the Board Attorney, Lauren Fisher White, who explained that HR files keep performance evaluations, and supervisors put disciplinary memos or write-ups in a file that are never disclosed to HR. One manager might do a write-up and not send it to HR while another does a write-up and sends it to HR. Employees are being treated inconsistently because of supervisors. All memos need to be combined into the true personnel file standardizing the procedure.

There was further discussion by Board members regarding employees having to sign supervisory notes before being sent to HR to enter into the personnel file. It was felt that this step should be removed as it implies wrongdoing on the part of the employee, and all employees should have the opportunity to look at what is in their files. Mrs. Stewart stated that all D19 policies will be updated in the future as some are extremely old, including this one. However, we are only asking that this policy revision be approved to change how and where we are keeping all personnel files in HR, including supervisory information on staff, so that it is standardized for everyone and streamlined for consistency in the agency. Mr. Talley stated that policy updates will be reviewed in the future, and asked for a motion to approve the current policy revision.

**MOTION:** Mr. Robinson made the motion to approve the policy revision as presented.

Seconded by: Mrs. Ebron-Bonner

Motion carried

## **VIII. Informational Items**

**A. Financial Report** – Mrs. Stewart reviewed the financial report with the Board for informational purposes.

### **B. Staff Wellness Appreciation**

- 1. Floating Self-Care Day** – District 19 has placed suggestion boxes at the Bank Street location and clinics throughout our service area. Staff are able to put in their suggestions that will be taken to Leadership Team for discussion and response to staff. Someone recently suggested a Mental Health day for each staff of their choosing. Mrs. Stewart agreed that staff could be approved to take one Mental Health day from May 2024 through December 31, 2024. It will need to be approved by supervisors in advance, and cannot be carried over to January 2025. We will look at this again for the next fiscal year to decide if it will be ongoing.
- 2. May All Staff Meeting** – District 19 meets annually in May for our agency All Staff meeting. One suggestion taken from the suggestion box would like employees to be recognized during special occasions such as Administrative Professionals Day, Social Work Week, and National Nurses Week to name a few. To address this request, Mrs. Stewart stated that we will be planning Staff Appreciation activities to culminate with the May All Staff meeting.

## **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 consultation with legal counsel and briefings by staff members or consultants pertaining to performance of specific employees and actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

Seconded by: Col. Johnson

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. Prince made the 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: Mr. Robinson

Motion carried

**Roll Call:**

Gary Talley - Yes	Angela Haden - Yes
Becca Lynch - Yes	Brenda Ebron-Bonner - Yes
Keith Prince - Yes	Donna Harrison - Yes
Daphne Turner – Yes	Col. Anthony Johnson - Yes
Helen Leonard - Yes	Jean Grim - Yes
Alastair Bailey – Yes	Kenneth Robinson - Yes

**XI. Adjournment**

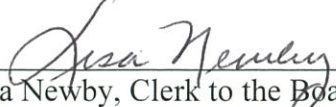
**MOTION:** Mrs. Grim made the motion to adjourn the meeting.

Seconded by: Mr. Prince

Motion carried

There being no further business, the meeting adjourned at 6:58 p.m.

  
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Gary Tally, Board Chair

  
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Lisa Newby, Clerk to the Board