

# DISTRICT 19 COMMUNITY SERVICES BOARD

MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE ABUSE SERVICES

20 W. Bank Street – Suite 9 • Petersburg, Virginia 23803

(804) 862-8002 – Fax: (804) 862-6158

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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, October 24, 2024, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chair, Gary Talley, called the meeting to order at 6:02 p.m.

II. Roll Call:

|                 |                     |                      |
|-----------------|---------------------|----------------------|
| <b>PRESENT:</b> | Gary Talley         | Angela Haden         |
|                 | Becca Lynch         | Brenda Ebron-Bonner  |
|                 | Donna Harrison      | Col. Anthony Johnson |
|                 | Daphne Turner       | Helen Leonard        |
|                 | Jean Grim           | Kenneth Robinson     |
|                 | Velma Shaw          | Alastair Bailey      |
|                 | Lauren White Fisher |                      |

**ABSENT:** Keith Prince

III. Approval of Agenda

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

Seconded by: Col. Johnson

Motion carried

**Roll Call:**

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

- PARTICIPATING MEMBERS -

Colonial Heights  
(804) 520-7210

Dimwiddle  
(804) 469-3746

Greenville-Emporia  
(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 from the September 26, 2024 meeting as presented.

Seconded by: Col. Johnson

Motion carried

**V. Recognition of Staff** – Ami Williams, Director of Community and Crisis Services, recognized Tyler Talley, Administrative Support Specialist, who works with the Same Day Access Program as Employee of the Month for October 2024. Mr. Talley has been an essential member of the SDA team. He treats each consumer and co-worker he comes into contact with kindness and respect. He takes the time to not only assist consumers, but provides an empathetic ear when needed, and is always open to taking on additional tasks as assigned. Additionally, the Director has received feedback from community stakeholders about Tyler’s professionalism, hospitality, and his exceptional courtesy when encountered in his role as a Navigator. Several consumers have expressed appreciation for Tyler’s kind approach, and staff appreciate his willingness to assist as he is efficient and gives attention to detail. He is truly a breath of fresh air for all who encounter him in the Same Day Access suite.

**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. There were no public comments during this meeting.

**VII. Old Business**

**A. BOD Bylaws Committee Report** – Helen Leonard, Chair of the Bylaws Committee, presented proposed changes to amendments in the current bylaws. There were no changes to Article I or Article II.

*Article III, Section 6. Membership* – Revised the number of consecutive meetings missed by a board member from two (2) to three (3), unless reason for absence is identified as a valid reason by the Board. All board members are responsible for notifying the Clerk of the Board for District 19 CSB prior to the meeting in the event of an absence when feasible. The original language for valid reasons for not attending a Board meeting were consolidated for clarity.

*Article III, Section 7. Compensation* was revised to add that Board members may be compensated \$50.00 for attendance at regularly scheduled Board or board committee meetings as long as it does not exceed \$600.00 per calendar year. Under no circumstances shall a Board member be reimbursed for attendance at a committee meeting when the member misses a regularly scheduled meeting without valid reason as defined in these bylaws. Mileage may be reimbursed at the rate approved by the Virginia's Appropriations Act. Board members have a right to accept or decline compensation or reimbursement for mileage or both. Board members may meet in person or electronically. Electronically means by telephone or zoom. Board members will be paid for participation in committee meetings conducted electronically. There were no changes to Articles IV, V, and VI.

*Article VII, Section 4. Meetings* revised to state that if a quorum is not present, the chair waits twenty (20) minutes, until there is one; or after twenty (20) minutes the chair will call the meeting to entertain a motion to adjourn.

*Article VIII Committees.* The Finance Committee, Personnel Committee, and Service Committee were removed from the bylaws as these committees were not being used.

*Article VIII, Section 1. Executive Committee* shall be composed of the Chair, and Vice-Chair. Treasurer was added during this meeting as it was determined that this member should be included on this committee. This committee shall coordinate with the Executive Director on areas of personnel and finance that have potential for future board action; provide input regarding the development of Board agendas; and conduct the annual evaluation of the Executive Director and the annual renewable contract.

*Article VIII, Section 2. Governance Committee* shall be composed of three board members (this number was changed from two during this meeting) elected annually. The committee shall provide input to the Executive Director on strategic planning, community involvement and marketing the value of services provided by D19 CSB; provide input on policy, including new policies, policy revision and overall quality of services provided by D19.

There were no changes to Article IX or Article X. The committee will provide additional information at the next Board meeting for discussion so that the Board can move forward with approving and accepting the revised BOD Bylaws.

- B. SESCO Update** – SESCO is the HR consulting firm on retainer for District 19 CSB. They have worked on our Class and Compensation study which resulted in implementing a new pay scale for employees. They are currently upgrading the

Position Descriptions. They provided a training for D19 directors and supervisors on performance evaluations and the new performance evaluation tool. SESCO has also been working on our employee handbook which is almost completed. At the same time, they have been updating agency policies which are outdated. They have crafted forms of what the agency wanted and provided updates requested by staff. We will continue to provide updates as we move further in this process.

**VIII. New Business**

- A. Nominating Committee** – Board Chair, Gary Talley, opened the floor for volunteers for the Nominating Committee. The purpose of this committee is to bring nominations back to the Board to serve as officers for the upcoming calendar year. The Committee will make their report at the January 23, 2025 meeting.

Mr. Kenneth Robinson, Ms. Becca Lynch, and Ms. Daphne Turner will serve on the committee.

- B. Appropriations Act Provision - Appropriations Act (Ch. 2, 2024 Special Session I) Provision (Item 469 5.1.) that provided funding to increase salaries of full-time CSB Employees effective July 1, 2024. (notice provided to CSBs on 10/17/24).**

On October 19, 2024, District 19 received notification that \$75,000 in additional ongoing funds was awarded to support staff salaries. Last month, the Board approved full-time staff to receive a one-time bonus of \$500.00 each in December. As previously discussed, we will round down to \$1,000 per staff to be paid on December 16, 2024 for all full-time staff employed as of November 25, 2024.

**MOTION:** Col. Johnson made the motion to modify the amount the Board approved at the last Board meeting from for a one-time bonus of \$500 to \$1,000 for all full-time staff employed as of November 25, 2024.

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 | Col. Anthony Johnson - Yes |
| Daphne Turner - Yes  | Helen Leonard - Yes        |

Jean Grim - Yes  
Velma Shaw - Yes

Kenneth Robinson - Yes  
Alastair Bailey - Yes

**IX. Informational Items**

**Item A. Financial Report** - Lisa Clark, Director of Finance and Administration gave an overview of the financial report. We are working with directors and staff on maximizing Medicaid revenue by emphasizing the importance of making sure staff check eligibility on every visit, and Medicaid verification is checked monthly. We are above budget on collecting client co-pays. We plan to implement credit card payments with the new electronic health record system.

**Item B. Vacancy Report** - Mrs. Stewart reviewed the current vacancy report with the Board. There has been a drastic push to fill positions. We have five (5) new staff starting tomorrow, and background checks are being done for fifteen (15) applicants. There has been a delay in getting background checks from DSS.

We have also re-implemented our Internship Program. We currently have 25 interns ready to start in January 2025. District 19 has successfully hired many students who participated in our Internship Program in the past.

**X. 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:** Col. Johnson made the motion to convene in closed session.

Seconded by: Mr. Robinson

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 closed session just concluded only the following were heard, discussed or considered:

- (i) public business matters lawfully exempted from open meeting requirements;
- and

(ii) such public business matters were identified in the motion by which the closed meeting was convened.

**MOTION:** Col. Johnson made the motion to move out of closed session where only business matters were discussed as identified in the motion by which the closed meeting was convened.

Seconded by: Mr. Robinson

Motion carried

**Roll Call:**

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

**XI. 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 was adjourned at 7:10 p.m.

  
\_\_\_\_\_  
Gary Talley, Chair

  
\_\_\_\_\_  
Lisa Newby, Clerk of the Board