

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 27, 2025, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Gary Talley, called the meeting to order at 6:07 p.m.

PRESENT: Gary Talley Angela Haden
Becca Lynch Donna Harrison
Sherilyn Merritt Keith Prince
Daphne Turner Helen Leonard
Kenneth Robinson Alastair Bailey
Lauren Fisher White

ABSENT: Velma Shaw Col. Anthony Johnson

II. **Approval of Agenda**

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

Seconded by: Ms. Harrison

Motion carried

Roll Call:

Gary Talley – Yes	Angela Haden – Yes
Becca Lynch – Yes	Donna Harrison – Yes
Sherilyn Merritt – Yes	Keith Prince – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Alastair Bailey – Yes

III. **Approval of Minutes**

MOTION: Mr. Robinson made the motion to approve the minutes from January 27, 2025 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: Mrs. Harrison

Motion carried

Roll Call:

Gary Talley – Yes	Angela Haden – Yes
Becca Lynch – Yes	Donna Harrison – Yes
Sherilyn Merritt – Yes	Keith Prince – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Alastair Bailey – Yes

IV. Introduction of New Board Member – Ms. Sherilyn Merritt comes to the Board of Directors representing Dinwiddie County. She currently works as a Family Services Supervisor (Childcare Unit) with the Petersburg Department of Social Services. She was appointed to serve as the Dinwiddie County representative on January 21, 2025. We welcome Ms. Merritt to the Board of Directors, and look forward to working with her in the years to come.

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.

Mrs. Stewart welcomed Jeffrey Stoke, County Administrator for Prince George County, to our meeting.

VI. Old Business

A. Selling of the D19 Sussex Property – Last month, Mrs. Stewart reviewed the goals of the Strategic Plan. Goal 1: Objective 1, included analyzing the organizational map and making revisions where necessary. Strategy A. included evaluating relocation/merging of clinics and programs by reinvesting in the community by providing community-based mobile services. It has also become very expensive to provide services and maintain clinics all over the catchment area.

The Sussex property is a house in a neighborhood that was renovated to serve as the Sussex Clinic. We currently have one administrative support staff and one case manager that work in that location. It is becoming too expensive to maintain. These staff will not lose their jobs. We are asking Sussex County for in-kind space in the community to provide services to the consumers. The space would be licensed for us to serve the consumers in the community. This would also drop Sussex County's local match funding down because of the space being provided to District 19.

Mrs. Stewart provided a small packet of property information for the Board to review. The property would be sold at current market value. The property is being prepared to be shown in mid-April. We do not believe it will take very long to sell because it is in an established neighborhood. Mrs. Stewart is requesting approval from the Board to move forward with selling the Sussex property. There being no further discussion, Mr. Talley asked for a motion to approve the selling of the Sussex property.

MOTION: Ms. Turner made the motion for Mrs. Stewart to move forward with selling the Sussex property as presented.

Seconded by: Mr. Robinson

Motion carried

Roll Call:

Gary Talley – Yes	Angela Haden – Yes
Becca Lynch – Yes	Donna Harrison – Yes
Sherilyn Merritt – Yes	Keith Prince – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Alastair Bailey – Yes

B. Termination of Leases – Colonial Heights and Surry

Colonial Heights – Colonial Heights currently has three staff. The rent is extremely high and there are not enough staff to continue to maintain this location. The staff will be centralized and moved to where they are needed. Cases have been transferred to Petersburg, but we will continue to provide services to individuals in Colonial Heights. All SUD cases have been transferred to Petersburg. We are also asking the city for in-kind space to be licensed to provide services. The Board was presented to two scenarios for terminating the current lease: Scenario 1: Termination of Lease on July 30, 2025, by paying the landlord a lump sum termination fee which would save D19 \$35,000 in rent. Scenario 2: Termination of Lease on December 31, 2025

paying the landlord a lump sum termination fee saving D19 \$28,000 in rent. The savings to D19 do not include utilities, insurance, upkeep and payroll. After further discussion the Board decided on Scenario 1. Mr. Talley asked for a motion to approve terminating the lease for the Colonial Heights Clinic on July 30, 2025.

MOTION: Mr. Robinson made the motion to approve terminating the lease with Colonial Heights on July 30, 2025.

Seconded by: Ms. Turner

Motion carried

Roll Call:

Gary Talley – Yes	Angela Haden – Yes
Becca Lynch – Yes	Donna Harrison – Yes
Sherilyn Merritt – Yes	Keith Prince – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Alastair Bailey – Yes

Surry Location – The Surry Clinic is located in the same building as the Health Department. There is one full-time staff, and other staff filter in from other locations. Coverage is difficult when staff split time between Hopewell/Prince George and Surry. Current staff will transfer to the Hopewell/Prince George Clinic. We are asking the county for in-kind space that will be licensed to see consumers. Surry requires a 60-day notice to terminate the lease prior to June 30, 2025. There is no cost. Mr. Talley asked for a motion to terminate the Surry Location lease.

MOTION: Mr. Robinson made the motion to terminate the lease for for the Surry Location.

Seconded by: Ms. Turner

Motion carried

Roll Call:

Gary Talley – Yes	Angela Haden – Yes
Becca Lynch – Yes	Donna Harrison – Yes
Sherilyn Merritt – Yes	Keith Prince – Yes
Daphne Turner – Yes	Helen Leonard – Yes
Kenneth Robinson – Yes	Alastair Bailey – Yes

- C. RFP to Survey Petersburg Land** - District 19 owns seven (7) acres of general commercial land on County Drive. It is on the bus line for Petersburg transportation. However, District 19 is piloting transportation with one provider using District 19's van. We have checked with other CSBs, but if we do not receive any calls back by next week, we will have to put out a RFP. The RFP will cover a combination of services: surveyor, and project management to get the survey done. We do not have prior experience in this area so we will need the project manager to keep us on track.

Mrs. Stewart will be meeting with the Petersburg City Manager next week to see where things are with the parking lot. We are asking for in-kind space to provide services to our consumers. We will keep the Board updated as this project moves forward.

VIII. New Business

Potential CRC Development in D19's Catchment Area – Mrs. Stewart presented the Board with an overview of a potential Crisis Receiving Center in District 19's catchment area. The focus of the project consists of two programs that operate separate but adjacent spaces in the same facility: those in need of less than 24 hours of crisis care for immediate acute mental health assistance, and short term residential care for convalescing clients. It is a 23 in 1 center where individuals can be there up to 23 hours for services.

Mrs. Stewart shared a sample of the operating costs for the Crisis Receiving Center. Operating costs for a CRC vary depending on the location where they are located, whether services are co-located, and whether the facility is being renovated or newly constructed. District 19 would co-locate the CRC and our Crisis Assessment Centers (CAC). It would be adult only for now. The CIT sites will serve children.

Mrs. Stewart reviewed the proposal for cost based on District 19's current salary structure, and costs for goods and services. All localities (cities and counties) in

District 19's catchment area were sent a letter to request that they send a letter of support for this project. The letters are due by March 1, 2025. However, the state said that we do not need every locality to buy in. District 19 requested Opioid Abatement money from localities to support the project, but we did receive any of those funds in 2023-2024. The state is willing to pay to build the Crisis Receiving Center. Dinwiddie County has extra space at the Central State Hospital property, and we would ask for in-kind space for D19. The Board will be provided with updates as they become available.

IX. Informational Items

- A. Financial Report** – Lisa Clark, Director Finance and Administration, reviewed the financial report for informational purposes. The report reflected six (6) months of activity. Expenses were low due to vacancies. In FY26, we are decreasing the number of FTE positions in the budget.
- B. Vacancy Report** – The vacancy report was presented for informational purposes. With the merging of clinics, we may not need to hire for some of the vacancies as staff will be transferred into those positions maximizing FTEs.
- C. Year End Summary of Services** – Mrs. Stewart provided the Board with the Year End Summary of Services report that is provided to our localities to give a summary of the services and number of consumers served in their specific locality. The report shows the number of consumers seen for Mental Health Services, Developmental Services, Substance Use Disorder Services and Emergency & Ancillary Services. The Board was provided with separate reports for FY 24 and FY25 Services (July 24 through January 2025).

X. Closed Session – Closed session not need for this meeting.

XI. Adjournment

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

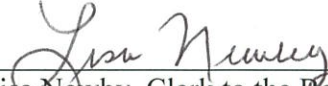
Seconded by: Ms. Harrison

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