

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

tstewart@d19csb.com

Terrelle Stewart, LPC, CPSC

Executive Director

District 19 Community Services Board held a regular meeting of the Board of Directors on Thursday, April 24, 2025, at 6:00 p.m. at 20 West Bank Street, Petersburg, Virginia 23803.

I. The Chairman, Gay Talley, called the meeting to order at 6:04 p.m.

II. Roll Call:

PRESENT:	Angela Haden	Becca Lynch
	Donna Harrison	Keith Prince
	Rosalyn Capers	Col. Anthony Johnson
	Gary Talley	Helen Leonard
	Jean Grim	Kenneth Robinson
	Velma Shaw	Alastair Bailey

ABSENT:	Sherilyn Merritt	Daphne Turner
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III. Approval of Agenda

Mrs. Leonard asked that the agenda be amended to include Board Reports under New Business.

MOTION: Mr. Robinson made the motion to approve the amended agenda.

Seconded by: Col. Anthony Johnson

Motion carried

IV. Approval of Minutes

MOTION: Mr. Robinson made the motion to approve the minutes from the March 27, 2025 meeting as presented.

Seconded by: Col. Anthony Johnson

Motion carried

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(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

- V. Introduction of New Board Member** – Executive Director, Terrelle Stewart, and the Board of Directors welcomed Rosalyn Capers to the Board of Directors. Ms. Capers represents the City of Hopewell.
- VI. Recognition of Staff** – Mrs. Stewart recognized Nicole Carter, Emergency Services Clinician, as Employee of the Month for April 2025. Ms. Carter has been providing overnight shift work since 2022. She is knowledgeable and knows resources. She has obtained her license, which is a great asset to our agency. She is a Team Player with a positive attitude, and always willing to assist her colleagues whenever she can. Not only is she an asset to her department, she is an asset to District 19 CSB.
- VII. 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 at this meeting.

VIII. New Business

- A. Draft Budget** – Executive Director, Terrelle Stewart, and Finance and Administration Director, Lisa Clark, reviewed the draft budget with the Board. District 19 has not received information from DBHDS yet. However, Mrs. Clark built in a three percent (3%) increase for mental health, developmental disabilities and substance use services in general fund dollars. New local funding amounts were approved by the Board in December, but we may not get full funding from all localities. We will contact those localities if funding is not met as it is mandated by the Code based on what the state gives to us.

There could be a reduction in revenue if funding for STEP-VA is cut. All forty (40) CSBs receive the same amount of money, but funding could potentially be cut, and we still have to provide the services. We have eliminated some positions that are no longer needed, and this will help with cutting costs as we plan raises for staff. Three clinic closings will be a cost savings as we have requested in kind space to provide services. However, if in kind space is not provided, the consumers in those localities will still be served. Medicaid revenue will change if consumers lose their Medicaid coverage due to the loss of Medicaid expansion.

The Board was presented with three Raise Plan Options, effective July 10, 2025. The Board chose Option 2: Everyone gets 2% COLA; 7+ years or less in current job move to the new minimum; 7+ to 10 years in current job move to max hire; 10+ to 15 years in current job move to half point between max hire and midpoint; and 15+ years in current job move to midpoint. Mr. Talley asked for a motion approve Raise Plan Option 2.

MOTION: Col. Johnson made the motion to approve Option 2 for staff raises as presented.

Seconded by: Mrs. Harrison

Motion carried

The final budget will be approved in May.

- B. Evaluation Committee** – The Evaluation Committee is appointed to complete the performance evaluation for the Executive Director. The current contract ends on June 30, 2025, so the evaluation must be presented at the May Board meeting. Mr. Talley asked for volunteers to serve on the committee. Board members Helen Leonard, Jean Grim and Gary Talley will serve on the committee.
- C. Establish Policy Review Committee** – The agency is currently reviewing, updating and revising all policies. Board members will need to be involved in this process. A committee needs to be established to review policies as they are revised and updated. Mr. Talley asked for volunteers to serve on the Policy Review Committee. Helen Leonard and Becca Lynch volunteered, and will serve on this committee.
- D. Board Reports** – Board member, Helen Leonard, would like for reports that are generated for the board to be reviewed to see if they are useful. She would like the reports that are provided on a regular basis to be reviewed to see if decisions or adjustments need to be made on what is being reported and to save staff time. It may not be necessary to generate some reports every month. Some reports can be generated quarterly or on an as needed basis. She is requesting that the Board look at making recommendations for reports. The Executive Director and Board were in agreement with that recommendation.

IX. Informational Items

- A. All-Staff Invitation** – District 19 Community Services Board will be having its first All Staff meeting with our new name Greater Reach Community Services Board on Friday, May 16, 2025 at the Eastside Enhancement Center in Dinwiddie, Virginia. We encourage all Board members to attend if their schedules allow.
- B. Financial Report** – Lisa Clark, Director of Finance and Administration, reviewed the financial report for YTD – February 2025. This report covers eight (8) months of activity. The report is provided for informational purposes.
- C. Vacancy Report** – This report is provided for informational purposes. It will be provided quarterly moving forward.
- D. Agency Updates**

May DBHDS STEP-VA Block Grant Onsite Visit – The department will be onsite on Wednesday, May 21, 2025, from 8:00 a.m. to 3:00 p.m. Data metrics should improve from last year.

Job Fairs – District 19 participated in job fairs during the month of April in Surry County and Dinwiddie County. We will be participating in another job fair on the 13th of May in Greensville County. Greater Reach Community Services Board is sponsoring a job fair at Petersburg Public Library on May 14, 2025. Agency directors will be on hand for individuals interested in applying for open positions.

Community Engagement Activities – Recovery and Prevention's Project Link Program has doubled in enrollment in the past two months due to community engagement. Greater Reach CSB will be engage in more community events as we move forward in spreading awareness of our new name.

- X. Closed Session** – No business to discuss in closed session.

XI. Adjournment

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

Seconded by: Mr. Robinson

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Motion carried

There being no further business, the meeting was adjourned at 7:01 p.m.



Gary Talley, Chairman



Lisa Newby, Clerk to the Board