

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**February 1, 2021**

Goochland Powhatan Community Services Board of Directors held its February 2021 meeting on Monday, February 1, 2021 via zoom at Virginia House.

Present

Jackie Cahill  
Angela Cimmino  
Parthenia Dinora  
Julie Franklin  
Mariah Leonard  
GaElla Matthews  
Yvette McDermott Thomas  
Crystal Neilsen-Hall

Absent

Erin Harnage  
Renee Sottong

Staff Attending

Stacy Gill  
Lateshia Brown  
Carinne Kight  
Cheryl Smith

**Welcome**

Stacy Gill welcomed all Board and asked if there were any additions to the agenda. No additions were given, and the meeting was brought to order.

**Minutes**

November 2020 meeting minutes were reviewed for approval. There were no corrections or additions.

**ACTION:** Motion to approve November 2020 meeting minutes, was made by A. Cimmino, seconded by G. Matthews Motion carried by all and November 2020 minutes were approved.

**First Quarter Budget Report FY 2021**

Cheryl Smith reviewed the first quarter budget report for the Board. Income is higher than expected, due in part to higher fees collection than expected and receiving money allocated for COVID relief. In expenses staff development was higher than expected, in part because 12 staff attended VACSB virtual conference. Additionally, miscellaneous fees were higher as well, because the first unemployment payment was placed in that line. This payment was higher than normal due to the furloughs that took place in Q4 last year. The Board discussed the budget reports and potential COVID impacts which may be seen in Q2 report.

**ACTION:** Motion to approve the FY21 1<sup>st</sup> quarter budget report was made by Y. McDermott Thomas, seconded by J. Cahill. Motion carried by all and Fy2021 1<sup>st</sup> quarter budget report was approved.

### **Monthly Budget Report for November 2021**

Cheryl Smith reviewed the November budget report. She indicated that November's report highlights were the same as those in the 1<sup>st</sup> quarter budget report. Income was up slightly due to increased fee collection. There were no highlights in the expenditures.

### **FY20 Doubtful Accounts and Write Offs**

Stacy presented the fee write offs to the Board along with Carinne Kight. Carinne reviewed with the Board that the doubtful account write-offs include billed fees that were non-collectible due to reasons such as bankruptcy, deceased clients, and clients moving. She explained that in the past the position of the Board has been not to chase down those clients with balances older than 3 months as it does not support a productive rapport and the client may cut off services that he/she vitally needs. This year's fee write off's is \$45,244.03 which is an increase from last year. Carinne pointed out that COVID-19 pandemic impacted this as the financial process changed and the agency had to wait for clients to submit forms by mail which created a delay in implementing ability to pay (ATP) to clients. Additionally, there was an increase in non-payments, likely due to the pandemic as well.

**ACTION:** On motion by Y. McDermott Thomas, seconded by A. Cimmino, the Board unanimously approved the FY20 Doubtful Accounts and Fee Write Offs as proposed.

### **COVID-19 Update**

Stacy informed the Board that that the health department reached out and informed her that all CSB staff were now eligible for the COVID-19 vaccine. The agency had a COVID-19 exposure in Virginia House which resulted in the program having to be shut down for a week. The Virginia Department of Labor and Industry emergency standards which were enacted in August are now permanent. The only significant change between the emergency standards and the permanent ones is quarantine regulations. Staff must now quarantine for 7 days with a negative test after 5 days or 10 days with no test.

The agency is continuing to operate virtually as much as possible to keep number of people in buildings lower. Overall staff and consumers are doing well overall.

### **GPCS Racial Equity Training**

Stacy reminded the Board that right before the COVID-19 pandemic the agency completed an agency wide training with collective incite. Since then, there has been an agency wide open space meeting with collective incite and an in-person equity training with the Directors and Supervisors. Collective Incite provided the agency with a toolkit to further work on racial equity in the agency. Over the past two months the Directors and supervisors have been going through the activities in the toolkit with the goal of rolling it out to the whole agency and providing more structured training. Following that Stacy is planning on having conversations and reviews of GPCS policies and environment to determine any barriers to provision equitable services or employment.

### **Regional, State, and Federal Updates**

Stacy let the Board know that the Powhatan County Supervisor requested to meet back in the fall regarding the space the CSB currently occupies in the Powhatan County building. The lease GPCS has with Powhatan County is up in June 2021.

The leadership team looked at old Powhatan School Board building at that time with the County Administrator. Ultimately it was decided that building, while it could work for part of the agency services, could not hold all services and was not idea for the agency. When Stacy conveyed this to the County Administrator, he requested that we look at the building again. Upon arrival it was clear that Public Works was already occupying the building and while the County Administrator indicated that he told them it was temporary; the building still will not work for the agency. Stacy wrote to the County Administrator to inform him that the building will not work for GPCS for several reasons. There is not enough time to plan a move, the agency put \$30,000 into the building only a few years ago, and most importantly it would mean that Monacan would be separate from everything else causing more cost for GPCS. The County Administrator replied, reiterating his desire to have the agency out of the building and Stacy reiterated reasons why this is not feasible for GPCS. In summary, the current lease allows for three one-year extensions and Stacy is requesting the Board to endorse her request for a one-year extension. In this year, the leadership team will research potential locations for the agency to move to.

**ACTION:** On motion by A. Cimmino, seconded by J. Cahill, the Board unanimously approved the action of requesting a one-year extention as written in the lease.

Stacy informed the Board that the new position of Compliance Director was filled by Allison Meyer, which has left a vacancy in the Clinic Director position.

**Adjourn 5:39**

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Erin Harnage, Secretary  
EH/ck

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Date