

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
January 10, 2022

Goochland Powhatan Community Services Board of Directors held its January 2022 meeting on Monday, January 10, 2022, virtually via a zoom link available.

Present

Jackie Cahill
Angela Cimmino
Parthenia Dinora
Julie Franklin
Erin Harnage
Mariah Leonard
Crystal Neilsen-Hall
Renee Sottong

Absent

GaElla Matthews
Yvette McDermott Thomas

Staff Attending

Les Saltzberg
Lateshia Brown
Carinne Kight
Cheryl Smith
Irene Temple

Welcome

Les Saltzberg welcomed all attending Board members and thanked them for joining either by Zoom or in person. The meeting was brought to order.

Minutes

December 2021 meeting minutes were reviewed for approval. There were no corrections or revisions noted.

ACTION: Motion to approve December 2021 meeting minutes, was made by A. Cimmino, seconded by P. Dinora. Motion carried by all, and December 2021 minutes were approved.

FY 2022 November Budget Report

Cheryl Smith, Account Analyst, provided the November 2021 Budget Report to the Board. She noted that in expenses are where they are expected to be this time of year for expenses one note is the high expense in job advertisements. Unfortunately, this remains high due to the number of open positions that we've had during the year. There was discussion about facility expenses and why there was a large difference between FY21 and FY22.

ACTION: Motion to approve FY 2022 November Budget Report as presented, was made by P. Dinora, seconded by C. Neilsen-Hall. Motion carried by all, and FY 2022 August Budget Report was approved.

FY2021 Independent Financial Audit

Cheryl Smith, Account Analyst, reviewed the management letter for the FY 21 independent financial audit with the Board. They were provided the full audit in advance, and it was discussed that if there were in depth questions Cheryl is happy to answer those. Overall, it was noted that there were no material weaknesses or deficiencies.

ACTION: Motion to approve FY 2021 independent financial audit as presented, was made by A. Cimmino, seconded by P. Dinora. Motion carried by all, and FY 2021 independent financial audit was approved.

Powhatan County Administrator Meeting Update

Les let the Board know that recently he met with the Powhatan County Administrator, Ned Smithers. Ned came on board with Powhatan just prior to COVID-19 pandemic and said he hasn't had time to get to know CSB and what we do. He expressed interest in meeting regularly with Les and asked about the services GPCS is providing in Powhatan as he had assumed most services were in Goochland. Les is going to put together a monthly report to send to him and the Goochland County Administrator so they get a high-level summary of people served, and what GPCS is working on. Les let the Board know that Ned did express interest in getting GPCS space in Powhatan again. He and Les looked at the old Powhatan school board facility, which leadership looked at in 2020 and determined was not large enough. Les again explained to him that the space is too small for GPCS which Ned acknowledged and said he would work on other space options.

COVID-19 Policy Update

Carinne let the Board know as frequently as guidelines are changing for COVID-19 vaccines, quarantining, and isolation the agency has been updating the policy. In the most recent iteration, the amount of time for quarantining and isolating is shortened based on vaccine and booster status. Carinne also pointed out that in the newest version of the policy it is noted that the agency will follow current Center for Disease Control (CDC) guidance. This eliminates the need to bring the policy to the Board for approval each time guidance is updated prior to implementation. This statement could be taken out if the Board prefers to approve changes prior to implementation though. The Board agreed they're comfortable with the agency following and implementing CDC guidance without Board approval each time it changes.

ACTION: Motion to approve updated COVID-19 Policy as presented, was made by P. Dinora, seconded by P. Dinora. Motion carried by all, and FY 2021 independent financial audit was approved.

VACSB Virtual Conference in January

Les reminded the Board that at the VACSB conference is coming up on the 18th. It is all virtual again this year. Any Board members interested in participating should get with Carinne to get registered.

Monthly Reports

Les informed the Board that as he mentioned earlier, he is working on developing a one-page report to send to the County Administrators. He also would like the Board members think about the reports they receive in the monthly packets. Are the current reports helpful and useful, or are there better ways to

present that information? If current layout is helpful leadership will continue it but if there are Board members who want more streamlined approach leadership will work on doing that as well. He also noted that he is going to having programs come in every other meeting to do a presentation so Board members can see what the programs are doing. If there are questions or format that would be preferred Les would like to know so he can pass it onto the program supervisors. Discussion about current Board reports was had and some Board members noted they enjoy the recaps, but some data points and trends would be helpful. Also was discussed that would be nice to have directors give quick reports on their areas during Board meetings.

Reports

Julie Franklin noted that Yvette had surgery today and will be recovering over the next 2 to 3 weeks. Julie also noted that at the end of June the board will lose a couple members so Board members need to think of Powhatan residents that can be encouraged to apply to be members.

At approximately 5:15, E. Harnage moved that the Board convene in a closed meeting pursuant to Virginia Code §2.1-344 A (4) for the protection of the privacy of individuals in personnel matters not related to public business. A. Cimmino seconded this motion and the Board unanimously approved it.

Reconvened in Regular Session

Whereas the Goochland-Powhatan Community Services Board of Directors convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and whereas §2.1-344.1 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with the Virginia Freedom of Information Act. Now therefore, be it resolved that the Goochland-Powhatan Community Services Board of Directors certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board.

ACTION: Motion made by E. Harnage to certify conformity of closed meeting and to reconvene regular session, seconded by A. Cimmino. All members affirmed this.

Meeting was adjourned at 5:38 pm.

The next meeting is February 7, 2022.

Erin Harnage, Secretary
EH/ck

Date