

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
October 3, 2022

Goochland Powhatan Community Services Board of Directors held its October 2022 meeting on Monday, October 3, 2022, at the Powhatan Offices.

Present

Michael Asip
James Babcock
Jackie Cahill
Parthenia Dinora
Stephen Hancock
Joyce Layne-Jordan
Mariah Leonard
Crystal Neilson-Hall
Linda Revels
Renee Sottong

Absent

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 the meeting. He asked if there were any additions to the agenda. There were no additions, and the meeting was brought to order.

Minutes

September 2022 meeting minutes were reviewed for approval. There were no noted errors or corrections.

ACTION: Motion to approve September 2022 meeting minutes, was made by S. Hancock, seconded by J. Babcock. Motion carried by all, and September 2022 minutes were approved.

New Board Member Introductions

Les introduced Linda Revels, newest Board member from Powhatan. All Board members welcomed Linda and introduced themselves, sharing their backgrounds.

Budget Report Change

Cheryl Smith, Finance Director discussed the monthly budget report she provides to the Board. She explained that month to month the budget report does not change month due to 80% of the budget

being personnel. Going forward she will provide quarterly budget reports to the board unless something abnormal occurs between quarters.

ADA Plan Update

Les reviewed the current ADA plan for that leadership team has worked on to meet the requirements of the settlement with the Department of Justice. He noted that the agency is meeting all timelines laid out in the agreement and reviewed the requirements for the first 90 days. One of those milestones was to ensure all GPCS staff completed an approved ADA training from an outside agency. He noted that this training was held on Friday and 90% of GPCS staff were in attendance. The training was recorded and the remaining 10% of staff will be trained by the end of the week.

Employee Bonus Proposal

The Board reviewed the proposal that bonuses be awarded as follows: Eligible Full time and permanent part time employees will receive a bonus of \$1,000 and hourly employees will receive a \$500 bonus. Eligible employees include all active employees hired before September 1, 2022, who have not turned in a resignation prior to December 15, 2022. The bonus will be paid on December 15th and is expected to cost approximately \$73,000.

ACTION: On motion by C. Neilson-Hall, seconded by M. Asip, the Board unanimously approved the employee bonus proposal as presented.

Cedarwoods Board Nomination and Election

Les explained to the Board that the agency has a 501c (Cedarwoods) that dates to the 1980's. The last time the bylaws, mission, etc. were updated was the 1990's. Initially Cedarwoods was put together to purchase homes and two were purchased. One of those homes was sold in 2017 and the other one currently is not being used for anything programmatically and only has one resident who will be moving in the future. As discussed in previous meetings the house will be sold following the resident's exit. Despite no longer having a program to support the houses there is a desire to keep Cedarwoods and reconfigure it to enable using for agency consumer needs in a broader manner. Les explained that he met with an attorney who stated the first step is to rewrite bylaws. Currently there are 5 board members per the bylaws. The Executive Director and Senior Director of Community Supports are on the board automatically. Currently there is only one other member, Jackie Cahill. To move forward with updating bylaws and truly using the 501c to do fundraising and support consumers two more Board members are needed. There was discussion about who would be interested in serving on the Cedarwoods Board. James and Stephen both expressed interest.

ACTION: Motion to nominate James Babcock and Stephen Hancock as Cedarwoods Board members was made by M. Asip, seconded by C. Neilson-Hall. Motion carried by all, and the nomination of James Babcock and Stephen Hancock to the Cedarwoods Board was approved.

Powhatan Space Workgroup Update

Jackie Cahill provided the Board with an update from the space workgroup. The has been meeting with Michael Potter to discuss the building possibilities. The group should be getting architectural plans next week. The tentative plan, should GPCS decide to move forward, would be for the building to be built

next to the Powhatan admin building and break ground in about 6 months. Les reported to the Board that he has reached out to law firm GPCS uses to look at any procurement issues. They reported that their initial thoughts are that GPCS may have to do some things to ensure in compliance with procurement laws but meeting with them is appropriate. Les will report back on the attorney's further recommendations as they are meeting this week. Les also discussed how a potential building figures into strategic plan. He noted that the bigger strategic plan will take several months. The building will be built for what we need and with flexibility in the design so he feels that waiting to get the bigger strategic plan done before moving forward with the building would not be advisable. He suggests moving forward with the building separate from the strategic plan.

Reports

Board Chair

Parthy noted that in the last meeting there was a lot of discussion surrounding strategic planning, as well as discussion about orienting new Board members. She talked with Les about both things and is thinking it may be best to do a Board retreat. There was discussion among the group about scheduling a retreat and Parthy said she would investigate scheduling it.

Senior Community Supports Director –

Lateshia reported that Monacan Services had their talent show last Wednesday. There was a great turnout, and everyone really enjoyed the show. Lateshia did a write up last week for the annual report for VACSB. She also noted that two community supports programs presented to commissioner when he came out to visit. Maitlin reviewed the Monacan program and showed him a video the consumers made, and the commissioner toured Virginia House with the consumers providing him a guided tour.

Senior Clinical Director –

Irene reported that lots of things are happening on the clinic side. A new mental health outpatient clinician will start on November 1st and she will manage outpatient services. She has extensive children's background which is encouraging because right now children's services are drive the clinical side of the GPCS. She also reported that she along with several other staff did a tour of the S.E.E. center in Culpepper. It is a drop-in center that is part of Rappahannock Rapidan CSB. They are doing some exciting things to service individuals with SUD and MH issues. Staff are meeting in the next couple weeks to discuss how they can use some of their ideas generated from the visit.

GPCS Senior Administrative Director –

Carinne reported that there are still some vacancies that need to be filled. Specifically developmental case manager, SUD clinician, and peer support specialist. She also reported that over the next few weeks the front of the Taylor building is getting cleaned up. It's been several years since anything has been done. The building is getting power washed, the old shrubs have been pulled out and new grass is being planted, and Cheryl is working on a new sign.

Executive Director -

Les reported that he has talked with Jennifer Faison, and she gave him names for 2 people who have worked in CSBs in the past to develop strategic plans. He discussed that the Board had two options,

either he can reach out and do research of them (cost/options/etc.) or the Board chair can do that. Parthy stated that she thought Les would be best because he knows needs of GPCS specifically. The Board agreed and Les said he will reach out and bring information to next meeting. Les also reported that the Commissioner visited the agency. He talked about how he is focused on trying to improve processes in DBHDS and how to better support the CSBs. There was discussion about some funding needs that GPCS has (i.e., startup funding for a program like the S.E.E. center). The Commissioner encouraged us to put in a proposal, although he can't promise anything he'd like to see one.

Lastly, Les reported that several billion dollars of the opiate abatement settlement are being given to each state. As of now he doesn't know the specifics of how much money Virginia got as a whole, but every locality gets a certain amount of money over next 10 years to go towards treatment, recovery, and assessment of opioid use. The locality gets to decide what to do with that money. Les is going to inquire to the counties what their plans are for those funds.

At approximately 5:38, J. Cahill proposed 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. C. Neilson-Hall 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 C. Neilson-Hall to certify conformity of closed meeting and to reconvene regular session, seconded by J. Babcock. All members affirmed this.

Meeting was adjourned at 5:59 pm.

The next meeting is November 7, 2022, in the Goochland Offices.

Crystal Neilson-Hall, Secretary
CNH/ck

Date