

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
November 7, 2022

Goochland Powhatan Community Services Board of Directors held its November 2022 meeting on Monday, November 7, 2022, at the Goochland Offices.

Present

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

Absent

Jackie Cahill
Mariah Leonard

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

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

ACTION: Motion to approve October 2022 meeting minutes, was made by C. Neilson-Hall, seconded by M. Asip. Motion carried by all, and October 2022 minutes were approved.

Presentation on CSB Board Member Roles and Responsibilities

Les introduced Jennifer Faison, Executive Director of Virginia Association of Community Services Boards (VACSB). Jennifer gave a presentation to the Board on the roles and responsibilities of the Board.

GPCS Unsolicited PPEA Process Outline and Guidelines for Implementation of the Public Private Educational Facilities and Infrastructure Act of 2002

Les reminded the Board that he consulted with an attorney regarding the potential proposal of a new building being built in Powhatan for the CSB. That attorney, who specializes in procurement, walked Les through the process of developing guidelines regarding the Public-Private Education Facilities and Infrastructure Act (PPEA) and how unsolicited proposals fall under this act. Les explained that the attorney provided him with an outline of critical steps in the process and assisted in developing

guidelines for compliance with PPEA. The outline and proposed guidelines were provided in the Board packet and Les reviewed the outline with the Board. He noted that there are several points in the process in which the Board can decide not to move forward with an unsolicited proposal and noted that using PPEA to handle unsolicited proposals makes the process very transparent for all involved. The Board discussed all steps in the outline and process including the point at which the Board could turn away proposals and expected length of time it would take to accept a proposal submitted under the PPEA guidelines.

ACTION: On motion by C. Neilson-Hall, seconded by J. Babcock, the Board unanimously approved the GPCS guidelines for implementation of the PPEA as proposed.

Proposal for Development of Leased Facility in Powhatan Court House area

Cheryl Smith, Finance Director, let the Board know that GPCS has received an unsolicited proposal for construction of a building to suit with a long-term lease. She explained that she and the work group established by Les, had reviewed the proposal and the proposal was included in this month's Board Packet. She went on to explain that the proposal is for a 10 thousand square foot building on land adjacent to the Powhatan County administration building. This is a parcel of land zoned for offices and there are sidewalks and walking trails around the immediate area. Additionally, the proposal identifies that the building would utilize public water and sewer and has significant exterior space for use. The Board discussed how the proposal could assist with space issues in the current building for Monacan services, and the flexibility of the space proposed. Additional discussion occurred regarding the proposed location and how this proposal fits into strategic planning.

Resolution Advancing an Unsolicited Proposal for Development of Leased Facility in Powhatan Courthouse area

Following review and discussion of the unsolicited proposal, Cheryl let the Board know that the workgroup reviewing the proposal recommended that the project be advanced to the next steps of the PPEA process. Les reviewed the resolution included in the Board packet and asked Board members to vote on the resolution.

ACTION: On motion by C. Neilson-Hall, seconded by J. Babcock, the Board unanimously approved the resolution advancing an unsolicited proposal received pursuant to the PPEA and inviting competition.

Reports

Board Chair –

Parthy reminded the Board that there was a survey sent out last week regarding a Board retreat and asked all to complete it as they are available.

Senior Community Supports Director –

Lateshia reported that a new developmental services case manager has been hired and started last week. Unfortunately, the Virginia House peer support specialist has resigned as well. She also let the Board know that Virginia House is going to host a Thanksgiving luncheon on the 17th. She sent all an email about it, and they would love to have Board members attend.

Senior Clinical Director –

Irene reported that the agency LPN has resigned, so there is an ad out for an agency nurse. She is hoping to fill the position with an LPN. The new mental health director started on the 1st and has been spending time getting familiar with the mental health outpatient side of the house.

GPCS Senior Administrative Director –

Carinne reported that the independent financial audit has been completed by PB Mares. It was a successful audit with no deficiencies or material weaknesses. She also noted that as Irene and Lateshia pointed out some vacancies have been filled. Currently the agency vacancies are SUD clinician, peer support specialist, and administrative services assistant. Additionally, she informed the Board that the agency completed their annual training day utilizing a newly implemented platform, Relias. Training day went off successfully and Relias made completion and tracking of training much easier.

Executive Director -

Les reported that he would like the Cedarwoods Board to meet before the next GPCS Board meeting. He has met with a lawyer who specializes in non-profits and would like to present the information gathered to the Cedarwoods Board. Les also informed the Board that the VACSB legislative conference is coming up in January on the 17th and 18th. He will forward information as it is released.

Meeting was adjourned at 6:09 pm.

The next meeting is December 5, 2022, in the Powhatan Offices.

Crystal Neilson-Hall, Secretary
CNH/ck

Date