

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**February 6, 2023**

Goochland Powhatan Community Services Board of Directors held its January 2023 meeting on Monday, January 9, 2023, at Virginia House in Goochland.

Present

Michael Asip  
Parthenia Dinora  
Stephen Hancock  
Crystal Neilson-Hall  
Renee Sottong  
Linda Revels

Absent

James Babcock  
Jackie Cahill  
Joyce Layne-Jordan  
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**

January 2023 meeting minutes were reviewed for approval. There were no noted errors or corrections.

**ACTION:** Motion to approve January 2023 meeting minutes, was made by C. Neilson-Hall, seconded by M. Asip. Motion carried by all in attendance, none opposed. January 2023 minutes were approved.

**Review of updated building plan and costs for new Powhatan building**

Cheryl Smith reviewed the updated costs for the possible new Powhatan building with the Board. She noted that the funds allocated for new media set up would be spent even if the agency doesn't move to a new building as the current building would need the set up. She also noted that there are enough funds in the agency Capital Fund to cover all the one-time expenses. The Board discussed changes to floor plan from last meeting as well as security and safety including keeping the facility consumer friendly as well as safe. Continued discussion about the experiences of Board members regarding safety and the desire to keep employee exposure low regarding safety events, but still create therapeutic environment for consumers. Les suggested working through VACSB on creating best practices to maintain safety and consumer friendly. Then talk about moving forward potentially with security specialists. The Board discussed this option as well as other potential sources for safety and security.

**ACTION:** Motion to accept the unsolicited proposal and move to the final negotiation state was made by M. Asip, seconded by C. Neilson-Hall. Motion carried by all in attendance, and moving forward the unsolicited proposal from Village Building Company to final negotiation stage was approved.

**ACTION:** Motion to approve CSB Executive Director to do background research with VACSB regarding security specifications and technology to consider security enhancements for the new building was made by C. Neilson-Hall seconded by M. Asip. Motion carried by all in attendance, and was approved.

**FY 2022 Doubtful Accounts and Write-offs**

Carinne Kight 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 \$ \$151,323.40. She explained this is an increase, in part due to missed authorizations for case management as well as insurance claims which had been denied and were passed onto consumers. Carinne noted that the proposed reimbursement policy to be presented tonight would assist with the number of write-offs.

**ACTION:** Motion to approve FY 2022 doubtful accounts and write-offs as presented was made by M. Asip, seconded by C. Neilson-Hall. Motion carried by all in attendance, and FY2022 doubtful accounts and write-offs was approved.

**Updated Reimbursement Policy**

Carinne Kight presented the Board with an updated reimbursement policy. She noted that the majority of write-offs and doubtful accounts each year are consumers in outpatient programs. In order to address this, consumers in the outpatient program will not be able to schedule future appointments if payment is not made for two consecutive sessions or a payment plan is not in place. This new policy reinforces consumer obligation to maintain up-to-date insurance and financial information with the agency or be responsible for full fee for services. The Board discussed the impacts of the updates to the policy on consumers.

**ACTION:** Motion to approve the updated reimbursement policy was made by C. Neilson-Hall, seconded by L. Revels. Motion carried by all in attendance, and updated reimbursement policy was approved.

**Cedarwoods Update and Nomination/Vote for new Board member**

Les let the Board know that the Cedarwoods Board has been working with the attorney to get the bylaws updated. In doing so it has helped to broaden the purpose and use of Cedarwoods. Cedarwoods has a property in Powhatan and the Cedarwoods board has approved to sell the property. They will be working on that over the next couple months. Once house is sold the Cedarwoods board will be working on deciding what direction to move the non-profit in. Les noted that there is a vacancy on the Cedarwoods board. Les noted it doesn't have to be a GPCS Board member it can be anyone. Discussion regarding potential skills needs of a Cedarwoods board member and processes for suggesting individuals was had.

**Change March 2023 CSB Board Meeting Date**

Les let the Board know that currently the next Board meeting is scheduled for March 6th. To follow the approved PPEA policy the next step is to do a final vote to move forward with project. This vote must be 30 days after the public hearing. The earliest the Board can do that vote is March 8th. Les proposed moving the March meeting to March 8th or 13th in order to vote on the building proposal. The Board discussed the dates, and which worked better. S. Hancock noted he could do any time.

**ACTION:** Motion to move the March GPCS Board meeting date to March 8, 2023 was made by C. Neilson-Hall, seconded by L. Revels. Motion carried by all in attendance, and March Board meeting is moved to March 8, 2023.

**Reports**

Board Chair –  
No report

Senior Community Supports Director –

Lateshia noted that the advocacy group has been meeting internally and done some consulting with ARC of Virginia. The internal advocacy group will host two interest meetings for the advocacy group at the end of the month. One meeting will be held in Goochland and one in Powhatan. The meetings will be to gage interest and share info with community members who want to be self-advocates.

Senior Clinical Director –

Irene reported the recently hired RN left the agency unexpectedly, that position is advertised. Also, currently doing interviewing for a psychiatric nurse practitioner to have on site. Outside of that Everyone else is chugging along.

GPCS Senior Administrative Director –

Carinne reported that the new business generalist-AP will start next week. Also interviews are being held for the new human resources position that was approved at the last board meeting.

Executive Director -

Les noted that crossover day is next week. The finance committees for Senate and House came out, both have money in for additional staff funds, but the details are not clear. There's a base 5% increase in the budget carryover from last year, how much they will fund is unknown at this point. There will be additional funds for SDA, OP, and primary care screenings as well as mental health in the schools.

Meeting was adjourned at 5:49 pm.

The next meeting is March 8, 2023, at Virginia House.

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Crystal Neilson-Hall, Secretary  
CNH/ck

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Date