

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**March 8, 2023**

Goochland Powhatan Community Services Board of Directors held its March 2023 meeting on Wednesday, March 8, 2023, at Virginia House in Goochland.

Present

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

Absent

Mariah Leonard  
Renee Sottong

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**

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

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

**Presentation by Sergeant Baltimore, Powhatan Sheriff's Office**

Les introduced Sergeant Baltimore to the Board. He explained that he met with Sergeant Baltimore to discuss safety at the potential new Powhatan Building and hear suggestions from him. Sergeant Baltimore started the discussion by noting that some of the options available would have to be discussed with the fire marshal to ensure they meet code. For example, windows that don't open and close, while an extra security feature could be an issue for fire marshal. Moving on he discussed that the doors cannot be locked going out as individuals have to be able to get out of the building in an emergency. He noted that it seemed in talking with Les the biggest concern was the number of people that can come in the building and maintaining safety while still being welcoming to the clients. He noted that based on plans there were 6 or 7 entrances/exits and his suggestion is to put a type of scan

system/ID card with pin number. He noted that CSI is name of company that did all the work at courthouse. Sergeant Baltimore then discussed interior structural items, keeping the lobby doors as glass doors so that it's welcoming and at the same time sheriffs can see in without issue in case of emergency. Doors beyond that lead into office building itself again, suggest a scan system and suggest that it's metal or heavy wood, with a window. Something that they can't look up and down the hall but those coming out can see people in the lobby. He then discussed the lobby pass through window and suggested that if it is a window that opens and closes it should also have a mechanism that locks it. There was then discussion around if the glass of this window should be bulletproof and the Sergeant noted that there are a few options, including a bulletproof window that has the circle for communication and a small opening at the bottom. Another option would be to do sheathing over a sliding door window. Sergeant Baltimore suggested that an alarm be set up that would go off for glass breakage or locked door being broken in. He noted that the CSB can request a button that can alarm to the Sherriff office when pressed. The last building suggestion he noted was for the building would be waiting room camera and outdoor cameras. Finally, Sergeant Baltimore specified that the most important thing is to teach people what to do when emergency happens (active shooter, etc.). There was discussion around different options for these trainings and it was noted that Les and the Board would prefer the locality Sheriff's offices coming in to train staff.

The Board discussed the options that Sargant Baltimore presented this led to discussion around moving forward with building while at same time moving forward with speaking with builder about safety issues and what's available to use in the construction. It was asked what the drop dead date of security features to be put into plan and Les said that would be the May meeting. The cost of various safety options was discussed. Les and Jackie noted that the builder has been clear they'll do wiring for security items, but GPCS bears the cost of hardware for them (cameras, etc.). Stephen Hancock motioned to approve moving forward with building plans with the understanding that the Board will have report from the building committee regarding safety issues to be considered by the May meeting. He rescinded this motion as discussion continued. There was further discussion on if a sub-committee was needed for researching safety options for the building. The Board decided that as there is a Board member (Jackie Cahill) on the Powhatan building committee, that committee would research the safety options available and present those options, as well as the cost at the May meeting for discussion and vote.

**ACTION:** Motion to allow building committee to research all safety options ad budget to the May meeting for final vote was made by C. Neilson-Hall, seconded by J. Layne-Jordan. Motion carried by all in attendance and was approved.

### **FY2023 6-month Financial Statements**

Cheryl Smith, Finance Director, provided the 6-month financial report. She noted that the at halfway through the year the agency was right where it needed to be. Currently GPCS is at 50% for expenses and 49% for revenue. She noted that a significant amount had been used for ads in the Richmond Times Dispatch, but also noted that that was working as there were few position unfilled. She reminded the Board that federal income is processed different this year because the agency has to apply to DBHDS for the funds and get reimbursed. She also noted that the good thing is that GPCS is really ahead on fees and are working really hard to get all fees reimbursed. Linda Revels congratulates the staff for getting the fees increased and Jamie thanked Cheryl for great reporting.

### **Review proposal to discontinue PPEA process and approve new Powhatan building lease**

Les informed the Board that he met with the lawyer about the proposed lease for the new Powhatan Building. In the meeting the lawyer said there are 2 options for proceeding at this point. First, the Board has the choice of finishing the PPEA process and drafting a PPEA lease which is much larger than a typical lease. Option two, given there was only one proposal, no public comment was made, and the agency has been transparent in the process, the agency can forego the full PPEA process and move forward with a regular lease. Les noted that if the Board chooses to go with a regular lease, it is much simpler lease. Additionally, the attorney drew up a motion to move from PPEA process and lease to the use of a regular lease.

**ACTION:** Motion to accept paperwork to be incorporated in decision to discontinue PPEA process and approve the proposed Powhatan building lease was made by S. Hancock, seconded by L. Revels. Motion carried by all in attendance, and discontinuation of PPEA process and acceptance of proposed lease was approved.

### **Reports**

Board Chair –

Parthy reported that she works closely with the Special Education Director of Goochland schools and recently she told Parthy the services available to kids from CSB are life changing to them, and it's remarkable the change in services and relationship between CSB and schools

Senior Community Supports Director –

Lateshia noted that community supports are rolling along as normal. She let the Board know that the Early Intervention program (PIEP) is planning a child find event. They are coordinating with Powhatan schools on the event. She also noted that advocacy meetings have been hosted, but unfortunately there was not a good turnout. The advocacy team is regrouping and going to try some other ways to get more interest, like zoom meetings, social media posts, fliers, etc. Lastly, Lateshia reported that licensing audit specific to ID/DD services, happened this month. Currently the staff are working on response to citations.

Senior Clinical Director –

Irene let the Board know that as of this afternoon the emergency services unit will be fully staffed. In addition, the interview with an SUD clinician candidate went well & she's going to get fingerprints done, MHOP clinicians are fully staffed, and a new psychiatric nurse practitioner will start in April.

With the new psychiatric nurse practitioner starting this means that GPCS will be ending the contract with Dee Burke. She will be finishing up in April. The agency still needs to determine what to do for children. Currently there are 14 kids under 14 getting services at GPCS including meds, so must figure out best way to continue to serve them. Additionally, recently two staff got certified in acupuncture health.

Irene also reported that she went to Hanover schools to see how they are implementing mental health services in the schools. Internally we will be meeting next week to determine best way to provide individual therapy services to the kids in the schools.

GPCS Senior Administrative Director –

Carinne reported that the new business generalist-HR will start next week. Also, the new business generalist-AP has jumped right in and is working out great. Finally, she noted that the Licensing audit resulted in citations for personnel files unfortunately. Most of them were not supported and she is working to develop a response to remove the citations.

Executive Director -

Les noted that VACSB is meeting in Norfolk May 3<sup>rd</sup> through the 5<sup>th</sup>. Any Board members interested in attending let Les or Carinne know so they can get registered.

Les also noted that there is still not a proposed budget from the General Assembly, so still waiting on that.

Other Reports –

Crystal Neilson-Hall reported that Goochland community theater has a play that was written by Dakota Jones regarding mental health. Opening night is next Friday at 7pm at Eagle theater. The play is about a woman who is an artist struggling with mental health, not being open with therapist, and the effect it has on her life and relationships. One of the GPCS staff will be attending and will have agency brochures available.

Meeting was adjourned at 5:42 pm.

The next meeting is April 3, 2023, at Powhatan office.

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Crystal Neilson-Hall, Secretary  
CNH/ck

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Date