

GPCS BOARD MEETING AGENDA  
**November 3, 2025 at 4:30 P.M.**  
**Goochland - Pathways**

- I. Minutes of the October 6, 2025 Board Meeting  
Pages: 2-5  
**\*Action: Approve or amend October 2025 minutes.**
- II. Public Comment
- III. Presentation: Mental Health Outpatient  
Pages: N/A  
**\*Informational**
- IV. Board positions:
  - a. GPCS Board Secretary
  - b. CedarwoodsPages: N/A  
**\*Action:** Approve selection of Board members
- V. Finance
  - a. FY25 Write off's
  - b. FY25 Audit Results
  - c. FY26 Q1 report
  - d. FY26 Holiday bonus proposalPages: 6-7  
**\*Action:** Approve bonus proposal
- VI. Facility Updates  
Pages: N/A  
**\*Informational**
- VII. Reports
  - a. Board Chair
  - b. Senior Developmental Services Director
  - c. Senior Clinical Director
  - d. Senior Administrative Director
  - e. Executive Director
  - f. Other Reports**\*Informational**
- VIII. Closed Session (if needed):  
Pages: N/A
- IX. Adjourn

Next Meeting: December 1, 2025.  
Location: Powhatan Village Building Conference Room

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**October 6, 2025**

Goochland Powhatan Community Services Board of Directors held its October 2025 meeting on Monday, October 6, 2025, in Powhatan.

Present

Michael Asip  
Crystal Neilson-Hall  
Marcus Allen  
Stephen Hancock  
Joyce Layne-Jordan  
Sandra Leabough  
Linda Revels  
Hannah Robicheau  
Erin Tierney-Butler

Staff Attending

Toby Fritz  
Lisette Edwards  
Jeanine Vassar

Welcome

Mike Asip welcomed all attending Board members and thanked them for joining the meeting. There was one addition to the agenda.

Minutes

September 2025 meeting minutes were reviewed for approval. No edits were noted.

**ACTION:** Motion to approve September 2025 meeting minutes was made by S. Hancock, seconded by C. Neilson-Hall. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

None

Presentation on Parent-Infant Education Program

Jeanine Vassar, manager of PIEP program, presented to the board about the program, including the services for children birth to 3 years and the family intervention. They provide both prevention and treatment services. Children can come to the agency for a screening or referral in any capacity. Jeanine shared about Child Check, the annual event that allows parents or caregivers to bring a child in for a screening.

Powhatan Building Updates

Toby shared updates to the Powhatan building, including pictures of the lot. The construction has begun on the pad and foundational work. Toby continues to meet with the builder once a month for regular updates. They are discussing installing insulation in interior walls as soundproofing, as it had not been

previously discussed. They are working on security measures and wiring for the keypads, but no final decisions have been made related to that.

### **Security Measures**

Toby provided information on security measures including past information that was provided to the board along with estimates that were previously provided. Some items were approved by the board in the past. Toby shared some different options for each of the CSB buildings so that any security measures would be installed in all the buildings. Toby is gathering more information and estimates with more current pricing

M. Asip informed the rest of the board that in 2023, the board unanimously approved the measures following a presentation from Sheriff's department on security measures. The board requested that they get updated security information from the Sheriff's Department to find out if there is any additional information needed for the current climate. M. Asip stated that the board is trying to find the balance of having a welcoming environment and sufficient safety for staff and clients. S. Hancock had requested it to be brought before the board to ensure that Toby and the new board members are able to help determine the path for the security measures. Toby will bring updates on security measures and estimates to future meetings.

### **EOY Financial Report**

Toby provided the EOY financial report prepared by Michael Warren, Finance Director, including retained earnings and Medicaid billing. He provided insight into why some of the numbers were over or under. The board asked about the potential impact of Medicaid cuts. Toby shared that he has been discussing with other CSBs and that the impact should be titrated in as opposed to a full impact at once. Toby will continue to discuss with other boards and with Finance Department to determine the possible impact of Medicaid cuts. Toby discussed that Virginia will possibly adopt the Certified Community Behavioral Health Clinic (CCBHC) model and how that payment model may impact CSB billing, including mitigating possible lost funding.

### **Nomination of Secretary – Addition to the agenda**

Mike noted that there is currently an absence in the role of Board Secretary. Discussion occurred regarding who would fill the position. Joyce was nominated with a vote to occur at the November meeting.

**ACTION:** Motion to nominate Joyce Layne Joynder as Board secretary was made by C. Neilson-Hall, seconded by M. Asip. Motion approved by all in attendance, none opposed. Motion carried.

### **Updates**

Board Chair

Mike reported that he is going to discuss recent communications with the Powhatan Board of Supervisors later in the meeting. He also informed the Board that as board chair, he signs off on performance contracts through DBHDS and continues to meet regularly with Toby in between Board meetings to stay in communication.

Senior Developmental Services Director

No report

Senior Clinical Director

Lisette shared that Pathways moved the location from the Powhatan Rescue Squad building to the Powhatan CSB building and the date from Tuesdays to Mondays to line up with clinical scheduling. Lisette informed the board that GPCS is in the process of getting certified through Great Place to Work and that over half the staff has completed the survey. She noted that the clinical case manager has been hired and that we are currently hiring for a school-based position in Powhatan County for middle school and high school.

Senior Director of Administration

No Report

Executive Director

Toby shared that GPCS was approved for a Workforce Development grant, which this year did not allow bonuses as it had previous years. This year, GPCS applied and was approved for a student loan repayment and educational assistance program for employees. Toby discussed the possible CCBHC certification that Virginia may be adopting for CSBs in the next couple years. He shared that he is looking into CARF accreditation in order to prepare for the requirements for CCBHC, including sending QA to another CSB in the region to help inform the steps needed for certification. Toby talked about Medicaid redesign and how we are assessing which parts of redesign that GPCS may adopt. He talked about Virginia OAA funding and the work that he and Lisette have been doing to assist Goochland with accessing additional funds and possible projects that they can participate in.

At approximately 5:35 p.m., M. Allen moved that the Board convene in a closed meeting pursuant to Virginia Code § 2.2-3711. for Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of specific public officers, appointees, or employees of any public body. J. Layne-Jordan 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 § 2.2-3712.D 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 approve the plan of action proposed regarding Board member status, seconded by M. Allen. Motion approved by all in attendance, none opposed. Motion carried.

**ACTION:** Motion made by M. Allen to certify conformity of the closed meeting and to reconvene the regular session, seconded by S. Hancock. All members affirmed this.

C. Nielson-Hall nominated J. Layne-Jordan for secretary to fill the open position on the board. The vote will occur next month.

The meeting was adjourned at 5:42 pm.

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Mike Asip, Secretary

Date

MA/le

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**ALL PROGRAMS COMBINED**  
**BUDGET REPORT**  
**FY 2026**

Account Description	FY 2025 Actual	FY 2026 Approved	Through 9/30/2025	% Expended	Over/(Under)	
<b>EXPENSE</b>						
<b>PERSONNEL</b>						
Total Salaries and Wages	\$5,844,111	\$5,809,213	\$1,440,036	25%	(\$4,369,177)	
Total Fringe	\$1,461,131	\$1,598,766	\$357,404	22%	(\$1,241,362)	
<b>Total Personnel Services</b>	<b>\$7,305,241</b>	<b>\$7,407,979</b>	<b>\$1,797,440</b>	24%	(\$5,610,539)	
<b>OPERATIONS</b>						
Total Staff Development	\$31,702	\$31,785	\$8,284	26%	(\$23,501)	
Total Facility Expense	\$204,725	\$198,649	\$35,037	18%	(\$163,612)	
Total Supplies	\$189,369	\$193,185	\$32,429	17%	(\$160,756)	
Total Travel Expense	\$154,876	\$162,648	\$14,003	9%	(\$148,645)	
Total Consult/Prof Servs	\$413,548	\$507,880	\$98,852	19%	(\$409,029)	1
Total Special Funding	\$220,703	\$0	\$54,678			2
Total Misc Expense	\$117,612	\$120,520	\$28,176	23%	(\$92,344)	
<b>Total Operations</b>	<b>\$1,332,535</b>	<b>\$1,214,666</b>	<b>\$271,458</b>	22%	(\$943,208)	
<b>TOTAL EXPENDED</b>	<b>\$8,637,776</b>	<b>\$8,622,645</b>	<b>\$2,068,898</b>	24%	(\$6,553,747)	
<b>INCOME</b>						
State Income - MH	\$2,857,950	\$2,837,611	\$692,171	24%	(\$2,145,440)	
State Income - DD/ID	\$521,511	\$571,511	\$182,152	32%	(\$389,359)	
State Income - SUD	\$617,448	\$620,575	\$156,285	25%	(\$464,291)	
Federal Income	\$579,061	\$522,907	\$150,847	29%	(\$372,059)	
Goochland County	\$411,928	\$498,836	\$102,982	21%	(\$395,854)	
Powhatan County	\$411,928	\$432,524	\$108,131	25%	(\$324,393)	
<b>Fees:</b>					\$0	
Medicaid SPO	\$1,139,534	\$1,256,979	\$251,435	20%	(\$1,005,544)	
Medicaid Waiver	\$717,571	\$746,274	\$223,455	30%	(\$522,819)	
Medicaid Transport	\$16,727	\$20,000	\$4,089	20%	(\$15,911)	
Schools	\$519,245	\$108,000	\$67,907	63%	(\$40,093)	3
Direct & Third Party	\$508,898	\$480,818	\$118,024	25%	(\$362,794)	
Work Contracts	\$0	\$0	\$0	0%	\$0	
Program Activities	\$2,783	\$2,783	\$0	0%	(\$2,783)	
PIEP Part C	\$259,266	\$296,402	\$74,100	25%	(\$222,302)	
Reinvestment	\$177,425	\$177,425	\$44,356	25%	(\$133,069)	
Restricted-Grant	\$0	\$0	\$0	0%	\$0	
Reserves	\$0	\$0	\$0	0%	\$0	
Miscellaneous	\$163,416	\$20,800	\$95,515	459%	\$74,715	4
Interest and Other	\$28,350	\$29,200	\$0	0%	(\$29,200)	
<b>TOTAL INCOME</b>	<b>\$8,933,042</b>	<b>\$8,622,645</b>	<b>\$2,271,450</b>	26%	(\$6,351,196)	
<b>BALANCE</b>	<b>\$295,266</b>	<b>\$0</b>	<b>\$202,552</b>			5

Notes:

- 1) Includes quarterly payment of \$31,250 for Emergency Services coverage from RBHA. We are required to have this coverage per code by the state.
- 2) End of Federal Year (9/30/25) purchasing with SOR Prevention Funding.
- 3) We received \$34,178 from Goochland County & Powhatan County for our SBS from FY25
- 4) We received \$66K from RBHA for the "Enterprise Data Warehouse" (EDW). As well an additional \$15K from RBHA for Suicide Prevention.
- 5) We are up \$168K in Rev compared to Q1 FY25. Most of this due to cost being down for personnel & getting additional funding from the state and local government.

**We are exactly where we want to be after the First Quarter of FY 2026!!**



Memorandum

TO: Mike Asip, Chair, and Members of Goochland Powhatan Community Services Board of Directors

FROM: Carinne Kight, Senior Director of Administration

SUBJECT: FY2025 Fee Write Offs

DATE: October 22, 2025

Annually, fees & fee collections are assessed, and an amount is selected for write offs. Please find this information below.

	FY25	FY24	FY23	FY22	FY21
Fees Charged	\$3,003,743.87	\$2,990,410.48	\$2,770,470.44	\$2,629,792.71	\$2,333,024.73
Credible Fees Collected	\$2,275,397.26	\$2,337,721.53	\$2,293,775.17	\$1,787,120.45	\$1,626,145.49
Ability to Pay & Insurance Adjustments	\$665,830.91	\$607,347.23	\$574,266.26	\$528,463.80	\$585,913.52
Doubtful accounts/Write Off	\$32,562.63	\$54,784.73	\$101,816.65	\$151,323.40	\$39,064.44
Accounts Receivable @ 6/30	\$296,782.98	\$266,829.91	\$276,272.92	\$475,660.56	\$312,775.50

FY 25 Write Off Breakdown	
Hardship	\$306.69
Bankruptcy	\$95.00
Write off	\$12,548.55
Doubtful accounts	\$19,612.39
<b>TOTAL</b>	<b>\$32,562.63</b>

## DEVELOPMENTAL SERVICES

### November 2025 Board Report

#### Parent-Infant Education Program (PIEP)

We had 5 referrals to PIEP so far in October, and 5 children were discharged. We served 56 families with active IFSPs (another 17 in the intake process).

**Free Developmental Screenings!!**

# CURIOUS ABOUT YOUR CHILD'S DEVELOPMENT?

Come to **Child Check** to see if your infant, toddler, and/or preschooler has all the skills expected for their age

**When:** Tuesday, Nov. 4th  
9am - 2pm

**Where:** Goochland Elementary  
2000 Bulldog Way

We can tell you about your child's:

- Communication skills ✓
- Play & Learning skills ✓
- Motor skills ✓
- Feeding & Self-help skills ✓
- Behavior & Attention ✓
- Social-Emotional skills ✓

**For questions or to schedule a private screening on another day, please call:**

Jeanine Vassar (804) 657-2010  
for children birth - 2 years old

Wendy Travis (804) 556-5321,  
for children age 3 - 5 years old

We're in our final countdown to our annual Child Check event with Goochland Schools and the word is already out – which is wonderful! In our community, the most powerful “advertisement” is word-of-mouth, likely because we function as a small town where most people know most people. We do our due diligence every year to put flyers in gas stations and mail invitations to local pediatric offices, but when we ask the families we meet at Child Check each year, most of them came because they “heard about it” through friends and family. We've been doing this event with Goochland Schools for decades and are already meeting the children of previous attendees. Between the good gossip and some Facebook buzz, we haven't resorted to TikTok dances so far,

and you can help us keep our dignity by helping us spread the word. We'd be ever so grateful!

Submitted by Jeanine Vassar,  
Program Manager, Parent-Infant Education Program

## **Developmental Services Support Coordination (ID/DD)**

Developmental Services (DS) Support Coordinators consistently work to ensure individuals have access to essential community-based services and resources. Their responsibilities include linking, referring, and closely monitoring services, as well as safeguarding the health and safety of all individuals. The Support Coordinators and manager regularly engage in ongoing meetings and training. The Developmental Services Unit has hired a new team member.

Submitted by LaTasha Dodson,  
Program Manager, Developmental Services (DS)  
Support Coordination

<b>Active CM (Medicaid)</b>	105
<b>Active CM (Non-Medicaid)</b>	0
<b>Waiver Breakdown</b>	
Community Living	58
Family & Individual	46
Building Independence	1
<b>Active Waiver Total</b>	<b>105</b>
<b>Non-waiver Active CM</b>	0
<b>Total Individuals Served</b>	<b>105</b>
<b>Transfers</b>	0
<b>DD Waiver Wait List Numbers</b>	
Priority 1	3
Priority 2	31
Priority 3	37
<b>Wait List Total</b>	<b>71</b>

## **In Home Support Services**

Our In-Home Support program is busy, currently supporting 13 individuals. A new Direct Support Professional (DSP) was welcomed in October and is in training to support two individuals. We also received a new referral for services this month. In-home staff met at Atlee Library on October 2<sup>nd</sup> for an all-staff meeting.

Staff members have been thoughtfully planning a diverse array of community outings focused on building independence and new skills. Individuals enjoyed visits to cultural and recreational sites like the Cultural Arts Center, Henrico Theater, Different libraries, YMCA, Bowling, and Sky Zone, as well as several beautiful parks (including Armor, Three Lakes, and Bryan Park). Shopping was a popular activity at places like White Oak Mall, Bass Pro Shop, and various retail stores, where staff assisted individuals in locating and purchasing items of their choice. Dining out was a monthly highlight, with favorite spots including Cracker Barrel, IHOP, Chili's, Panera Bread and Buzz and Ned's. Our dedicated staff continue to support individuals in maintaining a healthy and independent lifestyle. This included working together on important household tasks such as laundry, vacuuming, room cleaning, and taking out the trash. Staff also provided guidance on making healthy food choices, ensuring that all support consistently focuses on increasing the individual's ability to make their own choices and build independence both at home and in the community.

Submitted by: Lisa Williams,  
Program Manager, In Home Support Services

## **Developmental Services Quality Assurance**

In October, the Developmental Services Quality Assurance (DS QA) Coordinator provided ongoing support focused on regulatory adherence and high-quality service delivery. This included attending the VACSB conference with other GPCS staff, ensuring our practices remain current with evolving state mandates and best practices for risk mitigation. The DS QA Coordinator also continued to work with the DBHDS Regional Quality Improvement Specialist to obtain access to the state's DD Data Dashboard for our agency's Business Analyst. Access will improve our ability to quickly identify and address discrepancies in our internal data and state data.

Submitted by Naomi Robinson,  
Developmental Services Quality Assurance Coordinator

## **Day Support Services (ID/DD)**

### Monacan

Monacan Services continues to support 19 individuals in the program. In October, we provided a tour of the program, and a referral was completed. We will be welcoming the new consumer in the coming month.

Fall festivities are in full swing around the center! This month has been filled with pumpkin-themed activities and crafts. Consumers enjoyed their annual visit to Levi's Pumpkins, where they picked out their favorite pumpkins to take home. Everyone is looking forward to the upcoming Halloween party and can't wait to show off their costumes!

Submitted by Maitlin Ware,  
Program Manager, Monacan Services



## **Clinical Board Report September 2025**

### **Mental Health Outpatient:**

MHOP: 248 clients (124 child, 124 adults)

SUDOP: 20 clients (3 youth and 17 adults)

Med services: 185 psych visits

SBS: 118 with 16 pending starting services

MHOP: Macaela West, LCSW joined the team and her office is at the Goochland location. She comes to us with a wealth of knowledge and experience working with kids, teens and adults.

FAPT/Case support: We have a new staff, Aryanna Colvin, who previously worked as an ID/DD case manager. She has joined the clinical side as a FAPT case support staff. We are excited to have her join us and to help us bridge the gap between clinical and ID/DD in serving our kids and families. CSA training day was held in September at the Chesterfield learning center, two staff from our CSB was able to attend along with several local community partners. Focus was on improving team work through identifying and utilizing individual "super powers" to help the team succeed!

SBS: We are currently hiring for a full time School based clinician to serve in our Powhatan Middle and high school.

Three new CSB staff became TOVA trainer certified so we are now able to offer those trainings in house and save cost of external trainers.

### **Behavioral Health and Wellness**

The Rural Substance Awareness and Action Committee held its final Community Townhall meeting this past month, marking the conclusion of an impactful series of community engagements. Travis Fellows and several team members represented the Community Services Board at the Goochland Chamber of Commerce Bluegrass and BBQ event, strengthening our visibility and community relationships. We successfully completed the

2025 grant cycle for the State Opioid Response for Prevention, spending down \$105,000 on time and in accordance with all grant requirements. Additionally, Travis and Robin attended the statewide Prevention Planning Summit hosted by DBHDS and OMNI in Roanoke, gaining insights and strategies to enhance local prevention efforts.

Travis, Robin, Lisette, and Toby have begun collaborating with Audacy to develop a public awareness campaign aimed at increasing understanding of the role and value of a Community Services Board within our region.

We're also pleased to welcome Michelle Belcher as a volunteer. Michelle will support the team by creating graphics and marketing materials to raise awareness of our programs and services. Please find our new [wellness crossword puzzle](#).

### **Substance Use and Mental Health Recovery Team:**

The Substance Use and Mental Health Recovery team continues to provide Clinical and case management services to clients, Peer led community groups, Mobile Outreach supports, and Rapid Revive training to the community.

Our Peer Recovery Specialists facilitated community groups for recovery and continue to mentor two Region 4 Peer Interns this month. Our peer team facilitated 10 REVIVE!

Trainings to county staff and community members, training close to 75 people this month, provided continued community groups in Goochland and Powhatan to support those in recovery, maintained direct peer services to 15 individuals, and continued to support outreach tabling events throughout Powhatan County.

Our Substance Use clinicians continue to offer and lead clinical groups and are connecting more consumers with long-term support for their recovery. Our clinicians also conducted 27 group and individual therapy sessions to our substance use and Office Based Addiction Treatment clients.

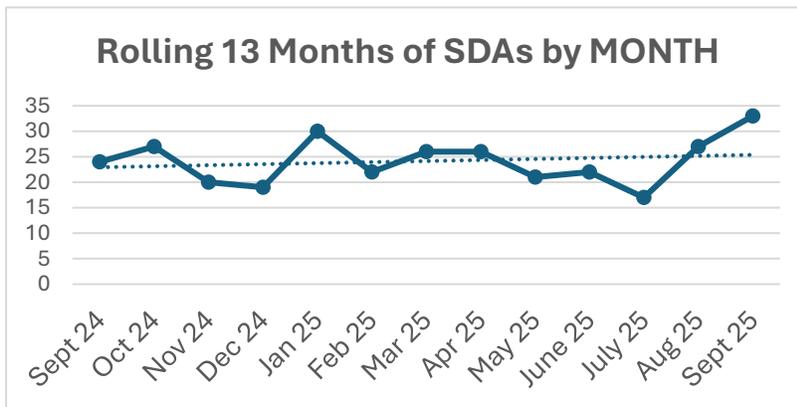
Our Mental Health Case Management team conducted 30 case management visits and continue to provide wrap around supports to consumers to ensure timely access to psychiatric, medical, and community services. We have a new Mental Health Case Manager starting in October who will continue to provide case management support to our clients in Powhatan and we are excited to have him start on the team! Our Substance Use

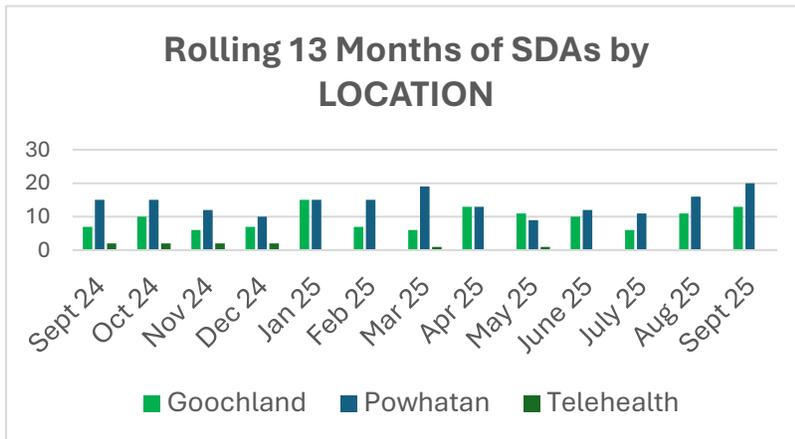
Case manager/Care Coordinator supported 17 clients this month in accessing recovery services, managing resources, and referring to appropriate supports in the community. We hosted Save A Life Day in Goochland, the first fully national day of free naloxone, along with an Open House of Pathways, our peer led community groups, and look forward to continuing to support the communities of Goochland and Powhatan in accessing resources, supports, and harm reduction materials needed to remain safe.

### Emergency Services/Access Team

**SDA:** In September 2025, the Access Team completed a total of 33 Same Day Access (SDA) assessments: 20 at the Powhatan Clinic and 13 at the Goochland Clinic. This represents an 18% increase from the previous month. During September, the Senior Clinical Director and Emergency Services Manager continue working on details for the change to the process of the current substance use evaluation. The implementation of proposed updates is planned for the beginning of October 2025.

The Access team was glad to welcome a new clinician, Katori Jones, to the team on September 16<sup>th</sup>, 2025.





**Emergency Services:**

The Access Team provided a total of 32 emergency services this month, including:

- 11 Hospital Liaison Visits
- 6 Emergency Services (ES) Phone Calls
- 6 Crisis Interventions
- 1 Prescreen Evaluations under Emergency Custody Order (ECO)
- 6 Prescreen Evaluations completed by other Community Services Boards (CSBs)
- 1 Prescreen without an Emergency Custody Order (No ECO)

The Emergency Services Manager continues to participate in recurring meetings focused on facility referrals through the statewide Behavioral Health Link platform. Stakeholders continue to discuss ways to improve the platform's functionality and effectiveness.

Additionally, the Emergency Services Team also had its representation at a regional meeting with various stakeholders regarding the Emergency Custody Order and Temporary Detention Order Process, where current challenges and problems were discussed. The two main topics include: the homeless population and disagreements over which jurisdiction should be responsible for transporting the person to the facility of Temporary

Detention, as well as the prolongation of the hearing process for juveniles in specific areas of Region 4.

