

GPCS BOARD MEETING AGENDA
December 1, 2025 at 4:30 P.M.
Powhatan – Village Building Conference Room

- I. Minutes of the November 3, 2025 Board Meeting
Pages: 2-5
***Action: Approve or amend November 2025 minutes.**
- II. Public Comment
- III. Presentation: Nursing/ Medical
Pages: N/A
***Informational**
- IV. Facility Updates
Pages: N/A
***Informational**
- V. 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: January 5, 2026.
Location: Pathways

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
November 3, 2025

Goochland Powhatan Community Services Board of Directors held its September 2025 meeting on Monday, November 3, 2025, in Goochland.

Present

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

Absent

Michael Asip

Staff Attending

Toby Fritz
Lateshia Brown
Lisette Edwards
Carinne Kight
Heather Morgan

Welcome

Crystal Neilson-Hall welcomed all attending Board members and thanked them for joining the meeting. There were no additions to the agenda.

Minutes

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

ACTION: Motion to approve October 2025 meeting minutes was made by M. Allen, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

None

Presentation on Mental Health Outpatient Unit

Heather Morgan, Director of Mental Health Outpatient Services, provided the Board with a presentation on the services her unit provides and the staff that make up her unit. She reviewed the outpatient therapies provided, services provided under child services act that her staff are responsible for, as well as school-based services. In her review she informed the Board of the referral sources for these programs as well as day-to-day therapies and coordination that are provided. She highlighted the

growth in the unit, which now has 4 school-based clinicians, 2 CSA case managers, and 7 outpatient clinicians.

Board Positions

Crysal noted that at the last Board meeting they discussed the need to appoint a secretary for the Board. At that meeting Joyce Layne-Joyner was nominated. She inquired if there were any other nominations for secretary and none were provided.

Crystal reminded the Board that Cedarwoods is the agency's non-profit which has its own Board of Directors that requires a minimum of 5 members. Currently the individuals on the Cedarwoods Board are Toby Fritz and Lateshia Brown. Marcus and Linda are also working on Cedarwoods Board, but to be appointed to the Cedarwoods Board the GPCS Board of Directors must complete a voting action on it. Crystal further explained that with Marcus and Linda on the Cedarwoods Board they still need one more member. She encouraged all GPCS Board members to consider serving on the Cedarwoods Board of Directors.

ACTION: Motion to approve appointment of Joyce Layne-Joyner as the GPCS Board of Directors Secretary was made by M. Allen, seconded by S. Leabough. Motion approved by all in attendance, none opposed. Motion carried.

ACTION: Motion to approve appointment of Marcus Allen and Linda Revels to the Cedarwood Board of Directors was made by S. Leabough, seconded by H. Robicheau. Motion approved by all in attendance, none opposed. Motion carried.

FY25 Write Offs

Carinne 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. Of note was the decrease in doubtful accounts write offs. In FY2025 that amount was \$32,562, compared to \$54,784 in FY2024. Carinne explained this was due to implementation of the agency financial interview at the same day access level, making sure that their ability to pay is determined as soon as they start services.

FY25 Audit Results

Carinne reported to the Board that the annual financial audit for FY2025 was completed last week. The independent auditors reported that GPCS has no material weaknesses or significant deficiencies. They recommended implementation of a control within Munis to limit the Director of Finance's ability to update or insert new salaries and vendors, which was implemented before the auditors left.

FY26 Q1 Budget report

Carinne reviewed with the Board the first Quarter budget report. She noted that overall, the agency is exactly where they want to be at the end of the first quarter, with 24% of budgeted expenses accounted for and a positive balance of \$202,552.

FY26 Employee Bonus Proposal

Toby presented the Board with a proposal to award employees a bonus this year, as has been done in the past few years. He proposed that bonus be awarded as follows: Eligible Full-time employees will receive a bonus of \$1,000, permanent part-time employees would be prorated from \$1,000 based on

their hours, and all hourly employees will receive a \$500 bonus. Eligible employees include all active employees hired on or before November 1, 2024, who have not turned in a resignation prior to November 30, 2024. The bonus will be paid on November 30th.

ACTION: Motion to approve employee bonus schedule as proposed was made by E. Tierney-Butler, seconded by M. Allen. Motion approved by all in attendance, none opposed. Motion carried.

Facility Updates

Toby informed the board that he met with Rick this morning and in a review of security options and items reviewed to this point, Rick noted that the concrete wall and bullet resistant window are things he has included in his cost. Toby also noted that the pad has been formed and footings are scheduled to be poured tomorrow. Plumbing rough in is scheduled for the week of the 17th.

Toby also informed the Board that Rudy is facility and security assessment trained. As such he does assessments of facilities and businesses in Powhatan, and he walked through the Goochland buildings with Toby last week. He'll be providing Toby with his suggestions soon. One immediate thing Rudy noted would be a good idea is to install no trespassing signs on the property.

Stephen asked if floor plans for the new building, and the Goochland buildings have been provided to the respective counties. At current point they have not, and all agreed it was a good idea. It was noted that the county will keep them on file but also suggested that they be posted for staff in case of emergency.

Reports

Board Chair –

No report

Senior Developmental Services Director –

Lateshia noted that she didn't have any special announcements for the Board this month and she had included all updates in the Board report. She did report that GPCS PIEP staff are participating in child check at Goochland Elementary next week and Powhatan will be conducting one in the future.

Lateshia also gave the Board a heads up that they are beginning work on the Developmental Services Awareness event for next year and have secured the Landmark center for March 20th. More information will come out as the event takes shape.

Senior Clinical Director –

No report

Senior Administrative Director –

Carinne reported that there are currently vacancies in the positions of school-based clinician, as well as van drivers and in home support specialists.

Executive Director –

Toby let the Board know that the Great Place to Work survey was completed with 75 employees responding to the survey. The results exceeded the threshold to become certified as a Great Place to Work, so GPCS is now a GPTW and can put that branding on print materials, social media, and websites.

Leadership team is currently reviewing the feedback from GPTW and creating a plan for communication to employees.

Toby reviewed the Quality Assurance quarterly report with the Board. He noted that due to implementation of a new data warehouse in May of 2025 the dashboards which housed the STEP VA measures were discontinued as of April 2025. New dashboards have not yet been implemented, and Toby suspects that for some time the data will have some issues, but QA is monitoring the measures internally. Overall GPCS is doing well on all measures.

Toby reported that he has been working with Lisette over the past 3 months, to advocate with Goochland County to pursue participation in an Opioid Abatement Authority cooperative partnership grant. This grant would allow the County to gain new funding to support two staff (a case manager for SU and a peer recovery specialist). The County can then save opioid settlement funds that come directly to them from settlement administrators and also tap into \$68,000 of OAA money that is allocated to Goochland but not yet accessed

Toby informed the Board that he is working with Powhatan schools to possibly implement some needed services and has taken them to evaluate and observe some classrooms that Toby worked in previously and implemented concepts that were discussed in the recent presentation from Horacio Sanchez. They are scheduled to debrief next week on their observations. He is also talking with Goochland Schools and working on ways to partner.

ACTION: Motion made by L. Revels to adjourn, seconded by M. Allen. All members affirmed, meeting adjourned

The meeting was adjourned at 5:22 pm.

Joyce Layne-Joyner, Secretary
JLJ/ck

Date

DEVELOPMENTAL SERVICES

December 2025 Board Report

Parent-Infant Education Program (PIEP)

We had 12 referrals to PIEP in November, and 5 children were discharged. We served 60 families with active IFSPs. Our annual Child Check event was on November 4th, and we evaluated 13 children.

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

Developmental Services Support Coordination (ID/DD)

Developmental Services (DS) Support Coordinators are dedicated to ensuring individuals access essential community-based services and resources.

Their core responsibilities include:

- Linking and referring individuals to appropriate services.
- Closely monitoring services to confirm effectiveness.
- Safeguarding the health and safety of all individuals served.

The Support Coordinators and management team actively engage in ongoing professional development to maintain expertise. This includes regular participation in:

- Regional Support Coordinator (SC) in-person meetings.
- Provider roundtable meetings.
- Specialized professional development training.

The Developmental Services Unit recently welcomed April Hamlin to GPCS. She is currently undergoing training and meeting the individuals who will be assigned to her caseload.

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

In Home Support Services

The In-Home Support Program is currently providing active services to 13 consumers. Program capacity has been maintained with the recent hiring of a new staff member to fill a vacancy supporting an active consumer.

Active CM (Medicaid)	105
Active CM (Non-Medicaid)	0
Waiver Breakdown	
Community Living	58
Family & Individual	46
Building Independence	1
Active Waiver Total	105
Non-waiver Active CM	0
Total Individuals Served	105
Transfers	0
DD Waiver Wait List Numbers	
Priority 1	3
Priority 2	33
Priority 3	37
Wait List Total	73

Staff continue to engage individuals in a wide variety of community and in-home activities. Notable community outings included the Urbanna Oyster Festival, a Fall Festival at Wright's Chapel, and a visit to Willow Oaks Farm to view the Koi Pond.

Consumers also regularly enjoyed popular community activities such as:

- Recreation & Fitness: Bowling, Sky Zone (trampolines), swimming and exercise at the YMCA, local parks to walk and activities at the Cool Springs Baptist Church gym.
- Culture & Entertainment: Movies (Regal, Henrico Theater), and craft time at various libraries.
- Shopping: Visits to Short Pump Mall, Chesterfield Towne Center, and White Oak Mall, Goodwill, Walmart, Dollar General, Dollar Tree and several other stores.

Dining out remains a favorite activity, with consumers enjoying restaurants such as Cracker Barrel, Buz & Neds, Panera Bread, IHOP, and various Mexican restaurants. In addition to community engagement, staff provided essential support to individuals with their routine household tasks, ensuring clients have ample choices for all activities.

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

Developmental Services Quality Assurance

In November, the Developmental Services Quality Assurance (DS QA) Coordinator continued to provide support aimed at maintaining regulatory compliance and high-quality service delivery. The DS QA Coordinator participated in the VA ADA Healthcare Group to review ADA policy and gather insight into strategies that support ongoing agency compliance.

Data reporting challenges from the Developmental Services Dashboard persisted throughout the month as DBHDS continued its transition from CCS to EDW. To meet annual reporting requirements in the absence of state-generated data, the DS QA Coordinator collaborated with Business Analyst Teagan Tullos to collect internal data from May through October. Data monitoring continued throughout November, with notifications issued as necessary to address identified concerns.

Additionally, the Coordinator conducted outreach to other CSBs to learn about practices they have implemented to improve performance and to evaluate whether these approaches could be beneficial for our agency.

Submitted by Naomi Robinson,
Developmental Services Quality Assurance Coordinator

Day Support Services (ID/DD)

Monacan Services

Monacan Services continues to support 19 individuals in the program, with an additional consumer starting soon!

Monacan had a wonderful Halloween celebration, and the consumers wore amazing costumes! Once again, this year, Monacan was invited to judge the best decorated Halloween-themed office at the Powhatan County Offices. A group of consumers visited the various county departments with their judging ribbons and scoring sheets. They had a fantastic time viewing all the decorations and choosing their favorite office.



Many consumers are already in full holiday mode. They were excited to be asked to decorate ornaments to be placed on the Powhatan County Christmas tree. We are very excited about the winter holidays!

Submitted by Maitlin Ware,
Program Manager, Monacan Services

Clinical Board Report October 2025

Prevention Services

October was a highly productive month for Prevention Services with strong community engagement, expanded partnerships, and continued delivery of evidence-based trainings. Key priorities included relationship-building with local organizations, regional coordination for suicide prevention, and direct outreach to residents across Goochland and Powhatan.

We attended the Goochland Chamber's Non-Profit Spotlight event to network with other agencies, meeting multiple organizations providing supports within the county. We established new partnerships and scheduled upcoming prevention trainings based on needs identified during the event. We provided consultation and materials to support several community partners in their prevention and outreach efforts.

Prevention staff tabled at the countywide Horacio Sanchez speaking event "Resiliency Inc training." We distributed Community Services Board information, mental health resources, and prevention materials. We increased visibility of CSB services among educators, families, and community stakeholders, a total of approx. 800 attendees. Prevention submitted the required state report documenting local gambling prevention outreach. Our report highlights continued community education efforts regarding problem gambling risks.

We worked closely with BeWellVA partners to streamline suicide prevention resources and role clarity across Region 4. We simplified access to trainings for specific target groups (e.g., older adults, teens, veterans, workplaces). We are working on improved consistency in messaging and visibility of prevention courses. We hosted an Adult Mental Health First Aid training on October 28th. Participants learned to identify, understand, and respond to signs of mental health and substance use challenges.

October was marked by strong relationship-building, highly attended outreach, and progress toward regional alignment in prevention strategies. Prevention Services continues to expand its footprint in the community and strengthen partnerships that support mental wellness, early intervention, and access to care.

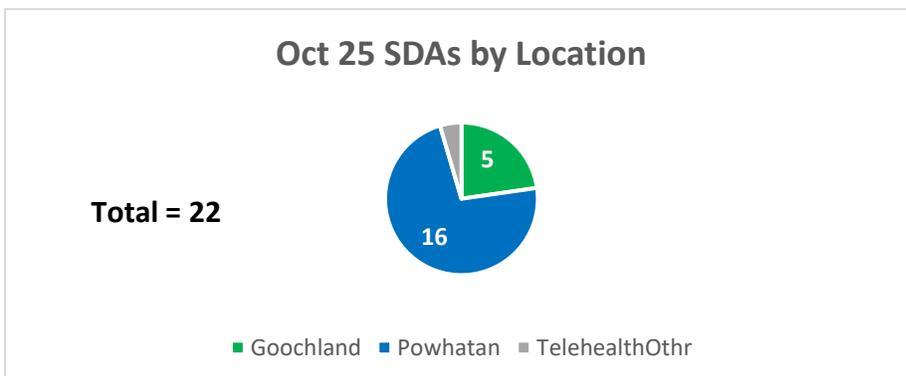
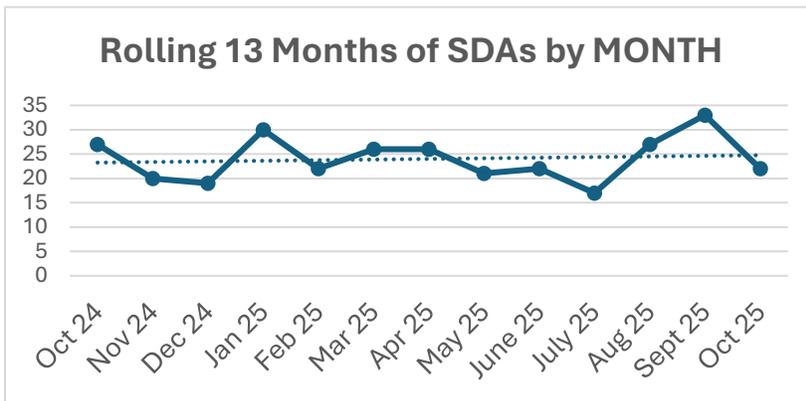
Emergency Services/Access Team

SDA:

In October 2025, the Access Team completed a total of 22 Same Day Access (SDA) assessments: 16 at the Powhatan Clinic, 5 at the Goochland Clinic, and 1 via telehealth. This represents a 33% decrease from the previous month.

The first phase of changes to the substance use evaluation process was implemented at the beginning of October. The Comprehensive Needs Assessment is now included as part of the substance use evaluation. The next phase of the implementation plan—scheduled for November 1, after all team members have received training—will require all Access Team clinicians to complete these evaluations rather than assigning them to a single designated clinician. The goal of this adjustment is to provide a faster and more comprehensive process for clients who are ordered or recommended to receive a substance use evaluation by the legal system.

During October, the Access Team was represented at the VACSB Public Policy Conference. In addition, the entire team participated in the county-wide training *Promoting Student Success* and the afternoon clinical training *The Perfect Intervention* with Horacio Sanchez.



Emergency Services:

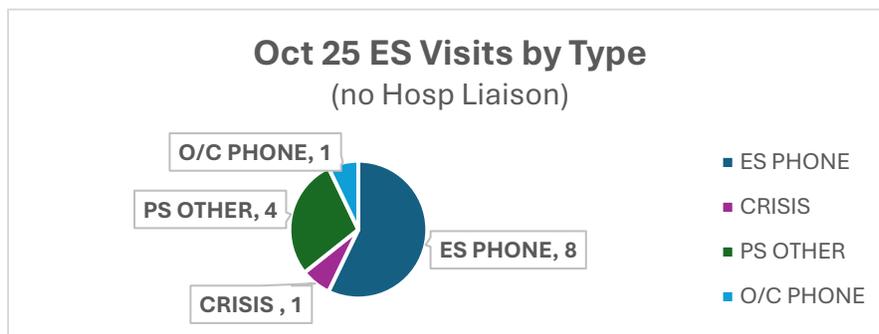
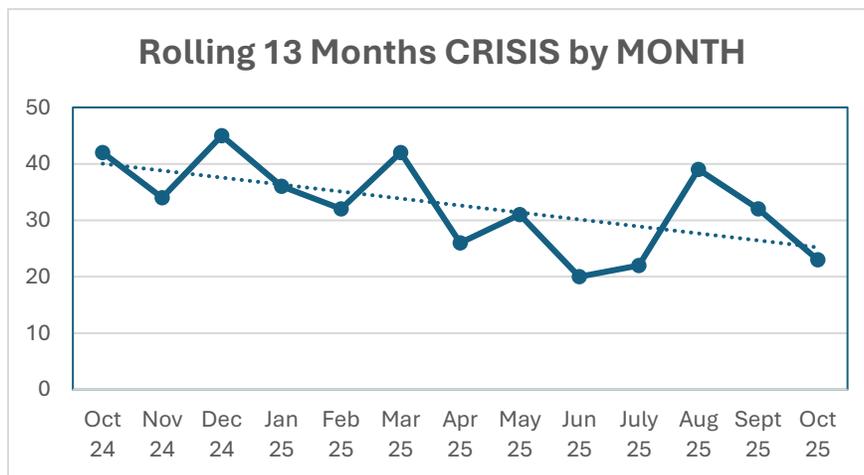
The Access Team provided a total of 23 emergency services this month, including:

- 9 Hospital Liaison Visits
- 8 Emergency Services (ES) phone calls
- 1 Crisis Intervention
- 0 Prescreen Evaluations under an Emergency Custody Order (ECO)

- 4 Prescreen Evaluations completed by other Community Services Boards (CSBs)
- 0 Prescreens 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 (BHL) platform. Stakeholders are actively discussing ways to improve the platform’s functionality and effectiveness. This month, DBHDS and BHL technical support presented details regarding the addition of Community Stabilization Units as providers on the platform, as well as the process Emergency Services Clinicians will use to access this option. The change is scheduled to go live at the end of November.

The newest member of the team, Katori Jones, spent two weeks at the Richmond Behavioral Health Authority completing her prescreener training, and on 10/15/2025, she received her certification as a Certified Preadmission Screening Clinician.



Mental Health Outpatient:

MHOP: 252 clients (137 child, 115 adults)

SUDOP: 18 clients (3 youth and 15 adults)

Med Services: 142 psych visits

SBS: 127 with 18 pending starting services

FAPT: 6 open cases we are managing

Several managers attended VACSB conference in Roanoke, where we discussed changes related to the upcoming Medicaid re-design and impact on CSBs in Virginia. We learned ways to improve leadership and teamwork.

Two staff are getting EMDR trained and have started the consultation process to work towards becoming EMDR certified. Trainings this month some staff attended: Region 4 training on Breastfeeding and Bongs (impact of marijuana use on pregnant and breastfeeding mothers/children), Cultural competency in the play room- ways to make our space more culturally inclusive.

Heather, MHOP Director, continued to participate in ongoing monthly Region 4 crisis council meetings to collaborate on improvements to crisis continuum, identifying barriers and ways to provide more education and support to the communities we serve.

FAPT/Case support: We received feedback from a family we served following their successful discharge from FAPT " We are so grateful for all of the support provided from GPCS and the FAPT team to help our child and our family".

SBS: MHOP Director and Clinical Director had initial meeting with Powhatan Parks and Rec to explore opportunities to collaborate and ways to support youth over the summer and breaks.

Substance Use and Mental Health Recovery Team:

The Substance Use and Mental Health Recovery team continues to provide clinical and substance use case management services to clients, peer led community groups, Mobile Outreach supports, and Rapid Revive trainings to the community. The SUR Team also participated in our agency wide training day and had the opportunity to learn from Horacio Sanchez the important connection between the brain and resiliency, and how that relates to addiction.

Our Peer Recovery Specialists facilitated community groups for recovery and continue to mentor two Region 4 Peer Interns this month. Our peer team continues to facilitate 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 43 group and individual therapy sessions to our substance use and Office Based Addiction Treatment clients.

Our Mental Health Case Management team conducted 48 case management visits and continue to provide wrap around supports to consumers to ensure timely access to psychiatric, medical, and community services. Our new mental health case manager started this month and has hit the ground running with providing services, and comes to us with close to 10 years of case management and SMI experience! Our Substance Use Case manager/Care Coordinator conducted 12 visits this month to support clients in accessing recovery services, managing resources, and referring to appropriate supports in the community.