

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

Crystal 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