

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**December 1, 2025**

Goochland Powhatan Community Services Board of Directors held its December 2025 meeting on Monday, December 1, 2025, in Powhatan.

Present

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

Absent

Sandra Leabough

Staff Attending

Toby Fritz  
Lateshia Brown  
Lisette Edwards  
Carinne Kight  
Pam Davis  
Jeff Buthe

**Welcome**

Mike Asip welcomed all attending Board members and thanked them for joining the meeting. There were no additions to the agenda.

**Minutes**

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

**ACTION:** Motion to approve November 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 Nursing/Medical Unit**

Jeff Buthe, Psychiatric Nurse Practitioner and Pam Davis, Nurse Coordinator, provided the Board with a presentation on the services their unit provides for GPCS consumers. They reviewed the process of assessing, diagnosing, and treating consumers as well as the process individuals go through to get assigned to med services. They discussed tools they use to keep up to date on consumers, and any ER visits they have. They also walked through the process of utilizing med services at GPCS.

## **Facility Updates**

Toby informed the board that he met with Rick this morning and noted that the brick and foundation are getting done soon. The trenches for plumbing were delayed due to weather but should be done soon if the weather cooperates. Overall, the estimate is that the project will be under roof by Marck, depending on the weather over the next few months.

**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.

## **Reports**

Board Chair –

Mike let everyone know he read over the minutes from the meeting he missed last month, and he was glad to see this is a great place to work.

Senior Developmental Services Director –

No updates outside of what has been put in this month's Board packet.

Senior Clinical Director –

Lisette reported that the first successful peer billing has been done, which is a great achievement for the agency. She also noted that the first psychoeducation testing using the grant that GPCS applied for in the spring has been completed.

Lisette reviewed the overall findings from the great place to work survey with the Board. Lisette noted that 75% of employees responded to the survey and of those, 88% responded yes, they think GPCS is great. Strengths noted in the survey included pride in services we provide and how we contribute to the community. Additional strengths were that employees feel they can take time off work when needed and that all are treated fairly regardless of race/gender. Areas for improvement were noted as lack of employee recognition and employees feeling like they get do not receive a fair share of profits. Lisette informed the board that the leadership team has synthesized these results and is focused on next steps including being more intentional about employee recognition and educating staff on what it means to work at GPCS, as a not-for-profit agency, and the high-level budget.

Senior Administrative Director –

Carinne reported that the agency has chosen an online platform for recruitment and hiring, BambooHR. Over the next couple of months, the system will be implemented with the tentative timeline for going live at the end of January.

Carinne also let the Board know that they are starting with a new credit card platform for agency credit cards. Currently the agency uses Wells Fargo, and each card has a specific limit, but with the new credit cards the agency as a whole has a limit, so that makes it easier for large purchases and things like conference hotel bookings. Also, the platform allows for real time submitting receipts and tracking of expenses on each card.

Lastly, Carinne informed the Board of current vacancies of ES clinician, outpatient clinician, school-based clinician, developmental disability program support specialist, in home support specialist, and van drivers.

Executive Director –

Toby let the Board know that budget meetings are starting. He noted that he has submitted FY27 budget requests to both counties. Requested the same amount from both counties, which is a 5% increase for Powhatan, but a higher increase for Goochland, since they kept funding for FY26 the same as FY25. He noted that he provided a document with background information and balanced score card. He is meeting on 12/3 with Goochland County Administrator.

Toby reminded the Board that in the strategic plan, one of the pillars is communication, with a goal of strengthening and streamlining agency communications to enhance engagement and community awareness. He noted in the plan there was the addition of a communications and community engagement position to assist with achieving this goal. Toby is happy to report that the leadership team has fully developed a job description for this position and is hoping to get it advertised before the end of the year. However, as this is a new position Toby and Carinne felt that the Board needed to approve the addition of the position. There was discussion regarding the responsibilities of the position including managing updates on the websites, representing GPCS at events, and managing external communications and Toby confirmed that the finance director confirmed there is budget for this position as well.

**ACTION:** Motion to approve the addition of a communications and community engagement specialist position as proposed was made by S. Hancock, seconded by M. Asip. Motion approved by all in attendance, none opposed. Motion carried.

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

The meeting was adjourned at 5:29 pm.

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Joyce Layne-Jordan, Secretary  
JLJ/ck

Date