

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
May 5, 2025

Goochland Powhatan Community Services Board of Directors held its May 2025 meeting on Monday, May 5, 2025, in Pathways in Goochland.

Present

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

Absent

Marcus Allen

Staff Attending

Toby Fritz
Carinne Kight
Lateshia Brown
Lisette Edwards
Monika Szczotka

Welcome

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

Minutes

April 2025 meeting minutes were reviewed for approval. Two edits were noted; the meeting was facilitated by Jackie Cahill and an update to the Board nominating committee item was made.

ACTION: Motion to approve April 2025 meeting minutes as amended was made by C. Neilson-Hall, seconded by P. Dinora. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

None

Presentation

Monika Szczotka, Emergency Services Manager, presented on the Emergency Services and Access unit. She reviewed the makeup of the ES/Access team and reviewed the different services the unit is

responsible for. She further reviewed the elements of the Virginia Crisis Continuum including the Marcus alert system.

FY26 Board Membership Board Candidates

Toby reminded the Board that last month they discussed the need for a nomination committee for Board officers for fiscal year 2026. The result of that discussion was the board agreed to potential nominees and that any further nominees would be brought to this meeting. There were no additional nominees, and the slate of approved nominees is James Babcock as secretary, Crystal Neilson-Hall as vice chair, and Mike Asip as Chair.

ACTION: Motion to approve James Babcock as nominee for secretary was made by C. Neilson Hall, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

ACTION: Motion to approve Crystal Neilson-Hall as nominee for vice-chair was made by P. Dinora, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

ACTION: Motion to approve Mike Asip as nominee for chair was made by J. Cahill, seconded by C. Neilson-Hall. Motion approved by all in attendance, none opposed. Motion carried.

FY26 Board Membership Board Candidates

Toby reminded the Board that there were two vacancies on the Board as of July 1st. One Goochland vacancy because of Parthy completing her final term, and one in Powhatan because Jackie would be leaving the Board. He further explained that he recently met with a Powhatan candidate, Erin Tierney Butler. Toby reported that he thought Erin would be a good addition to the Board.

Regarding the Goochland vacancy, a second candidate applied to Goochland County for the vacancy. Toby reported that he met with her last week. She works in the intellectual and developmental disability field as an advocate for consumers and families. Toby reminded the board that last month he met with Hannah Robicheau and reported on that meeting to the Board as well, at that time they asked Toby to inform Goochland County of their recommendation of Hannah Robicheau to the seat.

At approximately 5:10 p.m., S. Leabough 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 S. Hancock to certify conformity of the closed meeting and to reconvene the regular session, seconded by J. Babcock. All members affirmed this.

Powhatan Building Update

Toby reported that he met with Rick this morning. Rick will have site mowed for the groundbreaking ceremony, which is scheduled for June 2nd at 1 p.m... Additionally, Rick met with Powhatan County to do the pre-construction meeting. All he is waiting for at this point is the appraisal, which is anticipated to come in the next two to four weeks.

March FY25 - Nine Month YTD Financial Report

This item has been postponed until next month.

Reports

Board Chair –

Jackie reported that she was out with a friend and was wearing the GPCS vest. She suggested that the agency look into selling GPCS branded merch, like the vest, as an avenue for fundraising.

Senior Developmental Services Director –

Jackie noted that Lateshia's title had changed, and Lateshia reported that it was updated to be more consistent with the services that fall under her role.

Lateshia reminded the Board about the Developmental Services event on May 16th. It will be held at the Landmark Center and will be 11am to 3 pm.

Senior Clinical Director –

Lisette reported that it is outreach events season. Her team is busy working at lots of different events and will be out and around.

Senior Administrative Director –

Carinne reported that the annual financial audit started for this year. The auditors come out to site two times in the year, with the first being the end of April. They reported all things were looking good.

They'll be back out at the end of August and the Board will have the final audit by November.

Carinne also let the board know that there are a full time and part-time in-home supports vacancy as well as a part time reimbursement specialist vacancy.

Executive Director –

Toby discussed that recently DBHDS announced adjustments to the STEP-VA funding formula for FY26. The adjustments will affect case management, same day access, and psychiatric rehabilitation. As of now we don't know the impact, but it will not be more than 20%. There is an expectation of further adjustments in FY27. VACSB is providing support with funding reallocation efforts and recent data requests by DBHDS.

Toby let the board know that recently he's been to three Powhatan leadership institute events and a chamber event. Toby also attended the Board of Supervisors meetings in each county. He's also made contacts with several Executive Directors at other CSBs including region 4 and other regions as well as Dr. Teigen and Powhatan County Public Schools leadership staff.

Lastly Toby updated the Board on strategic plan development. The leadership team completed two planning sessions, including a stakeholder and employee feedback review. The established areas of focus are

- Communications – marketing, events, website, social media
- Community partnership development
- Growth & business development
- Finance
- Service Delivery
- Staff Development

The meeting was adjourned at 5:28 pm.

Mike Asip, Secretary
MA/ck

Date