

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
June 2, 2025

Goochland Powhatan Community Services Board of Directors held its June 2025 meeting on Monday, June 2, 2025, in Pathways in Goochland.

Present

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

Absent

James Babcock

Staff Attending

Toby Fritz
Carinne Kight
Lateshia Brown
Lisette Edwards

Welcome

Jackie Cahill welcomed all attending Board members and thanked them for joining the meeting. The was one addition to the agenda, which will be added to the end of the agenda.

Minutes

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

ACTION: Motion to approve May 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.

Election of CSB Board Officers for FY26

Jackie reminded the board of the proposed slate of nominees and asked board members if there were any additional nominees. No other nominees were provided and board members voted to approve the nominated slate of officers.

ACTION: Motion to approve James Babcock as board secretary, Crystal Neilson-Hall as board vice-chair, and Mike Asip as board chair was made by S. Hancock, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

Powhatan Building Update

Toby reported that he met with Rick and Rick let him know that they will be moving equipment on site throughout June. The first thing that will be tackled is the drain field.

FY25 3rd quarter budget report

Michael Warren, Finance Director, reviewed the third quarter budget report with the board. Overall GPCS is right where they should be at end of the third quarter with 75% of budgeted revenues received and 74% of budgeted expenses spent. Micheal noted that miscellaneous revenues look high, but this is due to the school-based outpatient reimbursement from schools going in miscellaneous.

FY26 Budget presentation

Michael Warren, Finance Director, reviewed the proposed FY26 budget with the Board. He noted that it is a very similar budget to last year's. He pointed out that this budget is estimated as the state income numbers have not been provided yet. They were supposed to be given to CSBs on June 1st however nothing has come in yet. If the numbers received are a difference of more than 5% from what's projected in this budget, then the FY26 budget will be brought back to the board for additional approval. Michael noted that he projected operations expenses to increase by 3%, just to be cautious but don't anticipate them to rise by the full amount. Based on the projected revenue and planned expenses a 3% increase for staff is included in the budget.

ACTION: Motion to approve the proposed FY26 GPCS budget was made by C. Neilson-Hall, seconded by P. Dinora. Motion approved by all in attendance, none opposed. Motion carried.

Proposed BOD Meeting Schedule for FY26

Toby noted that this was a duplicate item and that the schedule was already reviewed and approved at the April board meeting. Item was removed from the agenda.

School based position

Toby let the board know that Lisette and he have been evaluating the school-based positions and what provides the best services to the schools while at the same time is sustainable by GPCS. In looking at the position it was decided that it would be beneficial to transition it to more of a school-based schedule. Meaning the staff in these positions would work a schedule that closely mirrors the school calendar, and then throughout the summer would have reduced hours at GPCS. Given the reduction in work hours, the salary for school based would be 89% of a full-time salary. In addition, to generate more funding sources and create a blended funding model, these clinicians will start billing for both therapy and case

management services provided. In line with current GPCS procedures, the ability to pay would not affect the ability to get services, but for those that have insurance and are able to pay GPCS will bill.

ACTION: Motion to approve the proposed school-based position changes was made by M. Asip, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

Reports

Board Chair –

Jackie reported that this is her last meeting and thanked everyone for their time here.

Senior Developmental Services Director –

Lateshia reported that the Developmental Services event on May 16th went really well and came together nicely with the Monacan talent show. She also reported that the unit is continuing to go through their audits, and she'll report back on any findings once those are completed.

Senior Clinical Director –

Lisette reported that the clinical unit is working hard to finalize their internal structure, particularly around school-based services. Additionally, there are a few vacancies which they are trying to fill. In particular a mental health clinician and mental health case manager.

Senior Administrative Director –

Carinne reported that there are currently vacancies in the position of outpatient clinician, mental health case manager, Monacan services DSP, and full time and part-time in-home supports specialists.

Executive Director –

Toby explained to the board that this meeting is the Thank-You meeting for all the hard work they do throughout the year on behalf of GPCS. He acknowledged them for their service, particularly Pathy, who has completed her time on board after 9 years of service, and Jackie who will be moving out of the area after 6 years of service and coming off the board.

He noted that he thought the groundbreaking on the new Powhatan building went very well earlier today. The GPCS staff are very excited and it's great to see movement on the project.

He also reminded the board that last month he told them about the DBHDS announcement that they are adjusting the STEP-VA funding formula for FY26. To follow up on that, GPCS was informed that DBHDS is reallocating 20% of the funding for 3 STEP-VA services. The impact to GPCS is a decrease of \$20,337.96. This has been factored into the FY26 budget that Michael presented earlier.

Toby let the board know that recently he's completed the Powhatan Leadership Institute and has already applied and was accepted to Goochland Leadership Enterprise, which starts in October. Additionally, he attended the Board of Supervisors meeting in each county, met with Bret, Will, Manny, and Neil Spoonhower. Overall, he is continuing his outreach to all BOS members, Lastly Toby updated the Board on strategic plan development. The leadership team completed two additional planning sessions and established the following goals for GPCS for FY26.

1. To integrate growth mindset into GPCS agency practices as evidenced by:
 - a. development of onboarding curriculum,

- b. review of agency documentation, and
 - c. ongoing staff completion of growth mindset training.
2. To implement strategic plan through regular, collaborative, and intentional team huddles and activities as evidenced by completion of year 1 strategic objectives.
 3. To evaluate company culture through the Great Place to Work certification process and utilize results to promote an engaged workforce.

New business

Stephen reported he'd like to discuss thoughts he had around the new Powhatan building and the sign that the board has discussed is needed. He expressed that every building project he has been involved in has come up with cost overrun for the builder. He is proposing that we ask the builder to amend the contract to include design and building of a sign.

ACTION: Motion to approve looking into the feasibility of adding the sign to the current contract was made by S. Hancock, seconded by M. Asip. Motion approved by all in attendance, none opposed.

At approximately 5:05 p.m., S. Hancock 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. M. Allen 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 M. Asip to certify conformity of the closed meeting and to reconvene the regular session, seconded by S. Leabough. All members affirmed this.

The meeting was adjourned at 5:17 pm.

Mike Asip, Secretary Date
 MA/ck