

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
August 4, 2025

Goochland Powhatan Community Services Board of Directors held its August 2025 meeting on Monday, August 4, 2025, in Powhatan.

Present

Michael Asip
James Babcock
Stephen Hancock
Joyce Layne-Jordan
Sandra Leabough
Linda Revels
Hannah Robicheau
Erin Tierney-Butler

Absent

Marcus Allen
Crystal Neilson-Hall

Staff Attending

Toby Fritz
Carinne Kight
Lateshia Brown
Allison Middleton
Jason Chatman

Welcome and Introductions e

Mike Asip welcomed all attending Board members and thanked them for joining the meeting. There were no additions to the agenda. Toby introduced the two new Board members Hannah Robicheau and Erin Tierney-Butler.

Minutes

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

ACTION: Motion to approve June 2025 meeting minutes as amended was made by S. Hancock, seconded by J. Babcock. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

None

Presentation

Allison Middleton, Substance Use Recovery (SUR) Manager, presented on the various services that the SUR unit provide. These services include Pathways, which is a peer led community-based program held once a week in each county. Other programs include substance use disorder case management, substance use outpatient therapy, office-based addiction treatment, peer support services, and mobile outreach.

Powhatan Building Updates

Toby reported that over the next six months he and the leadership team will be coordinating with the builder on infrastructure like IT within the building. The anticipated date of seeing movement on the building is based solely on weather. Rick's contractor is finishing up a job which has been delayed due to weather, which is delaying his move to our building.

Strategic Plan

Toby reported that he sent the final draft of the strategic plan to the board in July. He explained that leadership team focused on the key things that can be accomplished in the next three years and that's what is included in the plan. He noted that there are six key focus areas

- a. Communication: Strengthening how we connect internally and with our community
 - a. To support this area, we are trying to be more intentional at which events we attend. Additionally, noted in this point is the development of a communications focused staff for events and digital media and getting the message out there with marketing.
- b. Growth and Development: Expanding services, technology, and facilities to meet evolving needs.
 - a. Leadership will develop an intentional plan to support this key point. Evaluate where service gaps exist and plan around those.
- c. Community Partnerships: Increasing our visibility and collaborative impact through strong relationships.
 - a. This key point focuses on developing visibility in terms of being out in the community events but also looking at referral networks and enhancing same day access process.
- d. Financial Sustainability: Ensuring long-term stability and responsible resource management.
 - a. This includes being good stewards with money provided to us. Ensure sustainable and competitive compensation as well as program development to increase revenue.
- e. Service Delivery: Becoming the preferred provider of high-quality, individualized care.
 - a. GPCS will be known as provider of choice in the counties, in order to do that evaluate how to continually improve across all services provided.
- f. Staff Development: Fostering a supportive, growth-oriented, and high-performing workplace.
 - a. Support an environment where we can be known as an employer of choice. This includes becoming certified as a great place to work through the great place to work survey.

Toby reported that he will provide the Board with quarterly reports on the strategic plan implementation. Mike asked the board members to take time and review the strategic plan in full as they will vote on approval of it next month. Any questions board members have can be emailed to Toby so he can report back and include all board members in the responses. Mike suggested a large chart of what's due when as identified in the plan. Suggestion was for a graphic with table/timeline

Toby informed the board that in conjunction with development of the strategic plan, the agency worked together to develop new values for the agency. Toby distributed a survey to the agency and then based on that survey the leadership team conducted a "value madness" competition where the suggested values were put up against each other and voted on. Once down to six there was significant conversation at the all staff meeting around these last six and the final three were chosen; Advocate, Collaborate, and Trust.

Reports

Board Chair –

Mike thanked all the board members for their continued, or new, participation on the board and for entrusting him as chair. He also noted his appreciation for all that staff are doing at the organization. He let the board know background and how some of his passions coincide with the mission of GPCS. Including workforce development and engaging consumers who are in school and supported as minors with the school and special education systems but then reach adulthood and don't have that support. He discussed possibly partnering with DARS for workforce development. Mike also reported that he and Toby met recently and will continue to meet regularly. There will be a closed session to discuss Toby's evaluation.

Senior Developmental Services Director –

Lateshia noted that Toby provided the quality report drafted by the compliance director. On the document there is a section in relation to developmental services and audit results. Recently developmental services had three audits/reviews within six weeks DMAS, HSAG, and Licensing. Results from HSAG have not been received yet, however the other two audits did result in some citations. These citations were anticipated as many were related to documenting potential risks and have already been addressed with the implementation of the updated ISP developed by DBHDS. The new ISP format ensures all potential risks are addressed. Developmental services has a quality assurance coordinator within the team who tracks all citations and monitors progress on existing Corrective Action Plans.

Senior Clinical Director –

No report

Senior Administrative Director –

Carinne reported that there has been a lot of movement within the organization lately including a developmental services case manager moving to a mental health case manager position and an emergency services clinician moving into a mental health outpatient clinician position. As such there are currently vacancies in the positions they are vacating. Also there continues to be a need for in-home support specialists. The board discussed the use of job fairs and platforms like indeed for recruiting and discussed the low turnover and vacancy rates the agency has.

Executive Director –

Toby noted that he sent out his executive report last week. He highlighted a few items from the report including new funds received. He reminded them that in a meeting earlier this month they were informed of GPCS losing money due to a new DBHDS funding allocation for Step-VA funds. He noted that since then GPCS has been notified they will get a one-time grant to offset the funds that were lost. Toby also noted that he is participating in a group to evaluate this funding formula and further changes to the allocations. Another funding stream that is being received is \$108,000 in federal funds to support school-based services. These funds will be received through Goochland schools as they have been approved for the federal grant again in FY2026. This grant supports the GPCS school-based clinicians. Toby is talking with Powhatan schools to determine if they received the grant as well.

At approximately 5:35 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. S. Leabough 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 J. Babcock 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 6:04 pm.

Jamie Babcock, Secretary
JB/ck

Date