

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**September 8, 2025**

Goochland Powhatan Community Services Board of Directors held its September 2025 meeting on Monday, September 8, 2025, in Goochland.

Present

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

Absent

James Babcock

Staff Attending

Toby Fritz  
Carinne Kight  
Lateshia Brown  
Lisette Edwards

**Welcome**

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

**Minutes**

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

**ACTION:** Motion to approve August 2025 meeting minutes was made by C. Neilson-Hall, seconded by J. Layne-Jordan. Motion approved by all in attendance, none opposed. Motion carried.

**Public Comment**

None

**Presentation on FOIA**

Carinne presented the board with a training about the Freedom of Information Act (FOIA). She reminded the board members that they are required to receive training on FOIA and its requirements. The training provided information on the definition of public meetings and specific exemptions that enable closed meetings or sessions as well as what agency documents fall under FOIA requirements.

**Powhatan Building Updates**

Toby reported that there is equipment on the site, and they have started working. They have cleared

trees and begun working on the ground. Toby is in regular contact with Rick and has additional meetings planned for this fall

### **Additional Holiday Hours**

Carinne reported to the Board that this year the Governor of Virginia has declared that state employees will receive an additional 12 hours of holiday time. He awarded an additional four hours the Wednesday before Thanksgiving, four hours for December 24<sup>th</sup> and eight hours for December 26. Carinne reminded the Board that per GPCS policy, the Board may, at its discretion, award additional holidays. She also informed them that historically the Board has followed the Governor's schedule and awarded this time as either floating holiday time or to close the agency when it makes sense to do so. In this case leadership is proposing that the Board use a combination of these options, close the agency on December 26<sup>th</sup> as it is a Friday following a holiday with minimal impact to clients, and award 8 hours to employees as floating holiday time.

**ACTION:** Motion to approve Additional holiday hours as proposed was made by C. Neilson-Hall, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

### **Strategic Plan**

Mike reminded the Board that at the last meeting Toby provided them with the proposed GPCS three year strategic plan for their review. Toby reminded the Board of the six key areas of the plan.

- a. Communication: Strengthening how we connect internally and with our community
- b. Growth and Development: Expanding services, technology, and facilities to meet evolving needs.
- c. Community Partnerships: Increasing our visibility and collaborative impact through strong relationships.
- d. Financial Sustainability: Ensuring long-term stability and responsible resource management.
- e. Service Delivery: Becoming the preferred provider of high-quality, individualized care.
- f. Staff Development: Fostering a supportive, growth-oriented, and high-performing workplace.

He also noted that while this is a three-year plan leadership understands that things may be moved forward or pushed further out depending on changing needs of the agency. It is a living document and plan that will be flexible but is also guidance for the next three years. He will provide the Board with quarterly updates on the progress of the plan as well.

**ACTION:** Motion to approve the GPCS strategic plan as presented was made by L. Revels, seconded by S. Hancock. Motion approved by all in attendance, none opposed. Motion carried.

### **Reports**

Board Chair –

Mike reported that he has been meeting with Toby on weeks between meetings. They have established a good working relationship & he understands more about the work Toby and the rest of GPCS does. Overall, it has been a good couple of months as Chair, and he appreciates all that's going on within the agency.

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.

Senior Clinical Director –

Lisette reported that Hopefest was held at Pathways a few weekends ago in honor of overdose awareness day. It was well attended and a successful event.

Senior Administrative Director –

Carinne reported that there are currently vacancies in the positions of clinical case manager, developmental services case manager, and in home supports specialist.

Executive Director –

Toby let the Board know that currently Virginia Medicaid is redesigning the range of behavioral services while VACSB is working to promote statewide development of Certified Community Behavioral Health Clinics (CCBHC). Implementation of these initiatives will have a significant impact on GPCS. At the same time, DBHDS is proposing to rescind the current State Board policy on unspent balances and instead address retained earnings solely through the Performance Contract. Feedback is being coordinated by VACSB. Maintaining the policy provides critical checks on DBHDS' ability to alter funding terms and supports CSBs' operational stability

Toby also provided the Board with the annual report that was supplied to VACSB. He pointed out highlights of number of consumers reached and the agency's high net promoter score of 56.

At approximately 4:54 p.m., M. Allen 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-Joyner 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 C. Neilson-Hall to approve the plan of action proposed regarding Board member status, seconded by M. Allen. Motion approved by all in attendance, none opposed. Motion carried.

**ACTION:** Motion made by L. Revels to approve the executive director's evaluation as presented, seconded by S. Hancock. Motion approved by all in attendance, none opposed. Motion carried.

**ACTION:** Motion made by J. Layne-Jordan to certify conformity of the closed meeting and to reconvene the regular session, seconded by M. Allen. All members affirmed this.

The meeting was adjourned at 6:17 pm.

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Jamie Babcock, Secretary

Date

JB/ck