

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
January 5, 2026

Goochland Powhatan Community Services Board of Directors held its January 2026 meeting on Monday, January 5, 2026, in Goochland.

Present

Michael Asip
Rudy Gregory
Sandra Leabough
Crystal Neilson-Hall
Linda Revels
Hannah Robicheau

Absent

Marcus Allen
Stephen Hancock
Joyce Layne-Jordan
Erin Tierney-Butler

Staff Attending

Toby Fritz
Lateshia Brown
Lisette Edwards
Carinne Kight
Lisa Williams

Welcome

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

Minutes

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

ACTION: Motion to approve December 2025 meeting minutes was made by C. Neilson-Hall, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

None

Presentation on In Home Support Services

Lisa Williams, In Home Support Services Manager, reviewed the In-Home Support Services program with the Board. She noted that the program provides in-home support services with a strong focus on skill-building activities, such as learning household tasks (e.g., doing laundry). These activities are often self-help and household skill development, tailored to individual needs. She noted that they serve Goochland, Powhatan, and Hanover counties and have 17 staff members. The goal of the program is to promote independence and improve quality of life through support of activities of daily living (ADLs), facilitation of community outings, and providing opportunities for socialization. Lisa stressed that the program takes a person-centered approach and everyone's support plan is customized based on the individual's preferences and goals.

Appointment of Hannah Robicheau to Cedarwoods Residential, Inc. Board of Directors

Toby reminded the board that at the last meeting there was a discussion for another cedarwoods residential board member and Hannah expressed interest in serving in the role. He explained that for Hannah to serve on the cedarwoods board of directors the GPCS board of directors had to appoint her onto the Board.

ACTION: Motion to approve Hannah Robicheau's appointment to the cedarwoods board of directors was made by C. Neilson-Hall, seconded by L. Revels. Motion approved by all in attendance, none opposed. Motion carried.

Facility Updates

Toby informed the board that all plumbing beneath the floor has been completed and is currently undergoing inspection. The next step will be installing the underground electrical systems. The team is working to take advantage of the warm weather this week to proceed with pouring the concrete. A meeting was held with Rick and the Goochland IT team to determine infrastructure requirements and establish milestone decision dates, including access points and line drops. Outside of the new building, Toby reported that a full review of the security grid for the Taylor and Pathways buildings is underway. Prior to the holidays, meetings were held with security vendors, and all have committed to providing estimates following the holiday period.

Reports

Board Chair –

Mike informed everyone that there have been several bills introduced into this General Assembly session that focus on mental health. He is taking time to learn more about mental health overall and the impact of the proposed bills.

Senior Developmental Services Director –

Lateisha informed the board that the Developmental Services programs are currently awaiting the annual unannounced inspection from licensing, which could occur at any time. She also shared that planning has begun for the Developmental Services Awareness Event, scheduled for March 20th. Additional details will be provided soon. The team aims to finalize and distribute event flyers by the end of this week.

Senior Clinical Director –

Lisette reported that the outpatient programs underwent a licensing review in November. During the review, three citations were issued. She noted that two citations were related to documentation. These issues had already been identified by Lisette and her managers, and corrective measures were implemented prior to the review. The third citation concerned an employee training requirement. This matter has been resolved, as the employee completed the necessary training in December.

Senior Administrative Director –

Carinne reported that the operations manager, Jason Chatman, has resigned. She and Toby are going to review the position and its responsibilities and determine the best path to fill the need going forward.

She also reported that there have been some applications for the communication and community engagement specialist that she and Toby are reviewing. They hope to schedule interviews at the end of the month.

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 VACSB is being held in Richmond on January 20th. Any Board members interested in attending just let him or Carinne know.

He also shared that an announcement has been made regarding the new DBHDS Commissioner. Daryl Washington has been appointed to the position. Mr. Washington currently serves as the Executive Director of the Fairfax Community Services Board, bringing valuable experience and understanding of CSB operations to the role.

Lastly, Toby discussed the role of a fiscal agent. When GPCS was established, it was required to have a fiscal agent, and Goochland County has fulfilled that role since inception. Currently, this requirement no longer exists. Recent discussions have focused on the level of services GPCS utilizes within Goochland County and the historical relationship between the two entities. There is discussion of developing a Memorandum of Understanding (MOU) to clearly define this relationship. Toby will continue conversations with Goochland leadership and provide updates as discussions progress.

ACTION: Motion made by C. Neilson-Hall to adjourn, seconded by L. Revels. All members affirmed, meeting adjourned

The meeting was adjourned at 5:18 pm.

Joyce Layne-Jordan, Secretary

Date

JLJ/ck