

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
May 4, 2026

Goochland Powhatan Community Services Board of Directors held its May 2026 meeting on Monday, May 4, 2026, in Goochland.

Present

Marcus Allen
Michael Asip
Rudy Gregory
Stephen Hancock
Joyce Layne-Jordan
Sandra Leabough
Crystal Neilson-Hall
Linda Revels
Hannah Robicheau
Erin Tierney-Butler

Absent

Staff Attending

Toby Fritz
Lateshia Brown
Lisette Edwards
Carinne Kight

Welcome

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

Minutes

The minutes of April 2026 meeting were reviewed for approval. No edits were noted.

ACTION: A motion to approve the April 2026 meeting minutes was made by C. Neilson-Hall and seconded by E. Tierney-Butler. All in favor, no opposition. The motion carried.

Public Comment

None

FY27 Board Officers (Chair, Vice-Chair and Secretary)

Marcus informed the Board that, in accordance with annual procedure, the Board is required to elect new officers. Nominations were presented as follows: Chair: Mike Asip, Secretary: Joyce Layne-Jordan, Vice Chair: Crystal Neilson-Hall and Hannah Robicheau.
Marcus asked for any comments, questions, or concerns regarding the slate of nominees as presented. None were raised.

Because voting would occur as a single slate, Marcus invited brief background statements from the Vice Chair nominees. Crystal shared that she is committed to continuing her service, noting that she has one year remaining before reaching her term limit. This marks her sixth year on the Board.

Hannah provided a summary of her background. She has experience in school and clinic settings and expressed enthusiasm for being considered for a leadership role to further support the committee's work. A motion was made to close discussion and proceed to a vote. Final vote results were tallied and the slate of officers for FY27 is Chair, Mike Asip, Secretary, Joyce Layne-Jordan, Vice Chair, Hannah Robicheau.

ACTION: A motion to accept the votes as tallied and certify the FY27 slate of officers was made by S. Hancock, seconded by R. Gregory. All in favor, no opposition. The motion carried.

FY 2026 nine-month YTD financial report

Toby presented the nine-month financial report to the Board. He noted that expenses remain in line with expectations for the third quarter. Overall, the agency is operating with a positive balance of \$315,000 at the close of the nine-month period.

Presentation: Draft Budget for FY27

Toby presented the draft budget for the upcoming fiscal year, showing an initial deficit of approximately \$34,000. Toby emphasized that this is an early draft, and a finalized budget will be presented at the next meeting. He noted that the team is reviewing potential cost adjustments and is confident that a level budget can be achieved for the upcoming fiscal year. However, he expressed concern about FY28 due to the anticipated costs associated with the new building.

The Board reviewed the FY27 expense breakdown, with Toby noting that approximately 82% of costs are personnel related. Toby also explained that within the remaining 18%, there is limited flexibility for reductions, as those expenses are essential to ongoing operations. He further reported that 83% of the agency's revenue is restricted funding, which limits how dollars can be allocated. One ongoing challenge has been the lack of an increased allocation from Goochland County for the second consecutive year, though the team is continuing to work through the impact of this. The Board further discussed concerns regarding upcoming Medicaid changes and the potential effects on the agency.

Facility Updates

Toby provided an update on the new building project and shared a current photo of the site. He reported that the septic tank has been installed, and an alarm system will be in place to alert staff in the event of any issues with the septic pump. Framing and roofing work are currently underway. Toby noted that the drain field will be in the area designated for the parking lot; once that installation is complete, the parking lot will be roughed in. During a recent walkthrough, the team identified the need to discuss the layout of the multi-purpose room, including selecting an appropriate divider. Toby also confirmed that the building should be equipped with high-speed fiber through Verizon.

Reports

Board Chair –

Mike thanked the staff and Toby for providing an informative tour of the new building. He also recognized Rick for doing an excellent job leading the tour and explaining the project details.

Mike expressed his appreciation to all candidates who ran for officer positions.

He raised the importance of being prepared to address any public questions related to fraud. Board members were encouraged to review the provided one-page summary; any questions can be discussed at the next meeting.

Mike also noted that he had forgotten to mention at the previous meeting that Crystal was selected as the Rookie Teacher of the Year in Goochland County. The Board congratulated her on this achievement.

Senior Developmental Services Director –

Lateisha reported to the Board that there has been some staffing movement on the developmental services team as a Monacan Services Directo Support Professional (DSP) has resigned. She also reminded the Board that the agency continues to offer a sign-on bonus for part-time DSPs. Board members were encouraged to refer any interested candidates to the agency's website to apply. Lateshia added that the primary qualifications are a high school diploma and a passion for working with individuals with disabilities.

Senior Clinical Director –

Lisette reported that her team has been looking into private and federal grants to assist with budget planning for the upcoming fiscal years. She noted that in June two new clinicians will be starting, filling an emergency services vacancy and a school-based vacancy.

She further reported that the clinical services team is in the beginning stages of planning for Hopefest. It will be August 29th this year and she'll provide more details as planning progresses.

Senior Administrative Director –

Carinne reported that the preliminary audit for FY26 was completed at the end of April, and the independent financial auditors indicated that everything appears to be in good order. The auditors will return later in the summer to complete the full FY26 audit.

Carinne also reviewed current vacancies in In-Home Support Services for part-time DSPs, as well as a full-time DSP position at Monacan, which has recently closed. She highlighted the positive impact of the Bamboo HR system in increasing the number of applications and potential candidates, while also acknowledging that it has resulted in additional review responsibilities for managers.

Executive Director –

Toby provided updates on several operational initiatives. He reported that the agency is moving forward with ClinicallyAI, Docusign, and other tools that are currently supported through a three-year grant. These systems are part of broader efforts to improve processes and secure grant funding to sustain enhancements over time.

He also discussed progress on the Great Place to Work (GPTW) initiative. Employee-led sprint teams have been established and will meet over a 4–6-week period to develop recommendations addressing areas where survey scores were lower. Another GPTW survey will be conducted later this year to measure progress.

Toby shared a success story highlighting the long-term impact of GPCS services. He described an individual who first came to the agency as an eight-year-old child in crisis. Over the years, Support Coordinators, Mental Health Case Managers, and community partners provided consistent wraparound support, even though periods of legal involvement and significant behavioral challenges. Today, the individual's charges have been dismissed, his anger has decreased, he is working toward his GED, and he has rebuilt a positive relationship with his family, demonstrating the power of sustained, coordinated care. He noted that Lisa Williams, Shenika Eldridge, Cat Burgess, and Ravyn Turner played pivotal roles in

this individual's progress, and that their dedication and hard work were fundamental to making this a true GPCS success story.

The Board reviewed the QA quarterly dashboard. Toby noted the lower Columbia scores for the quarter and explained that the team is conducting a deeper analysis to identify opportunities for updates and improvements.

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At approximately 5:19 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. R. Gregory 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. Allen to certify conformity of the closed meeting and to reconvene the regular session, seconded by L. Revels. All members affirmed this.

The meeting was adjourned at 5:36 pm.

Joyce Layne-Jordan, Secretary
JLJ/ck

Date