

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
June 1, 2026

Goochland Powhatan Community Services Board of Directors held its May 2026 meeting on Monday, June 1, 2026, in Goochland.

Present

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

Absent

Crystal Neilson-Hall
Linda Revels

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 May 2026 meeting were reviewed for approval. No edits were noted.

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

Public Comment

None

Review of Internal Controls, Risk Management, and Fraud Prevention Measures

Mike reminded the Board that a few meetings ago the question was raised a few board meetings ago; what are we doing to prevent fraud? The Board discussed the document Toby provided in May regarding the controls and safeguards the agency has such as the annual independent financial audit, internal approval roles, and review of documentation. Discussion centered around the Boards role of governance in these controls and measures and Mike identified that the oversight starts with Board reviewing and approving the budget for the agency.

Presentation: Budget for FY27

Toby presented the final FY27 budget. He reported that a balanced budget was achieved through restructuring certain priorities, including the realignment of the front office and reimbursement units under a single manager, and by leaving unfilled the position vacated due to employee retirement in May.

During the review, Toby noted that 83% of revenue is restricted, and 81.5% of the budget is allocated to personnel. He also highlighted anticipated increases in building expenses this year due to higher rent and utility costs associated with the move into the new Powhatan building. The budget includes a 3% cost-of-living adjustment for all employees hired prior to April 1, 2026. Additionally, the 9.1% increase in insurance costs was largely absorbed within the proposed budget.

To achieve balance, reductions were made, including the elimination of a CSA case manager position, a community engagement position, and the previously identified front desk position. Toby emphasized that no services were impacted by these reductions; however, contributions to capital and auto funds could not be continued under this budget.

ACTION: A motion to approve the FY27 annual budget as presented was made by M. Allen and seconded by S. Hancock. All in favor, no opposition. The motion carried.

Facility Updates

Toby updated the Board on the construction progress for the new building. The roof installation is complete, and the roof underlayment is scheduled to be installed within the next week. Interior framing work continues, including the installation of blocking in areas designated for grab bars.

The team is working through an issue regarding the partition wall for the multipurpose room. The company that originally provided an estimate is now out of business. A new vendor has been identified, and Rick is coordinating with them. Toby asked if anyone recalled prior discussions about the cost responsibility for the partition wall; no Board members did. Rick noted that an adult changing table was originally included in the project pricing but has since been removed, and the partition wall was not part of the original estimate.

The drain field has been installed with no reported issues. Fiber optic service has been set up with Rick. Rick also confirmed that HVAC and power equipment are ready for installation.

Regarding security measures, Toby is coordinating efforts to obtain pricing for security cameras, access control systems, and a wired panic button. He is working with Rick, given Rick's involvement with the doors in the Goochland building and ongoing work in the new building.

Reports

Board Chair –

Mike thanked Toby & staff for internal controls information. Good to be familiar with it as community members may ask questions of board members. He also wished a happy retirement to Sandra. Friday was her last day & today is the official retirement date.

Senior Developmental Services Director –

Lateisha noted she didn't have anything new to report outside of what was provided in the board packet report.

Senior Clinical Director –

Lisette noted that Hopefest is scheduled for August 29th from 11-2. Flyers will be coming out soon and she will pass on to the Board when they do.

Staffing wise, a new emergency services clinician started today, and she speaks Spanish which is nice to have for assisting with clients that come in for same day access and have a language barrier. Currently there are 2 substance use disorder clinician positions open and 1 school based clinician position open. Lisette also reported that she participated in the Powhatan storytelling campaign along with Rudy. The campaign is stories of recovery and connection to treatment and gives a face to treatment. It's scheduled to come out at end of the month.

Senior Administrative Director –

Carinne reported that the final audit for FY26 has been scheduled for the last week of August. Carinne also reviewed current vacancies that Lisette mentioned as well as a continued opening for In-Home Support Services for part-time DSPs. Monacan services has filled their vacant DSP position. Lastly, she noted that an agency shirt order is going in by mid-June and collected information to provide Board members with shirts.

Executive Director –

Toby highlighted several staff for exceptional efforts. Cassidy Griles, Grace Wells, and Sophie Settle, provided critical support to victims involved in the Fast Feet case, including staying with them during the trial to support as needed. Toby noted the significant impact of their work. He also recognized Lisette and Heather for providing essential support to the clinicians throughout this difficult process. The GPTW survey is scheduled for the fall. Following last fall's survey, employees have been leading sprint teams to implement improvement initiatives. The Performance Contract has not yet been published. It will continue the two-year contract approved last year. Toby will present the finalized adjustments to the Board once they are available. Legislative updates included the CBA not passing, though it is expected to be reintroduced next year. Paid FML and paid sick leave for all employees both passed. Board members interested in attending the October VACSB conference in Roanoke should contact Toby. The organization will have a presence at the Goochland Farmers Market on 6/9, 6/23, 7/14, and 7/28.

At approximately 5:34 p.m., J. Layne-Jordan moved that the Board convene in a closed meeting pursuant to Virginia Code § 2.2-3711. for Discussion of Executive Director performance evaluation and contract. 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 J. Layne-Jordan to certify conformity of the closed meeting and to reconvene the regular session, seconded by M. Allen. All members affirmed this.

ACTION: Motion to renew Executive Director contract was made by J. Layne-Jordan, seconded by S. Hancock. All in favor, no opposition. The motion carried.

The meeting was adjourned at 5:57 pm.

Joyce Layne-Jordan, Secretary
JLJ/ck

Date