

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
September 14, 2026

Goochland Powhatan Community Services Board of Directors held its September 2026 meeting on Monday, September 14, 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 August 2026 meeting were reviewed for approval. No edits were noted.

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

Public Comment

None

Floating Holiday proposal

Toby informed the Board that the Governor granted state employees an additional four hours of paid holiday time on Friday, September 4, prior to the Labor Day weekend. Due to the short notice and previously scheduled appointments and services, GPCS was unable to close without causing disruption. Powhatan County, however, closed its county offices for the entire day on September 4th. Toby reminded the Board that per GPCS policy, the Board may, at its discretion, award additional holidays and 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 he is proposing that employees who currently receive floating holidays be granted one additional floating holiday during FY27. This additional day would be administered in the same manner as existing floating holidays, requiring standard scheduling procedures and supervisory approval.

ACTION: A motion to approve provision of an additional floating holiday to be used in FY27 for all employees who receive floating holidays was made by R. Gregory, M. Allen. All in favor, no opposition. The motion carried.

FY2027 Performance Contract

Toby reported that both Boards of Supervisors have formally approved the FY27 Performance Contract. The contract remains a complex document, and members reviewed several minor revisions that were incorporated into the final version. These changes include updated procedures for managing and applying unspent balances.

ACTION: A motion to approve FY27 performance contract was made by C. Neilson-Hall, seconded by S. Leabough. All voted in favor, no opposition. The motion carried.

Fiscal Management

a. *Reserve Adequacy & Governance Policy draft – Informational

Toby presented a draft proposal to the Board outlining a framework for reserve adequacy and governance. He noted that he and Mike agreed to bring the proposal forward this month for review and discussion, with the intent to return it for a formal vote at the next meeting. Toby explained that the proposal was developed with input from the Finance Director and Carinne and will be incorporated into the fiscal procedural policy once approved.

Toby reported that the organization currently maintains more than six months of reserve funds. Under the proposed policy, any funds exceeding the six-month reserve plus a 10% buffer would be eligible for use and designated solely for one-time expenditures. The reserve threshold would operate on a rolling basis aligned with the annual budget.

He also emphasized that the Board would need to determine limitations on expenditures that may be made without prior Board approval. The Board discussed potential examples of such expenditures, including software deposits, staff bonuses, and emergency building-related costs. Toby clarified that any expenditure made without prior approval would be reviewed at the earliest Board meeting following the transaction.

Board members agreed that the proposed policy provides clear structure and appropriate checks and balances for responsible use of excess reserves. After discussion, the Board determined there was no need to delay a vote and supported adopting a tiered approval structure. Under this approach:

- Expenditures up to 20,000 may be made without prior Board approval.
- Expenditures between 20,001 and 50,000 require approval from the Board Chair.
- Expenditures exceeding 50,000 must be approved by the full Board.

a. Additional Discussion – Employee Bonuses

As a byproduct of the Board's discussion regarding reserve adequacy and expenditure thresholds, the Board engaged in a related conversation about potential employee bonuses. Staff bonuses were used as one of the examples of expenditures that might fall under the proposed reserve policy framework. During this discussion, Rudy noted that he supported approving employee bonuses consistent with the amounts provided and distribution timeline as last year. Following this, Rudy proposed the Board formally discuss and approve employee bonuses for the current fiscal year. The Board agreed that consideration of

employee bonuses aligned with the broader conversation about responsible use of reserve funds and appropriate oversight.

b. **GPCS-managed bank account proposal

Toby presented an update on the assessment of potential banking partners for GPCS-managed accounts. He reported that he and Carinne interviewed three banks: C&F Bank, United Bank, and TowneBank. As part of the evaluation, they reviewed each institution's compliance with Virginia statute requirements, including verification processes for account deposits.

Toby noted that United Bank did not meet the necessary verification criteria and was therefore removed from consideration. Both TowneBank and C&F Bank fully met statutory requirements, and all GPCS funds held at either institution would be approved under state guidelines.

He also reminded the Board that GPCS already holds certificates of deposit for the Cedar Woods project with C&F Bank and recently utilized one of C&F's vendors for the implementation of the new credit card platform. Based on these factors, staff recommended moving all GPCS accounts to C&F Bank.

ACTION: A motion to approve the Reserve Adequacy & Governance Policy with the addition of the tiered expenditure structure as noted was made by M. Allen, seconded by C. Neilson-Hall. All voted in favor, no opposition. The motion carried.

ACTION: A motion to approve issuance of employee bonuses consistent with the amounts as FY26 and issues in the same check as in FY26 was made by R. Gregory and S. Leabough seconded. All voted in favor, none opposed. Motion carried.

ACTION: A motion to approve moving all GPCS accounts to C&F bank was made by S. Hancock, seconded by R. Gregory. All voted in favor, no opposition. The motion carried.

Reports

Board Chair –

Mike reported that he attended both HopeFest and Overdose Awareness Day, noting that the events were well organized and that Jordan and Brian were present distributing informational materials. He also conducted a walkthrough of the new facility with staff, which he found helpful, and appreciated the opportunity to meet with Rick and had several questions addressed.

Mike also had the opportunity to speak with Reed Terry from Congressman John McGuire's office. Their discussion included an overview of CSB operations, potential concerns such as the possible loss of Medicaid funding, the Homestead Act, and rural workforce challenges. Mike noted that Reed appeared engaged and eager to learn more.

Senior Developmental Services Director –

Lateshia reported that her team had recently been recognized for exemplary performance. GPCS was the only CSB in the state to meet the dental performance measure target in the 4th quarter of FY26, and one of only three CSBs statewide to meet the target in any quarter throughout the entire fiscal year. She added that she had no additional updates at this time.

Senior Clinical Director –

Lisette provided an update on recent clinical activities. HopeFest was held successfully, and while participation was lower than hoped, staff learned valuable lessons to strengthen next year's event and outreach.

She and Rudy participated in the “Stories of Hope” project, sharing personal reflections on how substance use has impacted their lives; the video link was provided in the Board packet. Lisette announced that a new Peer Support Specialist has been hired and will begin on October 1. Additionally, School-Based Services (SBS) have been onboarded for Goochland County Public Schools.

Senior Administrative Director –

Carinne reviewed current vacancies with the Board, which includes the continued opening for in-Home Support Services for part-time DSPs as well as van drivers. She informed the Board that the independent financial auditors came out at the end of August to complete the FY26 audit. They spent time onsite talking with staff and collecting information. They’re wrapping up and have seemed satisfied with all they’ve reviewed.

Executive Director –

Toby highlighted recent PIEP success stories that he included the VACSB annual report submission in the Board packet. He also noted that staff member Emily Li has been selected as the recipient of Powhatan County’s Lifeline Award, which will be presented at the Board of Supervisors meeting on Monday, September 28 at 6:00 p.m. He informed the Board that the former Hallmark facility is now empty, and its licenses have been formally revoked. Website updates are also underway. Toby also reminded Board members of the VACSB conference in October. Asking them to let him know if any were interested in attending so he could get registration and hotel set up for them.

Other Reports –

Stephen shared that all Boards of Supervisors were pleased with Toby’s recent presentation at the Powhatan BOS meeting.

Rudy let the Board members know that National Night Out in Powhatan had been postponed due to weather and will take place on October 6th.

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
JLJ/ck

Date