



Policy Advisory Board

Monday, June 16, 2025

NORFOLK COMMUNITY SERVICES BOARD
POLICY BOARD MEETING MINUTES
Thursday June 16, 2025, at 11:00 AM
Meeting was held at 7447 Central Business Park Drive

Members in Attendance:

Jazmine Emily Garcia (0)
Mike O'Toole1(1)

Members Absent:

Dante Walston (1)
Dr. Sally Carroll (1)
Krystal Vaughan (1)
Henry McNair (2)

Staff in Attendance:

Dr. Nathan Woodard, ED
Melissa Hansen, Board Chair
Stephen Stewart
Kristen Condon
Hank Crofford
Dr. Forte
Hank Crofford
Dr. Scott
Carolsue McGehee

**A quorum of the members was present*

**Numbers in parenthesis represent the number of absences during a 12-month period*

I. **CALL TO ORDER:** The meeting was called to order at 11:02 AM. by Jazmine Garcia.

II. **OPENING REMARKS**

Public Comment

Melissa Hansen, Administrative Analyst, is responsible for receiving comments from the public, either before or after the meeting. Such comments may be submitted by e-mail to Melissa.hansen@Norfolk.gov.

Members in Attendance

Those members of the NCSB participating in this meeting will be identified in the roll call of the meeting and in the minutes.

III ROLL CALL

Melissa Hansen called the roll of the members. There was not a quorum.

IV. Citizens Comments

A. No citizens were in attendance.

V. Matters of the Chair

A. Approve minutes from May 19, 2025 – tabled to next meeting due to not having a quorum.

IV. Matters of the Executive Director (Dr. Nathan Woodard)

A. Performance Contract

- i. We should receive it any day. As soon as we receive it, we will send it out via email. It must be returned by 9/20.
- ii. Jazmine will call a special meeting for the approval of the contract over the summer.
- iii. Nate passed out the cards for housing information.
- iv. Jazmine's non-profit had a graduation, and prevention has been along for the work with the prevention coalition. She appreciates the CSB so much.

B. Hiring

- i. We had a successful hiring event, all 33 followed up with the city and they start this week and the next hiring period. The fall hiring event will include other positions as well.

C. Melanie Sims presented about Mobile Crisis.

- i. Training is offered to stakeholders. Jazmine is interested in the training. 988 is doing an ad campaign. Mobile crisis is handing out information to local physician offices.

V. Miscellaneous Announcements

VI. Adjournment: Jazmine Garcia adjourned the meeting at 11:27 A.M.

Respectfully submitted,

Melissa Hansen
Board Chair