



Policy Advisory Board

Monday, September 15, 2025

**NORFOLK COMMUNITY SERVICES BOARD**  
**POLICY BOARD MEETING MINUTES**  
**Monday September 15, 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)  
Dr. Sally Carroll (1)  
Henry McNair (2)  
Trevellis Lewis (0)  
McLain Gore (0)

**Members Absent:**

Dante Walston (5)  
Krystal Vaughan (2)

**Staff in Attendance:**

Melissa Hansen, Board Chair  
Angela Taylor  
Hank Crofford  
Lynne Perkins-Anderson  
Steven Stewart  
Dr. Scott  
Carolsue McGehee  
John Buckner

*\*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 11:06 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](mailto: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 a quorum.

IV. **Citizens Comments**

A. No citizens were in attendance.

## **V. Matters of the Chair**

- Introduction of new members and staff to new members.
- Approve Minutes from May 19, 2025, June 16, 2025, and July 14, 2025
  - A motion was made by Sally Carrol to approve the minutes from May, June and July of 2025, and seconded by Trevellis Lewis.
- Appoint a Nominating Committee
  - Mr. Trevellis Lewis agreed to be on the committee as well as Dr. Carroll and Dr. Vaughan.
    - A Nominating Committee of three members shall be constituted annually.
    - The Chair of the Nominating Committee shall be appointed by the Board Chair.
    - Two members shall be nominated by the Nominating Committee Chair and shall be approved by the Board.
    - This Committee shall nominate a candidate for each office and shall present the list of nominees to the Board prior to the last Board meeting of the calendar year.
- Gathering New Board Members
- Insight on 988
  - Transferred to contact for assistance. It rings a phone bank in Suffolk, dispatchers will provide assistance or if someone is in need, or they can send out a mobile crisis team. The makeup of the teams varies. We have a QHMP and a peer, to render services and provide follow-up. John will provide the stats for next meeting
  - Signage for 988, how can 988 be designed by youth? The region is paying for signage, and John can pose the question. Jazmine will send samples to John.

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

- AUP – Sign AUP’s for Norfolk email addresses
- Norfolk Community Trust Exempt Fund
  - i. Will table until next meetings in Dr. Woodard’s absence
- Performance Contract
  - i. Hank went over the Performance Contract exhibits and changes with the board members.

## **V. Miscellaneous Announcements**

Dr. Scott reminded us and the board about the Recovery event at TDC and when it is finalized, she will send an email out.

**VI. Adjournment:** Jazmine Garcia adjourned the meeting at 11:38 AM.

Respectfully submitted,

Melissa Hansen  
Board Chair