



Policy Advisory Board

Monday, December 15, 2025

NORFOLK COMMUNITY SERVICES BOARD
POLICY BOARD MEETING MINUTES
Monday December 15, 2025, at 11:00 AM
Meeting was held at 7447 Central Business Park Drive

Members in Attendance:

Mike O'Toole
Dr. Sally Carroll
Dr. Krystal Vaughan
Henry McNair
Anthony Tucker

Members Absent:

Trevellis Lewis
Jazmine Emily Garcia
McLain Gore

Staff in Attendance:

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

**A quorum of the members was present*

I. **CALL TO ORDER:** The meeting was called to order at 11:07 AM. by Dr. Vaughan

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 a quorum.

IV. Matters of the Chair

- A. Welcome New Member
- B. Report Nominating Committee
 - 1. Jazmine Garcia and Dr. Vaughan were nominated as Chair and Vice Chair respectively.
- C. Vote for Committee Members
 - 1. A motion was made by Dr. Carroll, 2nd by Michael O'Toole. The motion passed.
- D. Approved minutes from the October 20 meeting
 - 1. Motion was made by Mike O'Toole, 2nd by Henry McNair, the motion was passed.
- E. Insight into housing programs that are being offered and plans on how the city/CSB plans to focus on these areas?
 - 1. The City manager is on board with updates, and we have budget enhancements in place to get WIFI for the center. We are all hands-on deck for maintenance at the checklist at the Center. Our long-term vision is to build a shelter.
- F. Maintenance and WIFI update at the Center
 - 1. A budget enhancement has been submitted for WIFI.

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

- A. Review By-Laws
 - 1. Board will review the bylaws and vote in January.
- B. Norfolk Community Trust Exempt Fund
 - 1. We are working with the City attorney's office to see how the funds will be handled. This trust is not part of the CSB or the City. As we get information, we will pass it on. They are looking for attorneys and CPAs to take over the funds.
- C. Approval of Planning Calendar
 - 1. The 2026 calendar was approved.
- D. RSA on phones for Norfolk emails – available in IT after the meeting

VI. Miscellaneous Announcements

- 1. Vigil at Freemason Street this Sunday, the Norfolk Street choir will perform at 4:30 – Carolsue McGehee
- 2. We will be sharing our narrative and programs with the NCSB with the board in future meetings. Dr. Woodard

VII. Adjournment

Meeting adjourned at 11:55 AM