



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](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. 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, 2<sup>nd</sup> by Michael O'Toole. The motion passed.
- D. Approved minutes from the October 20 meeting
  - 1. Motion was made by Mike O'Toole, 2<sup>nd</sup> 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 calander 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