



## Board of Directors

Tuesday  
August 27, 2024

**NORFOLK COMMUNITY SERVICES BOARD  
BOARD MEETING MINUTES**  
**Wednesday, August 27<sup>th</sup>, 2024 (Special Meeting)**  
**Meeting was held at 7447 Central Business Park Drive**

**Members in Attendance:**

Charles Peek (01)  
Jazmine Emily Garcia (1)  
Dawn Freeman (1)  
Mike O'Toole (1)  
Carly Gelles (0)  
Dante Walston (0)  
Henry McNair (1)  
Dr. Krystal Vaughan (1)

**Members Absent:**

Carly Gelles  
Dante Walston

**Staff in Attendance:**

Steve Stewart, Interim Executive Director  
Kristen Condron, Division Head  
Dr. Bill Forte, Medical Director  
Dr. MaShawn Scott, Acting Division Head  
Amy Lui, Controller

*\*A quorum of the members was present*

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

I. **CALL TO ORDER:** The meeting was called to order at 6:00 p.m. by Mr. Charles Peek, Chair.

**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**

Steve Stewart called the roll of the members. There was a quorum.

**IV. Citizens Comments**

No citizens were in attendance.

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

### **A. Approval of Minutes:**

There was a motion to approve the minutes for May and June 2024.

Voted to Approve- all in favor, none opposed, no abstentions

### **B. Recommend review and update bylaws.**

- a. Mr. Peek discussed the need to review and amend the by-laws
- b. Discussed new meeting date- will meet the fourth Thursday starting in October 2024

## **VI. Matters of the Interim Executive Director (Steve Stewart)**

### **A. Brief overview of the Performance Contract and solicited any last-minute questions.**

Voted to Approve- all in favor, none opposed, no abstentions.

### **B. Discuss the dates for the six scheduled meetings.**

- a. February 28, 2024
- b. March 27, 2024
- c. April 24, 2024
- d. May 22, 2024
- e. June 26, 2024
- f. September 25, 2024
- g. October 24, 2024
- h. Nov/Dec (1<sup>st</sup> week in December 3, 2024)

### **C. Adjournment**

**With no further discussion items, a motion was made by the Chair to adjourn. the meeting was adjourned at \_\_\_\_ p.m.**

The next meeting of the Board Directors is scheduled for October 27, 2024.

Respectfully submitted,  
Angela Taylor-Colston

## Amend Minutes

Dante Walston was listed as Absent and in Attendance

The Numbers in parentheses notate absences, these numbers are not correct; they should read:

### **Members in Attendance:**

Charles Peek (0)  
Dawn Freeman (3)  
Mike O'Toole1(1)  
Carly Gelles (4)  
Dante Walston (3)  
Krystal Vaughan (0)  
Sally Carroll (0)  
Henry McNair (5)  
Jazmine Emily Garcia (2)

Dates for next meetings should be as follows:

- a. No meeting listed      January 23, 2025
- b. February 28, 2024      February 27, 2025
- c. March 27, 2024      March 27, 2025
- d. April 24, 2024      April 24, 2025
- e. May 22, 2024      May 22, 2025
- f. June 26, 2024      June 26, 2025
- g. September 25, 2024      September 25, 2025
- h. October 24, 2024      October 24, 2025
- i. Nov/Dec (1<sup>st</sup> week in December 3, 2024)      Dec 4, 2025

The next scheduled meeting date after Adjournment should read, October 24, 2024