



Board of Directors

Tuesday
August 27, 2024

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, August 27th, 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'Toole1(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.

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 (1st 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 st week in December 3, 2024) | Dec 4, 2025 |

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