



Board of Directors

Thursday
December 5, 2024

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Thursday December 5, 2024, at 6:00 PM
Meeting was held at 7447 Central Business Park Drive

Members in Attendance:

Charles Peek (0)
Dawn Freeman (4)
Dante Walston (4)
Krystal Vaughan (1)
Sally Carroll (0)
Henry McNair (5)
Jazmine Emily Garcia (3)

Members Absent:

Carly Gelles (7)
Mike O'Toole1(2)

Staff in Attendance:

Dr. Nathan Woodard, ED
Melissa Hansen, Board Chair
Michele Davis
Stephen Stewart
Kristen Condren
MaShawn Scott

**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 6:05 p.m. by 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**

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**

A. Approve minutes from August 24, September 24 and November 24. See attached list for amendment of submitted August minutes.

- i. A motion was made by Dr. Vaughan, seconded by Dawn Freeman, and there was some unreadiness about the bonus retention that Mike O'Toole brought up, in the September meeting/minutes, in reference to retaining staff at the CSB as they do with the Fire Dept. and Sheriff's department. This information was not reflected in the September minutes. Sally Carol made the motion to accept the September Minutes, with the following addendum to the minutes, Dante Walston 2nd, and all the stated minutes were approved unanimously.

1. ADDENDUM TO SEPTEMBER 2024 MINUTES

An update on Bonus Retention, per Dr. Woodard - We received funds from the state that we can do some things with. One pot included funds for retention and bonuses. We have been working diligently to see how this process looks. We hope that this will happen in the next 30 days. Another recruitment incentive that we have is that we can bring them in at 15% above the base salary. We will look at other bonuses, as they are more specific in that you must remain with our department for a certain amount of time. We are also having the conversation about compression as well. Currently, our goal is to assure that people are being paid for that they are doing.

- B. Review/Approve By-Laws

- i. There was discussion pertaining to the By-Laws and the changes submitted by Mr. Peek. Dr. Woodard asked that the rules of the board be modified to state that if a board member is absent more than three concurrent meetings, that they be automatically removed, and their membership dissolved. Mr. Peek will clean up the bylaws, add any other recommendations and send to everyone to review. There were questions about virtual meetings and Dr. Woodard reiterated that state code did not allow for virtual meetings, except as noted in the current By-laws. Further discussion and approval was tabled until the next meeting.

- C. Approve the Planning Calendar

- i. Jazmine Garcia made a motion to accept the Calander as presented, 2nd by Sally Carol and approved unanimously.

- D. Approve Board Officer Elections

- i. Dr. Vaughan was nominated as the chair of the nomination committee. Jazmine Garcia was nominated for Board Chair and Dr. Krystal Vaughan was nominated for Vice Chair. A motion was made by Dr. Vaughan that we close the nominations, and it was 2nd by Dawn Freeman. This was unanimously approved. The motion was made by Dawn, and 2nd by Dr. Vaughan, and the elections were approved unanimously.
- ii. Dr. Woodard thanked Mr. Peek for his long service and advocacy for the individuals that we serve. Mr. Peek stated that he has both family and friends that utilize our services. He stated that we have the best staff in the region, and this is a testament to the leadership of the CSB for a long time. He stated that he would continue to be an advocate for the NCSB. The board members applauded Mr. Peek for his service.

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

- Miscellaneous Announcements
 - i. Dr. Woodard – After watching the news segment of Carolsue McGehee and Marla Robinson – “We are excited about our Housing and Homeless Services, what the CSB and the City have for our unsheltered citizens, both when it is cold and hot. This was timely and good press. Carolsue and Marla did a great job.”
- Board of Directors Advocacy Legislative Agenda/VACSB Meeting
 - i. The VACSB legislative conference is being held in Richmond, in January. At this meeting we will discuss our concerns and issues so that they can lobby for us. We would like one board member to attend with Dr. Woodard, to meet and discuss advocacy with other boards in the area. We will pay for the registration and hotel; transportation costs will be on the Board member.
- CSB Staff
 - Dr. Woodard would like all new employees to come to the board meeting and introduce themselves, including where they work in the CSB. If the board could consider that, this would further connect the employees and the board.
- CSB Services
 - On a monthly basis, departments will attend the monthly meeting and provide a 15–20-minute presentation to the Board pertaining to their unit. This will allow the board members to be familiar with who runs the programs, what the services are and would better help members to advocate for our services.
- Marcus Alert
 - The city will continue to fund this program. We hope that by July we will be funded. Please contact John Buckner if you would like to take part or know of anyone that would. Each community is different, and we want to assure that we tailor it to Norfolk’s needs.

VI. Adjournment

With no further discussion items, a motion was made by Charles Peek to adjourn and the meeting at 7:03p.m.

The next meeting of the Board Directors is scheduled for a January 23, 2025, at 6:00 PM.

Respectfully submitted,
Melissa Hansen
Board Chair