

MEETING MINUTES

Alexandria Community Services Board Meeting

4850 Mark Center Dr. Alexandria, VA

Conference Room #1301

January 9, 2025— 6:30 pm

Members Present: Mary Lyman, Chair
Mary Catherine Gibbs
Michele Walz
Erica Hamilton
Marjorie Leong Greenberg
Luisa Lancetti
Ian Ring

Members Absent: Brian Marvin (excused)
Krista Oberlander (excused)

Staff: Phillip Caldwell, Center Director for Adult Services, DCHS
Chontelai Patterson-Mendie, Administrative Operations Officer
Jennifer Kane, Director of Quality Assurance
Celestine Chew, Administrative Support Supervisor

Ms. Lyman called the Board Meeting to order at 6:40 p.m.

I. PUBLIC COMMENT

II. CONSENT ACTION ITEMS

- Approval of December 5, 2024, Board Minutes: On a motion by Ms. Mary Catherine Gibbs, seconded by Ms. Marjorie Leong Greenberg, the Board unanimously approved the minutes of the December 5, 2024, Board meeting.

III. DISCUSSION ITEMS

- Mr. Phillip Caldwell introduced a new member of the Board, Mr. Lemuel Houston, Jr. from the Sheriff's Department. He has been with the sheriff's department for 11 years and he is CIT trained. He is replacing Marybeth Plaskus.
- Ms. Jennifer Kane discussed the report of clients' serious incidents, deaths and levels of injuries from July- December 2024. She stated the State is interested in having clients' reports separated from operations and facilities reports. Incidents are discussed in the safety committee meetings. There is an incident report database. The Safe Haven group home has the largest level of medication errors and clients declining medication due to clients being absent from the program at the time of medication disbursement.
- All incidents are recorded and reported to the State. They include occurrences such as falls, client to client aggression, bruises or swellings. Medication errors are also reported. The Substance Abuse program had 11 clients receive less than their prescribed methadone dose, due to a user error by staff. That was a personnel matter, and personnel action was taken against the staff involved.
- Mr. Caldwell updated the Board on the budget on behalf of Mr. Obenwa. There are no issues, expenditures as of now are roughly equal to those of previous years, and no problems are foreseen.

IV. BOARD CHAIR COMMENTS/CONCERNS

- Ms. Lyman informed the Board Members that the Board Chair and /Vice Chair are elected yearly at this time. Please send an email to Celestine Chew if you would like to nominate someone other than the incumbents else for the Board Chair/ and Vice Chair positions currently held by Ms. Lyman and Ms. Gibbs. The voting will take place at the February meeting.

V. EXECUTIVE DIRECTOR UPDATES

- Mr. Caldwell stated that Mary Lyman and Erica Hamilton. will be attending the VACSB Legislative Policy Conference in Richmond in January. The next conference will be in May, held in Norfolk, VA. Please inform Mr. Caldwell and Celestine if you would like to attend. Mr. Caldwell feels that all Board Members should experience the Legislative Policy Conference or another VACSB conference. It is an opportunity to meet other Board members from different counties.
- There are two vacancies in the ACSB, and two citizens will be nominated to fill the vacancies.

Adjournment

Having addressed all items on the published agenda, and on a motion by Ms. Michele Walz, seconded by Ms. Erica Hamilton, Ms. Lyman adjourned the meeting at 8:02 PM.

Respectfully submitted,
Celestine Chew