

MEETING MINUTES

Alexandria Community Services Board Meeting

4850 Mark Center Dr. Alexandria, VA

Conference Room #1352

December 4th, 2025 – 6:30 pm

Members Present: Mary Lyman, Chair
Brian Marvin
Michele Walz
Marjorie L. Greenberg
Mouaad Jaani
Erica Hamilton
Lemuel Houston, Jr.
Luisa Lancetti
Ian Ring
Mary Catherine Gibbs, Vice Chair

Staff: Kate Garvey, Director
Federico Gutierrez, Assistant Director
Chontelai Patterson-Mendie, Admin Operations Officer
Daniel Ratliff, Program Evaluation

Ms. Lyman called the Board Meeting to order at 6:59 P.M.

I. PUBLIC COMMENT

- There was no public comment.

II. CONSENT ACTION ITEMS

- Approval of November 2025, Board Minutes: On motion by Mary Lyman, seconded by Luisa Lancetti, the Board unanimously approved the minutes of November 5th, 2025.
- New Board Member Raquel Rosa introduced herself to the Board- Executive Director, Kate Garvey, will schedule an orientation for Ms. Rosa.

III. DISCUSSION ITEMS

- Daniel Ratliff presented the Quality Improvement Plan, highlighting the 14 programs that align with the State Performance Contract.
- D. Ratliff discussed the main update in the plan, which was the addition of the outcome areas and the actual state-approved objectives for each program.
- D. Ratliff also presented the outcomes for each program, adding that each program now has a comment section and that all comments are direct words from clients who completed the satisfaction surveys.

IV. EXECUTIVE DIRECTOR COMMENTS/CONCERNS

- Kate Garvey provided an update on the Executive Director position posted on this date, which will be open for 30 days.
- Kate Garvey noted that Governor-elect Spanberger has announced Marvin Figueroa as the next health and human resources secretary.
- Kate Garvey noted that the budget sessions will be 1 week before Christmas. There will be a 1% reduction, and the City Manager's budget will be released on Jan 24th.
- Once the budget is released, there will be public hearing sections open for public comments.

V. ADJOURNMENT

- Motion to adjourn by Mary Lyman, seconded by Luisa Lancetti, at 7:30 P.M.