

MEETING MINUTES

Alexandria Community Services Board Meeting

4850 Mark Center Dr. Alexandria, VA

Conference Room #1352

January 8th, 2025 – 6:30 pm

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

Staff: Kate Garvey, Director
Federico Gutierrez, Assistant Director
Chontelai Patterson-Mendie, Admin Operations Officer
D'Mitre Powell, Supervisory Administrative Support

Ms. Lyman called the Board Meeting to order at 6:53 P.M.

I. EXECUTIVE SESSION

The meeting was called into an Executive Session by Mary Catherine Gibbs and seconded by Mary Lyman at 6:35 P.M. to discuss a personnel matter. The Executive Session ended at 6:49 P.M. to resume the public meeting.

II. PUBLIC COMMENT

There was no public comment.

III. CONSENT ACTION ITEMS

Approval of December 2025, Board Minutes: On motion by Mouaad Jaani, seconded by Mary Catherine Gibbs, the Board unanimously approved the minutes of December 4th, 2025.

IV. DISCUSSION ITEMS

Ms. Kate Garvey shared a Q2 Analysis for FY26 Year-to-Date (YTD) Expenditures and stated that the CSB has expended \$22.7 million, representing 44% of its total FY26 budget of \$51.98 million. Personnel services represent the largest share of the CSB's at 87%.

Ms. Garvey also highlighted a consistency with quarterly expectations in the current expenditure rate at 42.7%. Additionally, spending on non-personnel services also meets quarterly expectations.

Ms. Garvey stated that no capital expenditure has been incurred to date and that overall, CSB's financial performance reflects balanced spending at 43.68% of the annual budget. This figure is consistent with expected utilization for the first quarter.

Ms. Chontelai-Patterson Mendie presented the Alexandria DCHS (CSB) Quarterly Incident Report Analysis for October 1, 2025- December 31, 2025.

Ms. Patterson-Mendie stated that total serious incidents consist of Level I, II, and III serious incidents. The total serious incidents decreased from an average of 84 serious incidents per quarter in Q1-Q3 2025 to 66 serious incidents in Q4 2025.

V. EXECUTIVE DIRECTOR COMMENTS/CONCERNS

Ms. Garvey shared that there was an Optum insurance claims audit and the City was able to reduce penalties by \$100,000. Furthermore, Ms. Garvey highlighted Ms. Patterson-Mendie's efforts in managing significant corrective actions regarding audit findings.

Ms. Mary Catherine Gibbs shared that she is running for General District Court.

Ms. Garvey stated that the Board is due for Chair and Vice Chair elections in February.

VI. ADJOURNMENT

Motion to adjourn by Mary Catherine Gibbs, seconded by Erica Hamilton, at 7:36 P.M.