



HANOVER COUNTY

COMMUNITY SERVICES BOARD – Executive Committee

COMMUNITY SERVICES BOARD

Sue Randolph – Chair

Citizen

Angela Kelly-Wiecek

Board of Supervisors

AGENDA

Hanover County Community
Services –
Atlee Commons Meeting Room
9734 Atlee Commons Drive
Ashland, VA 23005

February 22, 2023
(Rescheduled from Feb. 15, 2023)
9:00 AM

- I. Call to Order
- II. Consideration of Amendments to the Agenda
- III. Approval of Minutes – January 11, 2023 Meeting
- IV. Citizens' Time
- V. Presentations and Agenda Items
 - A. CSB Committee Structure
 - B. Board Roles and Responsibilities
 - C. Staff Appreciation Lunch/Activities
 - D. Additional Planning Items
- VI. Other Items
- VII. Announcements
- VIII. Adjournment



**HANOVER COUNTY
COMMUNITY SERVICES
BOARD –
Executive Committee**

COMMUNITY SERVICES BOARD
Sue Randolph – Chair
Citizen
Angela Kelly-Wiecek
Board of Supervisors

MINUTES

January 11, 2023
8:30 AM

Members Present:

Sue Randolph, Mary Butler Eggleston, Robin Trivette, Anne Cross

Staff Members Present:

Ivy Sager, Jim Taylor

Additional Attendees:

None

Presenters:

None

Location:

Atlee Commons Meeting Room, 9734 Atlee Commons Drive, Ashland, VA 23005

Call to Order

Sue Randolph, Chair, called the meeting to order at 8:39am.

Consideration of Amendments to the Agenda

There were no amendments to the agenda.

Approval of Minutes

The minutes from the August 8, 2022, Executive Committee meeting stand approved as presented.

Citizens' Time

None

Presentations and Agenda Items

The Executive Committee discussed CSB Board meetings and outlined a number of expectations to support the efficiency of the meeting. Ms. Randolph noted that she would like to set a new expectation that Board members review the entire packet before the meeting and if they have any questions or comments, they should be submitted prior to the meeting. She noted this would allow for staff to ensure they are able to provide a full response at the meeting. As well, if the question

requires review or input from the County Attorney's Office or County Administration, submitting beforehand will enable this.

The Committee also discussed expectations related to open discussion at meetings being limited to 15 minutes and more diligence to following Robert's Rules of Order. As far as comprehensive onboarding for new board members, the Committee agreed that new board members should participate in the facility/program tour as soon as possible at the beginning of their term.

The Committee then turned its attention to discussing the recent Board Retreat and the ongoing opportunity for Board members to have clarity about their roles and responsibilities.

From these discussions, the Committee agreed that Ms. Randolph would send a communication to all Board members prior to the January CSB Board meeting. With this communication, she will outline the expectations as noted above. In addition, the Committee agreed to work on Board roles and responsibilities and edits to the Board Member Job Description with the intention to bring this before the full board in February.

The Executive Committee continued by discussing the current committees and committee structure for the CSB Board. There was agreement that Board members should be more engaged at a committee level and the following committee structure was considered: Public Awareness, Advocacy and Liaison Reports (such as the Opioid Task Force). There was also much interest in Board members being involved and assisting with the agency-wide staff appreciation and recognition lunch/activities.

In addition to the task related to Board member roles and responsibilities, the Executive Committee agreed that Ms. Eggleston would share preliminary information regarding committees with the full Board at the January meeting. The Executive Committee will then include this topic for further discussion at the February meeting.

Other Items

None

Announcements

None

Adjournment

Meeting was adjourned at 9:50am.