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# MOUNT ROGERS COMMUNITY SERVICES

September 28, 2026
Minutes

The Mount Rogers Community Services Board of Directors met on Monday, September 28, 2026, at 1:00 p.m. at the E. W. Cline Jr. Building in Wytheville, Virginia.

PRESENT:
Ms. Susie Dixon Garner
Ms. Tammy Terry-TEAMS
Ms. Sandra Venzie
Ms. Sandy Worrell
Ms. Joanne Groseclose
Ms. Kristyna Lathem
Ms. Michelle DeBord
Ms. Susan Clark

MEMBERS ABSENT:
Mr. Kris Ratliff
Ms. Kathy Havens
Ms. Betsy Shearin
Mr. Andrew Moss
Mr. Patton Graham

STAFF PRESENT:
Mr. Matt Sabo
Ms. Sandy Bryant
Ms. Patty Belcher
Ms. Kayla Fisher
Ms. Wendy Gullion
Ms. Dedra Helbert
Mr. Mark Morin
Mr. Shaun Charles
Ms. Rebecca Martel
Mr. Duncan Sandoz
Mr. Richie Pack
Ms. Lakesha Mayes
Ms. Kim Woodlee
Ms. Samantha Crockett
Ms. Laura Davis
Ms. Kendra Marshall
Ms. Rosanna Fleeman
Mr. Christopher Cook
Mr. Curtis Hawkins
Ms. Christi Kirby

OTHER:
Ms. Barbara Bartnik

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I. CALL TO ORDER

Ms. Susie Dixon Garner, Chairperson, called the meeting to order.

II. MOMENT OF SILENCE

Ms. Dixon Garner offered a moment of silence in recognition of the decisions made during the meeting and the people whose lives are affected by the decisions.

III. CITIZEN'S TIME

None.

IV. ACCEPTANCE OF August 24, 2026, MINUTES

The minutes of August 24, 2026, were approved by Ms. Kristyna Lathem and seconded by Ms. Sandra Venzie.

The motion passed unanimously.

V. ACCEPTANCE OF DONATIONS

Ms. Kayla Fisher, Director of Executive Office Operations, announced the agency had received various donations for August 2026 for a total of $10,310:

- First United Methodist Church - $250.00 - Supplies - One Day at a Time Boxes
- Ebenezer Lutheran Church - $50.00 - Supplies - One Day at a Time Boxes
- Ammi's Barbershop - $150.00 - Supplies - One Day at a Time Boxes
- Sally Moorer - $50.00 - Meals- Creating Connection Class
- Shirley Lockhart - $50.00 - Meals- Creating Connection Class
- The Henderson - $800.00 -Facility Rental Space- Creating Connections and C3 Recovery Groups
- Lincoln Theatre - $300.00 - Rental Space & Snacks - CHATS
- Tom Hower - $200.00 – Building Rental and Storage for One Day at a Time Boxes
- Curtiss Bartlet - $50.00 –Curtis Bartlet Gym Class
- ASTRA Care LLC - $8,210.00 – ESS Annual Dinner $5,000/Special Olympics Field Day $2,500
- Joanne Groseclose - $200.00 – Infant toddler-sized crib with mattress

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MOTION: Ms. Susan Clark moved that the Board accept the donations for August, as presented.

The motion seconded by Ms. Sandra Venzie, passed unanimously.

## VI. OLD BUSINESS

None.

## VII. NEW BUSINESS

A. Lighthouse Video

Mr. Matt Sabo, Director of Communications and Marketing, played a video showcasing the Lighthouse. Ms. Samantha Crockett, Senior Director of Prevention and Community Engagement spoke about the Lighthouse acceptance criteria and support offered through the program.

B. Annual Conflict of Interest Forms

Ms. Kayla Fisher, Director of Executive Office Operations, informed the board that it was time for the yearly conflict of interest forms. Each board member present had a printed form at their seat to complete and return. Board members who were not present at the meeting will have a copy mailed to them.

C. Board Governance Survey

Ms. Kayla Fisher, Director of Executive Office Operations, informed the board that it was time for the yearly board governance survey. This is an anonymous survey that will be sent out via email. The link will be sent to all board members following the board meeting.

D. Budget and Finance Committee Report

1. Ms. Patty Belcher presented the financial statement for August 2026 for Board review and approval.

   MOTION: On behalf of the Budget and Finance Committee, Ms. Kristyna Lathem, Chairperson, moved that the Board accept the financial statement for August 2026, as presented.

   The motion passed unanimously.

2. Ms. Patty Belcher presented 2026 Charge Structure for Board review and approval.

   MOTION: On behalf of the Budget and Finance Committee, Ms. Kristyna Lathem, Chairperson, moved that the Board accept the 2026 Charge Structure, as presented.

   The motion passed unanimously.

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3. Ms. Patty Belcher presented the proposed waiver letter to be sent to DBHDS for Board review and approval.

   MOTION: On behalf of the Budget and Finance Committee, Ms. Kristyna Lathem, Chairperson, moved that the Board accept and send the waiver letter to DBHDS, as presented.

   The motion passed unanimously.

4. Ms. Patty Belcher presented four policies for Board review and approval. These policies were reviewed and minor job title changes and review dates were made. The policies that were reviewed were:
   i. Fiscal Management Policy
   ii. Financial Management Standards and Accounting Procedures
   iii. Financial Management Organizational Structure and Assigned Responsibilities
   iv. Guidelines for Contracts

   MOTION: On behalf of the Budget and Finance Committee, Ms. Kristyna Lathem, Chairperson, moved that the Board accept the proposed changes to the policies, as presented.

   The motion passed unanimously.

E. Personnel Committee Report

   Ms. Dedra Helbert presented the Human Resources Policy for Board review and approval. This policy was updated to be consistent with other agency policies by outlining the policy statement and purpose but removing the list of procedures that fall under the policy.

   MOTION: On behalf of the Personnel Committee, Ms. Sandy Worrell, Chairperson, moved that the Board accept the proposed changes to the policies, as presented.

   The motion passed unanimously.

F. CEO Report

1. Ms. Sandy Bryant introduced Ms. Kendra Marshall, Workforce Development Coordinator, and Ms. Rosanna Fleeman, Grants Administrator II, who presented a presentation on our Wellsprings Workforce Grant. In the last 15 months MRCS has made contact with more than 1,340 students and community members through at least 56 workforce outreach activities. The internship pipeline has also produced 6 hires.
2. Ms. Sandy Bryant also recognized Richie Pack, Chief Manufacturing Officer. She highlighted the achievements of Employment Support Services as well as his dedication to the individuals that we serve. Mr. Pack will be retiring at the end of the year.

## VIII. INFORMATIONAL ITEMS

A. Program and Administrative Monthly Reports
B. Board Presentation – Richie Pack – ESS Outcomes

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1. Mr. Richie Pack, Chief Manufacturing Officer introduced Mr. Curtis Hawkins, Program Director of ESS Employment Program, Ms. Chrisi Kirby, Administrative Services Manager ESS and Mr. Chris Cook, Chief Manufacturing Officer who presented performance measures for Extended Employment, Support Employment, Government Contracts and Commercial Projects.

IX. EXECUTIVE SESSION

Ms. Susie Dixion Garner entertained a motion that the Board move into a closed session.

MOTION: Ms. Sandy Worrell moved that the Mount Rogers Community Services Board convene a closed Session of the Board of Directors of Mount Rogers Community Services Board for the purpose of discussion of a personnel matter which discussion is exempt from open meeting requirements under Virginia Code § 2.2-3711(A)(1).

Ms. Joanne Groseclose seconded the motion.

MOTION: Ms. Susie Dixon Garner entertained a motion for the Board to go into an open session.

1. Ms. Joanne Groseclose motioned, and Ms. Sandra Venzie seconded.

After reconvening into open session, the Board certified that to the best of each member's knowledge, only public business matters lawfully exempt from statutory open meeting requirements and only public business matters identified in the motion to convene the Executive Session were discussed in the Executive Session.

No motion or action was needed following the executive session.

ADJOURNMENT

There being no further business, the meeting adjourned on the motion of Ms. Sandy Worrell,

motion seconded by Ms. Michelle Debord, which passed unanimously.

Signed by:
Betsy Shearin
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Ms. Betsy Shearin, Secretary