

## MEETING MINUTES

Alexandria Community Services Board Meeting

4850 Mark Center Dr. Alexandria, VA

Conference Room #1301

May 1, 2025 – 6:30 pm

Members Present: Mary Lyman, Chair  
Mary Catherine Gibbs  
Michele Walz  
Ian Ring  
Erica Hamilton  
Luisa Lancetti  
Brian Marvin  
Lemuel Houston, Jr.

Members Absent: Krista Oberlander (excused)  
Marjorie Leong Greenberg (excused)  
Mouaad Jaani (excused)

Staff: Phillip Caldwell, Center Director for Adult Services, DCHS  
Chontelai Patterson-Mendie, Administrative Operations Officer  
Celestine Chew, Admin Support Supervisor

### I. EXECUTIVE SESSION

At 6:41 pm Mary Catherine Gibbs moved that the Executive Committee of the ACSB convene in closed executive session to discuss a personnel matter, specifically, the annual review for the Executive Director of Alexandria CSB/Center Director of Adult Services DCHS, Phillip Caldwell, pursuant to Sections 2.2-3711(A)(1) of the Code of Virginia. The motion was seconded by Lemuel Houston, Jr. and approved unanimously.

At 6:57pm “Erica Hamilton moved to certify that the Executive Committee of the ACSB had discussed a personnel matter: specifically, the annual review for the position Executive Director of Alexandria CSB/Center Director of Adult Services DCHS, Phillip Caldwell, pursuant to Sections 202-3711(A)(1) of the Code of Virginia. The motion was seconded by Luisa Lancetti and approved by a roll call vote conducted by Celestine Chew.

Michele Walz then moved that the ACSB reconvene in open session. The motion was seconded by Luisa Lancetti and approved by voice vote. Ms. Lyman called the Board Meeting to order at 7:16pm.

### II. PUBLIC COMMENT

There was no public comment.

### III. CONSENT ACTION ITEMS

- Approval of April 3, 2025, Board Minutes: On a motion by Lemuel Houston, Jr. seconded by Mr. Ian Ring, the Board unanimously approved the minutes of the April 3, 2025, Board meeting.

### IV. DISCUSSION ITEMS

- On behalf of Alexandar Cisek, Ms. Patterson-Mendie discussed the incidence of Death/Serious Injuries Level 1, 2 and 3 for the period January 2025 to March 31, 2025. Level 1 incidents do not result in significant harm to individuals but may include minor injuries. Level 2 incidents originate during the provision of service or on the premises of the provider, resulting in significant harm or threat to the health and safety of an individual. Level 3 incidents are similar to those in level 2, but involve death, sexual assault by a provider, or suicide or a serious suicide attempt.
- There were no Level 1 medication errors in this quarter.
- There were two vehicular accidents in this quarter. One of them was minor with two clients involved. The clients stated they didn't have any pain or symptoms that would prompt an ER visit. An incident report was written. The other accident resulted in an emergency room visit.
- There was a significant increase in Level 2 incidents primarily due to the increase in viruses during the winter months.
- There were four deaths that occurred outside of the provision of services and off DCHS property. It was reported that all clients died of natural causes. Due to root cause analysis this was reported to the State.
- Board Policy # 8 (reimbursement) was reviewed, and a few corrections will be made and resubmitted to the Board for final approval.

### V. EXECUTIVE DIRECTOR COMMENTS/CONCERNS

- Mr. Phillip Caldwell informed the board that \$3.7 million in State funds has been obtained to finance the construction of a new home for residential clients which allows affordable housing such as townhomes, condos and independent living on Seminary Rd.
- Mr. Caldwell is doing a PR event with the US Army and a nonprofit group called CADCA an international group that does coalition building. \$500,000 will be received to train service members, veterans and families, to be their own coalition advocates for preventions addiction treatment. This will be in September or October for eight different families.
- The State is possibly going to be taking back \$30,000 from the budget (on short notice). Contingency plans are in place. The three different programs that will be affected are Psychosocial Rehab, Mental Health Case Management and Same Day Access.
- The State Performance contract must be posted publicly for 30 days. Next month we will have the public hearing at the June meeting. The comment section of the Board meeting is where we will take comments about the performance contract. We will have public comments, but not public discussion.

### Adjournment

- Having accomplished all items on the published agenda and on a motion by Ms. Erica Hamilton seconded by Mr. Brian Marvin, Ms. Lyman adjourned the meeting at 7:58 pm.

Respectfully submitted,  
Celestine Chew