

MEETING MINUTES

Alexandria Community Services Board Meeting

4850 Mark Center Dr. Alexandria, VA

Conference Room #1352

November 6th, 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

Members Absent: Ian Ring (Excused)
Mary Catherine Gibbs, Vice Chair (Excused)

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

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

I. EXECUTIVE SESSION

- The meeting was called to an Executive Session by Mary Lyman and seconded by Lamuel Houston Jr. at 7:04 P.M. to discuss a personnel matter and ended the Executive Session at 7:20 P.M. to resume the public meeting.

II. PUBLIC COMMENT

- There was no public comment.

III. CONSENT ACTION ITEMS

- Approval of October 6th, 2025, Board Minutes: On a motion by Mary Lyman, seconded by Michele Walz, the Board unanimously approved the minutes of the October 6th, 2025.

IV. DISCUSSION ITEMS

- Chontelai Patterson-Mendie shared the Alexandria DCHS (CSB) Quarterly Incident Report Analysis covering July 1, 2025- September 30, 2025
- Ms. Patterson-Mendie stated that Q3 2025 had relatively the same number of serious incidents as Q2 2025, only decreasing slightly from 87 to 86 serious incidents.
- Ms. Patterson-Mendie also stated that although Q2 and Q3 2025 appear to have similar data, *Level I* serious incidents have increased by 11% and *Level II* serious incidents have decreased by -76% between these Quarters.

- Additionally, Ms. Patterson-Mendie highlighted that there were 2 *Level III* serious incidents in Q3 2025 and that *Level III* serious incidents can occur in or outside the CSB's provision of a service and can occur on or off the CSB's premises
- Ms. Patterson-Mendie also shared the Risk Management Plan for 2025. Mrs. Patterson-Mendie added that the Alexandria CSB defines Risk Management as the act of controlling any threats to the organization's: goodwill, people, property, income, and ability to accomplish goals.
- Ms. Patterson-Mendie emphasized that risk management is a continuous process that involves a comprehensive analysis of potential exposures, mitigation strategies and monitoring while the goal of the plan is to identify potential exposures and attempt to mitigate or avoid the potential risks.
- Ms. Patterson-Mendie reviewed Alexandria DCHS (CSB) Board Policies #11-20 and shared that there were no changes.

V. EXECUTIVE DIRECTOR COMMENTS/CONCERNS

- Federico Gutierrez reported that City Manager has called for 1% reduction for the DCHS budget which amounts to an estimated \$612,000.
- Mr. Gutierrez added that senior staff across DCHS collaborated on a budget plan that will be presented to the City Manager on December 5th, 2025.
Mr. Gutierrez presented the results of a claims audit conducted by Optum last December.

VI. ADJOURNMENT

- Motion to adjourn by Mary Lyman, seconded by Luisa Lancetti, at 8:08 P.M.