

1 **Community Policy and Management Team**

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3 **Minutes**

4
5 **June 19, 2019**

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7 **Voting Members Present:**

8	9 Pamela Little-Hill - Director	Portsmouth Dept. of Social Services
10	Pamela Battle-Hardy - Curriculum Supervisor	Portsmouth Public Schools
11	Katherine Grimm - Director	Portsmouth Court Services Unit
12	Ginger Ploeger - Deputy Director	Tidewater Youth Services Commission
13	Elaine Breathwaite - Director	Portsmouth Dept. of Behavioral Health Services
14	Anita Hailey - Nurse Manager	Portsmouth Public Health Department
15	Alexandria Davis - Chief Executive Officer	Milestone, LLC

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18
19 **Staff Present:**

20	21 Nicolle Hardy - CSA Administrator	DSS
22	Jacqueline Addison-Jones - Administrative Coordinator II	DSS
23	Constance Shahan - FAPT Coordinator	DSS
24	Mary Gamble - Accounting Manager	DSS
25	Cheryl Spivey - Chief Financial Officer	City Finance

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27 **I. Call to Order**

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29 Ms. Pamela Little-Hill called the meeting to order at 2:10 p.m.

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32 **II. Review of Minutes**

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34 A motion by Ms. Battle-Hardy was seconded by Ms. Breathwaite, to approve the minutes. The
35 motion was adopted by majority vote.

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37 **III. Recurring Business**

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39 **A. Financial Status:**

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41 The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Mary Gamble. Ms.
42 Gamble stated that the reimbursement rate for Portsmouth CSA is approximately 73.96%
43 state and 26.04% local. The total expenditures for the period of May 1, 2019 thru May 31,
44 2019 were \$96,461.25.

**Community Policy and Management Team
Minutes June 19, 2019**

46 Ms. Gamble further reported that for the period ending May 31, 2019 (FY 19), CSA has
47 outstanding invoices totaling \$140,299.02 which breaks down as follows: \$100,209.89 due
48 for the month of May, \$34,885.50 due for the month of April and \$5,203.63 due for March.
49

50 Ms. Gamble also reviewed the Medicaid Billings Report for FY 2019 and the Unfiled Vendor
51 Invoice and Credit Authorization Report from 7/1/18 – 5/31/19.
52

53 B. Non-mandated Status: Ms. Hardy stated that no non-mandated funds have been utilized
54 for fiscal year 2019.
55

56 C. FAPT Process Satisfaction Summary - Ms. Hardy reviewed the summary of the parental
57 feedback surveys. She reported that 26 cases were reviewed and 9 surveys were
58 completed for the month of May 2019.
59

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61 **V. Follow-up Business**
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63 **A. Request For Proposal (RFQ) Update Report: Ms. Little-Hill**
64

65 Ms. Little-Hill stated the CSA Request for Qualification (RFQ) review had been completed. And
66 that the completed packages for all qualified vendor has been forwarded to Mr. Michael
67 Ammons at the City’s Procurement Office. Mr. Ammons will notify the Department of Social
68 Services when the contracts are ready to be sent out to the perspective vendors.
69

70 **VI. New Business**
71

72 **A. Rotation of CPMT Chair: Ms. Hardy**
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74 Ms. Hardy reminded the CPMT that the fiscal year is coming to a close which marks the rotation
75 of the CPMT Chair. As of July 1, 2019, Ms. Elaine Breathwaite will assume the position of
76 Chair and Ms. Katherine Grimm will assume the position of Vice Chair.
77

78 **B. Introduction of FAPT Coordinator: Ms. Hardy**
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80 Ms. Hardy informed the CPMT that we have a new FAPT (Family Assessment and Planning
81 Team) Coordinator, Ms. Constance Shahan.
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84 **VII. Executive Session**
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86 A roll-call vote was made by the Portsmouth Community Policy and Management Team to
87 convene in closed session to consider and discuss item VI on the CPMT Agenda, specific
88 medical, behavioral, mental health records, or personnel issues not related to the public business
89 as permitted by VA Code Sections §2.2-3711.
90

**Community Policy and Management Team
Minutes June 19, 2019**

91 An acknowledgement was made by the voting members present that all who voted at the
92 reconvening of the Executive Session roll-call were also present at the start of the Executive
93 Session.
94

95 With no opposition, the Executive Session commenced at 2:55 p.m. The Executive Session
96 ended at 3:22 p.m. Once out of the closed session, the following statement was read:
97

98 “To the best of each member’s knowledge: (1) Only public business matters lawfully
99 exempted from open meeting requirements under the Virginia Freedom of Information
100 Act, and (2) Only such public business matters as were identified in the motion by which
101 the closed meeting was convened were heard, discussed or considered in the closed
102 meeting just completed by this board.”
103

104 The Statute requires that if any member of the board believes that there was a departure from the
105 standards of this statement during the closed meeting, that member must so state before the roll-
106 call vote, and must indicate the substance of the departure which that member believes occurred.
107 Having heard no such statements (or having heard all statements regarding departure from the
108 standards for closed meeting), the roll call was taken. An “AYE” vote means that the individual
109 believes the board complied with the standards read. A “NAY” vote means that the individual
110 did not believe the board complied with the standards read.
111

112 Ayes: Ms. Little-Hill, Ms. Battle-Hardy, Ms. Grimm, Ms. Breathwaite,
113 Ms. Ploeger, Ms. Hailey, Ms. Davis
114

115 Nays: None
116

117 During the Executive Session cases were presented, reviewed, discussed and recommendations
118 were made. A motion by Ms. Breathwaite was seconded by Ms. Grimm to approve the CSA
119 expenditures as discussed in the Executive Session in the amount of **\$42,791.47** for the period of
120 5/15/19 thru 6/18/19. With no objections expressed to the motion, it was adopted.
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122

123 **VII. Adjournment**
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125 On motion, the meeting adjourned at 3:23 p.m.
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128 **VIII. Next Meeting**
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130 The next CPMT meeting is scheduled for Wednesday, July 17, 2019 at 2:00 p.m.
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133 **Respectfully Submitted by:**
134
135 _____

**Community Policy and Management Team
Minutes June 19, 2019**

136 Jacqueline Addison-Jones, Administrative Coordinator II

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140 **Approved by:**

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Pamela Little-Hill, CPMT Chair

144 Director, Portsmouth Department of Social Services

145

146 Rosylen Oglesby - Assistant to the City Manager, City Manager's Office was absent

147 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.

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