

1 **Community Policy and Management Team**

2
3 **Minutes**

4
5 **July 17, 2019**

6
7 **Voting Members Present:**

8
9 Elaine Breathwaite - Director Portsmouth Dept. of Behavioral Health Services
10 Katherine Grimm - Director Portsmouth Court Services Unit
11 Anita Hailey - Nurse Manager Portsmouth Public Health Department
12 Anita Golden - Assistant Director Portsmouth Department of Social Services
13 Teresa Howington-Vaughan - Curriculum Supervisor Portsmouth Public Schools

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16 **Staff Present:**

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18 Nicolle Hardy - CSA Administrator DSS
19 Jacqueline Addison-Jones - Administrative Coordinator II DSS
20 Mary Gamble - Accounting Manager DSS

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23 **I. Call to Order**

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25 Ms. Breathwaite called the meeting to order at 2:09 p.m.

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28 **II. Review of Minutes**

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30 A motion by Ms. Grimm was seconded by Ms. Hailey, to approve the minutes with corrections
31 to line 25. The motion was adopted by majority vote.

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33 **III. Recurring Business**

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35 **A. Financial Status:**

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37 The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Mary Gamble. Ms.
38 Gamble stated that the reimbursement rate for Portsmouth CSA is approximately 73.96%
39 state and 26.04% local. The total expenditures for the period of June 1, 2019 thru June 30,
40 2019 were \$143,614.89.

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42 Ms. Gamble further reported that for the period ending June 30, 2019 (FY 19), CSA has
43 outstanding invoices totaling \$129,337.34 which breaks down as follows: \$114,309.38 due
44 for the month of June, \$10,766.96 due for the month of May and \$4,261.00 due for the month
45 of April.

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47 Ms. Gamble also reviewed the Medicaid Billings Report for FY 2019 and the Unfiled Vendor
48 Invoice and Credit Authorization Report from 7/1/18 – 6/30/19.
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50 **B. Non-mandated Status:** Ms. Hardy stated that no non-mandated funds have been utilized
51 for fiscal year 2019. Ms. Hardy further stated that the current amount of **non-mandated**
52 **funds available is \$152,670.00.**
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54 **C. FAPT Process Satisfaction Summary** - Ms. Hardy reviewed the summary of the parental
55 feedback surveys. She reported that 25 cases were reviewed and 11 surveys were
56 completed for the month of June 2019.
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59 **V. Follow-up Business**

60 There is no follow-up business to report at this time.
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64 **VI. New Business**

65 There is no new business to report at this time.
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69 **VII. Executive Session**

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71 A roll-call vote was made by the Portsmouth Community Policy and Management Team to
72 convene in closed session to consider and discuss item VI on the CPMT Agenda, specific
73 medical, behavioral, mental health records, or personnel issues not related to the public business
74 as permitted by VA Code Sections §2.2-3711.
75

76 An acknowledgement was made by the voting members present that all who voted at the
77 reconvening of the Executive Session roll-call were also present at the start of the Executive
78 Session.
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80 With no opposition, the Executive Session commenced at 2:24 p.m. The Executive Session
81 ended at 2:29 p.m. Once out of the closed session, the following statement was read:
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83 “To the best of each member’s knowledge: (1) Only public business matters lawfully
84 exempted from open meeting requirements under the Virginia Freedom of Information
85 Act, and (2) Only such public business matters as were identified in the motion by which
86 the closed meeting was convened were heard, discussed or considered in the closed
87 meeting just completed by this board.”
88

89 The Statute requires that if any member of the board believes that there was a departure from the
90 standards of this statement during the closed meeting, that member must so state before the roll-

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91 call vote, and must indicate the substance of the departure which that member believes occurred.
92 Having heard no such statements (or having heard all statements regarding departure from the
93 standards for closed meeting), the roll call was taken. An “AYE” vote means that the individual
94 believes the board complied with the standards read. A “NAY” vote means that the individual
95 did not believe the board complied with the standards read.

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97 Ayes: Ms. Breathwaite, Ms. Grimm, Ms. Hailey, Ms. Golden, Ms. Howington-Vaughan

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99 Nays: None

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101 During the Executive Session cases were presented, reviewed, discussed and recommendations
102 were made. A motion by Ms. Grimm was seconded by Ms. Hailey to approve the CSA
103 expenditures as discussed in the Executive Session in the amount of **\$17,790.38** for the period of
104 5/15/19 thru 6/18/19. With no objections expressed to the motion, it was adopted.

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107 **VII. Adjournment**

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109 On motion, the meeting adjourned at 2:33 p.m.

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112 **VIII. Next Meeting**

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114 The next CPMT meeting is scheduled for Wednesday, August 21, 2019 at 2:00 p.m.

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117 **Respectfully Submitted by:**

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119 _____
120 Jacqueline Addison-Jones, Administrative Coordinator II

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124 **Approved by:**

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127 M. Elaine Breathwaite, CPMT Chair
128 Director, Portsmouth Dept. of Behavioral Health Services

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131 Pamela Little-Hill, Director - Portsmouth Dept. of Social Services was absent.
132 Pamela Battle-Hardy, Special Education Coordinator - Portsmouth Public Schools was absent.
133 Ginger Ploeger, Deputy Director -Tidewater Youth Services Commission was absent.
134 Alexandria Davis, Chief Executive Officer - Milestone, LLC was absent.
135 Rosylen Oglesby - Assistant to the City Manager, City Manager’s Office was absent
136 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager’s Department was absent.
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