

1 **Community Policy and Management Team**

2
3 **Minutes**

4
5 **January 16, 2019**

6
7 **Voting Members Present:**

8	9 Elaine Breathwaite - Director	Portsmouth Dept. of Behavioral Health Services
10	Pamela Battle-Hardy - Curriculum Supervisor	Portsmouth Public Schools
11	Anita Hailey - Nurse Manager	Portsmouth Public Health Department
12	Katherine Grimm - Director	Portsmouth Court Services Unit
13	Alexandria Davis - Chief Executive Officer	Milestone, LLC

14
15 **Staff Present:**

16	17 Nicolle Hardy - CSA Administrator	DSS
18	Jacqueline Addison-Jones - Administrative Coordinator II	DSS
19	Mary Gamble - Finance Manager	DSS
20	Brendette Walker - Attorney	City Attorney's Office

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22 **I. Call to Order**

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24 Elaine Breathwaite called the meeting to order at 2:32 p.m.

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26
27 **II. Review of Minutes**

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29 A motion by Ms. Battle-Hardy was seconded by Ms. Grimm, to approve the minutes with
30 corrections to line 62. The motion was adopted by majority vote.

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32 **III. Recurring Business**

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34 **A. Financial Status:**

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36 The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Mary Gamble. Ms.
37 Gamble stated that the reimbursement rate for Portsmouth CSA is approximately 73.96%
38 state and 26.04% local. As of December 31, 2018, the total expenditures were \$228,293.16.

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40 Ms. Gamble further reported that for the period ending December 30, 2018 (FY 19), CSA has
41 outstanding invoices totaling \$54,512.98. Of this amount, \$37,194.78 is due for December,
42 \$9,709.50 is due for November, \$6,597.90 is due for October and \$1,010.80 is due for
43 September. Ms. Gamble also reviewed the Unfiled Vendor Invoice and Credit Authorization
44 Report from 7/1/18 – 12/31/18.

- 46 B. Non-mandated Status: Ms. Hardy stated that no non-mandated funds have been utilized
47 for fiscal year 2018.
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49 C. FAPT Process Satisfaction Summary - Ms. Hardy reviewed the summary of the parental
50 feedback surveys. She reported that 24 cases were reviewed and 8 surveys were
51 completed for the month of December 2018.
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54 **V. Follow-up Business**

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56 **A. Financial Disclosure Statement: Ms. Hardy**

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58 Ms. Hardy reminded the CPMT that the Financial Disclosure Statement that is to be completed
59 by the CPMT on a yearly basis is due February 1, 2019.
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61 **B. CSA Vendor Contractual Process: Ms. Little-Hill**

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63 This Item is tabled for the next CPMT Meeting on 2/20/19 in Ms. Little-Hill's absence.
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66 **VI. New Business**

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68 There is no new business to be discussed at this time.
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71 **VII. Executive Session**

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73 A roll-call vote was made by the Portsmouth Community Policy and Management Team to
74 convene in closed session to consider and discuss item VI on the CPMT Agenda, specific
75 medical, behavioral, mental health records, or personnel issues not related to the public business
76 as permitted by VA Code Sections §2.2-3711.
77

78 An acknowledgement was made by the voting members present that all who voted at the
79 reconvening of the Executive Session roll-call were also present at the start of the Executive
80 Session.
81

82 With no opposition, the Executive Session commenced at 2:44 p.m. The Executive Session
83 ended at 3:17 p.m. Once out of the closed session, the following statement was read:
84

85 "To the best of each member's knowledge: (1) Only public business matters lawfully
86 exempted from open meeting requirements under the Virginia Freedom of Information
87 Act, and (2) Only such public business matters as were identified in the motion by which
88 the closed meeting was convened were heard, discussed or considered in the closed
89 meeting just completed by this board."
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91 The Statute requires that if any member of the board believes that there was a departure from the
92 standards of this statement during the closed meeting, that member must so state before the roll-
93 call vote, and must indicate the substance of the departure which that member believes occurred.
94 Having heard no such statements (or having heard all statements regarding departure from the
95 standards for closed meeting), the roll call was taken. An “AYE” vote means that the individual
96 believes the board complied with the standards read. A “NAY” vote means that the individual
97 did not believe the board complied with the standards read.

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99 Ayes: Ms. Breathwaite, Ms. Hailey, Ms. Grimm,
100 Ms. Battle-Hardy, Ms. Davis

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102 Nays: None

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104 During the Executive Session cases were presented, reviewed, discussed and recommendations
105 were made. A motion by Ms. Battle-Hardy was seconded by Ms. Grimm to approve the CSA
106 expenditures as discussed in the Executive Session in the amount of **\$44,778.44** for the period of
107 12/19/18 thru 1/15/19. With no objections expressed to the motion, it was adopted.

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110 **VII. Adjournment**

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112 On motion, the meeting adjourned at 3:15 p.m.

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115 **VIII. Next Meeting**

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117 The next CPMT meeting is scheduled for Wednesday, February 16, 2019 at 2:00 p.m.

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120 **Respectfully Submitted by:**

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122 _____
123 Jacqueline Addison-Jones, Administrative Coordinator II

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127 **Approved by:**

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129 _____
130 Pamela Little-Hill, CPMT Chair
131 Director, Portsmouth Department of Social Services

132
133 Pamela Little-Hill – Director, Portsmouth Department of Social Services was absent.
134 Ginger Ploeger - Deputy Director, Tidewater Youth Services Commission 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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