

1 **Community Policy and Management Team**

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3 **Minutes**

4
5 **March 20, 2019**

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7 **Voting Members Present:**

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9 Pamela Little-Hill - Director Portsmouth Dept. of Social Services
10 Elaine Breathwaite - Director Portsmouth Dept. of Behavioral Health Services
11 Pamela Battle-Hardy - Curriculum Supervisor Portsmouth Public Schools
12 Katherine Grimm - Director Portsmouth Court Services Unit

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14 **Staff Present:**

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16 Nicolle Hardy - CSA Administrator DSS
17 Jacqueline Addison-Jones - Administrative Coordinator II DSS
18 Anita Golden - Assistant Director DSS
19 Brendette Walker City Attorney's Office
20 Cheryl Spivey City Finance

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22 **I. Call to Order**

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24 Ms. Pamela Little-Hill called the meeting to order at 2:09 p.m.

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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. The motion
30 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. Hardy. Ms. Hardy stated
37 that the reimbursement rate for Portsmouth CSA is approximately 73.96% state and 26.04%
38 local. As of February 28, 2019, the total expenditures were \$155,730.92.

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40 Ms. Hardy further reported that for the period ending February 28, 2019 (FY 19), CSA has
41 outstanding invoices totaling \$83,282.15. Of this amount, \$15,131.53 is due for January,
42 \$62,495.62 is due for February, \$1,560.00 is due for August and \$4,095.00 is due for July.
43 Ms. Hardy also reviewed the Unfiled Vendor Invoice and Credit Authorization Report from
44 7/1/18 – 2/28/19.

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

C. FAPT Process Satisfaction Summary - Ms. Hardy reviewed the summary of the parental feedback surveys. She reported that 21 cases were reviewed and 4 surveys were completed for the month of February 2019.

V. Follow-up Business

A. Vendor Informational Process: Ms. Hardy

Ms. Hardy reminded the CPMT that the City will be moving from its current vendor contractual process to a Request for Qualification (RFQ) process for the 2019/2020 fiscal year. She stated that the Informational will be held on April 19, 2019 at the Portsmouth Public Library, Churchland Branch. Mr. Michael Ammons, Purchasing Administrator for the City of Portsmouth will facilitate the meeting.

B. RFQ ADHOC Committee Meeting: Ms. Little-Hill

Ms. Little-Hill stated that an ADHOC Committee should be formed to discuss the specifics of the RFQ Process for fiscal year 2019/2020. The CPMT decided to meet on April 1, 2019, at Tidewater Youth Services Commission @ 1 p.m. to finalize the specifics for the RFQ.

VI. New Business

A. Critical Gap Survey 2019: Ms. Hardy

Ms. Hardy reminded the CPMT that the Critical Gap Survey is enclosed in today's meeting documents and is due May 3, 2019. The CPMT completed the survey during the February Board meeting.

B. CSA Risk Assessment 2019: Ms. Hardy

Ms. Hardy stated that an ADHOC Committee Meeting should be established to complete the 2019 CSA Risk Assessment. This assessment is due April 26, 2019.

VII. Executive Session

A roll-call vote was made by the Portsmouth Community Policy and Management Team to convene in closed session to consider and discuss item VI on the CPMT Agenda, specific

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89 medical, behavioral, mental health records, or personnel issues not related to the public business
90 as permitted by VA Code Sections §2.2-3711.

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

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96 With no opposition, the Executive Session commenced at 3:58 p.m. The Executive Session
97 ended at 4:05 p.m. Once out of the closed session, the following statement was read:

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

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

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113 Ayes: Ms. Little-Hill, Ms. Battle-Hardy, Ms. Grimm,
114 Ms. Breathwaite, Ms. Battle-Hardy

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116 Nays: None

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118 During the Executive Session cases were presented, reviewed, discussed and recommendations
119 were made. A motion by Ms. Grimm was seconded by Ms. Battle-Hardy to approve the CSA
120 expenditures as discussed in the Executive Session in the amount of **\$117,273.87** for the period
121 of 2/20/19 thru 3/19/19. With no objections expressed to the motion, it was adopted.

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124 **VII. Adjournment**

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126 On motion, the meeting adjourned at 4:06 p.m.

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129 **VIII. Next Meeting**

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131 The next CPMT meeting is scheduled for Wednesday, April 24, 2019 at 2:00 p.m.

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134 **Respectfully Submitted by:**

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Jacqueline Addison-Jones, Administrative Coordinator II

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141 **Approved by:**

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Pamela Little-Hill, CPMT Chair
145 Director, Portsmouth Department of Social Services

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- 147 Anita Hailey - Nurse Manager, Portsmouth Public Health Department was absent
- 148 Ginger Ploeger - Deputy Director, Tidewater Youth Services Commission was absent
- 149 Alexandria Davis - Chief Executive Officer , Milestone, LLC, was absent
- 150 Rosylen Oglesby - Assistant to the City Manager, City Manager's Office was absent
- 151 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.
- 152 .