

1 **Community Policy and Management Team**

2
3 **Minutes**

4
5 **April 24, 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 Gina Harris - Clinical Supervisor Portsmouth Dept. of Behavioral Health Services

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14
15 **Staff Present:**

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

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23 **I. Call to Order**

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25 Ms. Pamela Little-Hill called the meeting to order at 2:21 p.m.

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28 **II. Review of Minutes**

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30 A motion by Ms. Battle-Hardy was seconded by Ms. Grimm, to approve the minutes. The motion
31 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. Golden. Ms. Golden
38 stated that the reimbursement rate for Portsmouth CSA is approximately 73.96% state and
39 26.04% local. **As of March 31, 2019, the total expenditures were \$128,976.12.**

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41 Ms. Golden further reported that for the period ending March 31, 2019 (FY 19), CSA has
42 outstanding invoices totaling \$126,494.02. Of this amount, \$108,891.99 is due for March,
43 \$8,563.67 is due for February and \$9,038.36 is due for January. Ms. Golden also reviewed
44 the Unfiled Vendor Invoice and Credit Authorization Report from 7/1/18 – 3/31/19.
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46 B. Non-mandated Status: Ms. Hardy stated that no non-mandated funds have been utilized
47 for fiscal year 2019.

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49 C. FAPT Process Satisfaction Summary - Ms. Hardy reviewed the summary of the parental
50 feedback surveys. She reported that 18 cases were reviewed and 4 surveys were
51 completed for the month of April 2019.

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54 **V. Follow-up Business**

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56 **A. Vendor Informational Process: Ms. Hardy**

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58 Ms. Hardy stated that the CSA Request for Qualification (RFQ) Informational was held on April
59 19, 2019. Michael Ammons, Purchasing Manager for the City, provided the attendees with
60 pertinent information concerning the process. He stated that all interested participants need to
61 have the completed RFQ package into his office by the close of business on May 2, 2019.

62
63 Several CPMT members (Ms. Little-Hill, Ms. Battle-Hardy & Ms. Harris (for Ms. Breathwaite)
64 volunteered to come together to review the RFQ's once they have been received by The
65 Department of Social Services. The review dates are May 8, 2019 and May 10, 2019 from 12:00
66 p.m. – 3:00 p.m.

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70 **VI. New Business**

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72 **A. Appointment of the New Fiscal Agent: Ms. Little-Hill**

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74 Ms. Little-Hill informed the CPMT of the change in the role of Fiscal Agent. A motion to
75 appoint Ms. Mary Gamble, Accounting Manager, as the new Fiscal Agent was made by Ms.
76 Battle-Hardy, seconded by Ms. Grimm and adopted by majority vote.

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79 **VII. Executive Session**

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

85
86 An acknowledgement was made by the voting members present that all who voted at the
87 reconvening of the Executive Session roll-call were also present at the start of the Executive
88 Session.

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90 With no opposition, the Executive Session commenced at 3:13 p.m. The Executive Session
91 ended at 3:49 p.m. Once out of the closed session, the following statement was read:

92
93 “To the best of each member’s knowledge: (1) Only public business matters lawfully
94 exempted from open meeting requirements under the Virginia Freedom of Information
95 Act, and (2) Only such public business matters as were identified in the motion by which
96 the closed meeting was convened were heard, discussed or considered in the closed
97 meeting just completed by this board.”
98

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

107 Ayes: Ms. Little-Hill, Ms. Battle-Hardy, Ms. Grimm,
108 Ms. Harris
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110 Nays: None
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112 During the Executive Session cases were presented, reviewed, discussed and recommendations
113 were made. A motion by Ms. Battle-Hardy was seconded by Ms. Harris to approve the CSA
114 expenditures as discussed in the Executive Session in the amount of **\$153,471.93** for the period
115 of 3/20/19 thru 4/23/19. With no objections expressed to the motion, it was adopted.
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118 **VII. Adjournment**
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120 On motion, the meeting adjourned at 3:51 p.m.
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123 **VIII. Next Meeting**
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125 The next CPMT meeting is scheduled for Wednesday, May 15, 2019 at 2:00 p.m.
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128 **Respectfully Submitted by:**
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131 Jacqueline Addison-Jones, Administrative Coordinator II
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135 **Approved by:**

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Pamela Little-Hill, CPMT Chair

139 Director, Portsmouth Department of Social Services

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141 Anita Hailey - Nurse Manager, Portsmouth Public Health Department was absent

142 Ginger Ploeger - Deputy Director, Tidewater Youth Services Commission was absent

143 Elaine Breathwaite - Director, Portsmouth Dept. of Behavioral Health Services was absent

144 Alexandria Davis - Chief Executive Officer , Milestone, LLC, was absent

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

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

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