

1 **Community Policy and Management Team**

2  
3 **Minutes**

4  
5 **May 15, 2019**

6  
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 Alexandria Davis - Chief Executive Officer Milestone, LLC

15  
16  
17  
18 **Staff Present:**

19  
20 Nicolle Hardy - CSA Administrator DSS  
21 Jacqueline Addison-Jones - Administrative Coordinator II DSS  
22 Mary Gamble - Accounting Manager DSS  
23 Cheryl Spivey City Finance

24  
25 **I. Call to Order**

26  
27 Ms. Pamela Little-Hill called the meeting to order at 2:04 p.m.

28  
29  
30 **II. Review of Minutes**

31  
32 A motion by Ms. Grimm was seconded by Ms. Battle-Hardy, to approve the minutes with a  
33 correction to line 76. The motion was adopted by majority vote.

34  
35 **III. Recurring Business**

36  
37 **A. Financial Status:**

38  
39 The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Mary Gamble. Ms.  
40 Gamble stated that the reimbursement rate for Portsmouth CSA is approximately 73.96%  
41 state and 26.04% local. The total expenditures for the period of April 1, 2019 thru April 30,  
42 2019 were \$173,304.73.

43  
44 Ms. Gamble further reported that for the period ending April 30, 2019 (FY 19), CSA has  
45 outstanding invoices totaling \$108,971.94 due for the month of April. Ms. Gamble

**Community Policy and Management Team**  
**Minutes May 15, 2019**

46 introduced a Medicaid Billings Report which provides a year-to-date breakdown summary of  
47 all payments to include local and state matched funds. Ms. Gamble also reviewed the Unfiled  
48 Vendor Invoice and Credit Authorization Report from 7/1/18 – 4/30/19.  
49

50 B. Non-mandated Status: Ms. Hardy stated that no non-mandated funds have been utilized  
51 for fiscal year 2019.  
52

53 C. FAPT Process Satisfaction Summary - Ms. Hardy reviewed the summary of the parental  
54 feedback surveys. She reported that 18 cases were reviewed and 4 surveys were  
55 completed for the month of April 2019.  
56

57  
58 **V. Follow-up Business**

59  
60 **A. Request For Proposal (RFQ) Update: Ms. Little-Hill**  
61

62 Ms. Little-Hill stated the CSA Request for Qualification (RFQ) review had been completed. Ms.  
63 Little-Hill and Ms. Battle-Hardy completed the packages for all qualified vendor submissions  
64 and forwarded them to Mr. Ammons at the City's Procurement Office.  
65

66 **VI. New Business**

67  
68 **A. Families First Program: Ms. Hardy**  
69

70 Ms. Hardy informed the CPMT that the Families First Program is a Title IV-E federal program  
71 designed to provide funding to states to ensure proper care for eligible children in foster care and  
72 to provide ongoing assistance to eligible children with special needs receiving adoption  
73 subsidies. The program is authorized under Title IV-E of the Social Security Act and it is funded  
74 by federal and state/local matching funds. Administration is handled by state and local public  
75 child welfare agencies.  
76

77 **B. Rotation of the CPMT Chair: Ms. Hardy**  
78

79 Ms. Hardy informed the CPMT that as we approach the end of the fiscal year, it will also mark  
80 the rotation of the CPMT Chair. As of July 1, 2019, Ms. Elaine Breathwaite will assume the  
81 position of Chair and Ms. Katherine Grimm will assume the position of Vice Chair. An email  
82 reminder will be forwarded to the new officers along with pertinent information prior to the July  
83 CPMT Board meeting.  
84  
85  
86  
87  
88  
89  
90

**Community Policy and Management Team  
Minutes May 15, 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 medical, behavioral, mental health records, or personnel issues not related to the public business as permitted by VA Code Sections §2.2-3711.

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

With no opposition, the Executive Session commenced at 3:05 p.m. The Executive Session ended at 3:15 p.m. Once out of the closed session, the following statement was read:

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

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

Ayes: Ms. Little-Hill, Ms. Battle-Hardy, Ms. Grimm, Ms. Breathwaite,  
Ms. Ploeger, Ms. Davis

Nays: None

During the Executive Session cases were presented, reviewed, discussed and recommendations were made. A motion by Ms. Battle-Hardy was seconded by Ms. Grimm to approve the CSA expenditures as discussed in the Executive Session in the amount of **\$65,361.30** for the period of 4/17/19 thru 5/15/19. With no objections expressed to the motion, it was adopted.

**VII. Adjournment**

On motion, the meeting adjourned at 3:17 p.m.

**VIII. Next Meeting**

**Community Policy and Management Team  
Minutes May 15, 2019**

136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156

The next CPMT meeting is scheduled for Wednesday, June 19, 2019 at 2:00 p.m.

**Respectfully Submitted by:**

\_\_\_\_\_  
Jacqueline Addison-Jones, Administrative Coordinator II

**Approved by:**

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

Anita Hailey - Nurse Manager, Portsmouth Public Health Department was absent  
Rosylen Oglesby - Assistant to the City Manager, City Manager's Office was absent  
Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.