

1 **Community Policy and Management Team**

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3 **Minutes**

4  
5 **January 31, 2018**

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8 **Voting Members Present:**

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10	Pamela Battle-Hardy - Curriculum Supervisor	Portsmouth Public Schools
11	Pamela Little-Hill - Director	Portsmouth Department of Social Services
12	Katherine Grimm - Director	Portsmouth Court Services Unit
13	Ginger Ploeger - Deputy Director	Tidewater Youth Services Commission
14	Betty Gray-Henson - Executive Director	Alternative Family Treatment Services
15	Ms. Anita Hailey - Nurse Manager	Portsmouth Public Health Department
16	Gina Harris - Clinician Supervisor	Portsmouth Department of Behavioral Health Services
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19 **Staff Present:**

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21	Nicolle Hardy - CSA Administrator	DSS
22	Jacqueline Addison-Jones - Administrative Coordinator II	DSS
23	Anita Golden - Assistant Director	DSS
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25 **I. Call to Order**

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27 Pamela Battle-Hardy called the meeting to order at 2:00 p.m.

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30 **II. Review of Minutes**

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32 The minutes of the December 20, 2017 CPMT meeting were reviewed. A motion by Ms.  
33 Ploeger, seconded by Ms Gray-Henson, to approve the minutes with no changes. The motion was  
34 adopted by majority vote.  
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37 **III. Recurring Business**

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39 **A. Financial Status:**

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41 The December 2017 CSA Budget Update Report was given by Ms. Anita Golden. Ms.  
42 Golden stated that the reimbursement rate for Portsmouth CSA is approximately 73.95%  
43 state and 26.05% local. As reported for the period ending December 2017, the total  
44 expenditures for the month totaled \$212,962.58. CSA has outstanding invoices totaling  
45 \$217,540.19 as of December 31, 2017. These figures break down as follows: \$29,282.00 for

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46 July FY18; \$29,696.32 for August FY18; \$24,843.40 for September FY18; \$18,844.96 for  
47 October FY18; \$15,234.03 for November FY18 and \$99,639.48 for December FY18. Once  
48 the billing information has been received, invoices are promptly created and sent to vendors.  
49

50 Non-mandated Status: Ms. Hardy stated that no non-mandated funds have been utilized for  
51 fiscal year 2018.  
52

53 B. FAPT Process Satisfaction Summary: Ms. Hardy reviewed the summary of the parental  
54 feedback surveys. She reported that 14 cases were reviewed and 5 surveys were  
55 completed.  
56

57 **IV. Follow-up Business**

58 No follow-up business at this time.  
59

60 **V. New Business**

61 State Office Memo

62 Ms. Hardy reviewed the Statement of Economic Interest Filings for FAPT and CPMT Members.  
63 All members of the CPMT and FAPT that represent a state agency will complete a Statement of  
64 Economic Interest Form in accordance with state policy on or before February 1<sup>st</sup> of each fiscal  
65 year. These forms will be retained in the City Clerk's Office as public records for a period of  
66 five years.  
67  
68

69 **VII. Executive Session**

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

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

79 With no opposition, the Executive Session commenced at 2:15 p.m. The Executive Session  
80 ended at 2:42 p.m. Once out of the closed session, the following statement was read:  
81

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

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98 Ayes: Ms. Battle-Hardy, Ms. Little-Hill, Ms. Gray-Henson, Ms. Grimm, Ms. Ploeger), Ms.  
99 Hailey, Gina Harris (for Ms. Breathwaite)

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101 Nays: None

102  
103 During the Executive Session cases were presented, reviewed, discussed and recommendations  
104 were made. A motion by Ms. Ploeger was seconded by Ms. Gray-Henson to approve the CSA  
105 expenditures as discussed in the Executive Session in the amount of \$221,355.75 for the period  
106 of December 20, 2017, to January 31, 2018. With no objections expressed to the motion, it was  
107 adopted.

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109 **VIII. Adjournment**

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111 On motion, the meeting adjourned at 2:45 p.m.

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115 **IX. Next Meeting**

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117 The next CPMT meeting is scheduled for Wednesday, February 21, 2018 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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125 **Approved by:**

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127 \_\_\_\_\_  
128 Pamela Battle-Hardy, CPMT Chair  
129 Curriculum Supervisor, Portsmouth Public Schools

130  
131 Ms. Pamela Battle-Hardy, Curriculum Supervisor, Portsmouth Public Schools was absent.  
132 Elaine Breathwaite, Director, Portsmouth Department of Behavioral Health Services was absent  
133 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager’s Department was absent.  
134 Roslyn Oglesby, Assistant City Manager, City Manager’s office was absent.