

1 **Community Policy and Management Team**

2
3 **Minutes**

4
5 **February 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 Anita Hailey - Nurse Manager Portsmouth Public Health Department
13 Katherine Grimm - Director Portsmouth Court Services Unit
14 Ginger Ploeger - Deputy Director Tidewater Youth Services Commission
15 Alexandria Davis - Chief Executive Officer Milestone, LLC

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17 **Staff Present:**

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

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25 **I. Call to Order**

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27 Ms. Pamela Little-Hill called the meeting to order at 2:07 p.m.

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30 **II. Review of Minutes**

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32 A motion by Ms. Grimm was seconded by Ms. Hailey, to approve the minutes with corrections
33 to line 117. The motion was adopted by majority vote.

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35 **III. Recurring Business**

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37 **A. Financial Status:**

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39 The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Anita Golden. Ms.
40 Golden stated that the reimbursement rate for Portsmouth CSA is approximately 73.96%
41 state and 26.04% local. As of January 31, 2019, the total expenditures were \$126,639.90.

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43 Ms. Golden further reported that for the period ending January 31, 2019 (FY 19), CSA has
44 outstanding invoices totaling \$97,646.58. Of this amount, \$49,872.80 is due for January,
45 \$13,599.39 is due for December, \$15,090.00 is due for November, \$13,174.39 is due for

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46 October and \$5,910.00 is due for September. Ms. Golden also reviewed the Unfiled Vendor
47 Invoice and Credit Authorization Report from 7/1/18 – 1/31/19.

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

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52 C. FAPT Process Satisfaction Summary - Ms. Hardy reviewed the summary of the parental
53 feedback surveys. She reported that 18 cases were reviewed and 8 surveys were
54 completed for the month of January 2019.

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57 **V. Follow-up Business**

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59 **A. Vendor Contractual Process: Ms. Hardy**

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61 Ms. Hardy reminded the CPMT that the City will be moving from the vendor contractual process
62 to a Request for Qualification (RFQ) process for the 2019/2020 fiscal year. She recommended
63 that the CPMT establish a work session that would include the City's Purchasing Administrator
64 to review the RFQ and to ask pertinent questions concerning the process and procedures for
65 vendor submission. She stated that she will send out an email to the CPMT with two dates to
66 select from that will be feasible with the majority's schedule to review the RFQ.

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69 **VI. New Business**

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71 **A. Providing Safe and Stable Families Grant (PSSF): Ms. Golden**

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73 Ms. Golden reported that Ms. Stephanie Fabrizio is in the process of completing the
74 comprehensive grant application along with the community needs assessment that must
75 accompany the application for submission. The application deadline is March 22, 2019.

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78 **VII. Executive Session**

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

84
85 An acknowledgement was made by the voting members present that all who voted at the
86 reconvening of the Executive Session roll-call were also present at the start of the Executive
87 Session.

88
89 With no opposition, the Executive Session commenced at 3:00 p.m. The Executive Session
90 ended at 3:13 p.m. Once out of the closed session, the following statement was read:

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

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

106 Ayes: Ms. Little-Hill, Ms. Battle-Hardy, Ms. Hailey, Ms. Grimm, Ms. Ploeger,
107 Ms. Breathwaite, Ms. Battle-Hardy, Ms. Davis
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109 Nays: None
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111 During the Executive Session cases were presented, reviewed, discussed and recommendations
112 were made. A motion by Ms. Grimm was seconded by Ms. Breathwaite to approve the CSA
113 expenditures as discussed in the Executive Session in the amount of **\$249,496.84** for the period
114 of 1/16/19 thru 2/20/19. With no objections expressed to the motion, it was adopted.
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117 **VII. Adjournment**
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119 On motion, the meeting adjourned at 3:16 p.m.
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122 **VIII. Next Meeting**
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124 The next CPMT meeting is scheduled for Wednesday, March 20, 2019 at 2:00 p.m.
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127 **Respectfully Submitted by:**
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130 Jacqueline Addison-Jones, Administrative Coordinator II
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134 **Approved by:**
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137 _____
Pamela Little-Hill, CPMT Chair

138 Director, Portsmouth Department of Social Services

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140 Rosylen Oglesby - Assistant to the City Manager, City Manager's Office was absent
141 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.

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