

1 **Community Policy and Management Team**

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3 **Minutes**

4
5 **March 21, 2018**

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7 **Voting Members Present:**

- 8
- 9 Pamela Battle-Hardy - Curriculum Supervisor Portsmouth Public Schools
- 10 Pamela Little-Hill - Director Portsmouth Department of Social Services
- 11 Priscilla Boggs - Supervisor Portsmouth Court Services Unit
- 12 Betty Gray-Henson - Executive Director Alternative Family Treatment Services
- 13 Elaine Breathwaite - Director Portsmouth Department of Behavioral Health Services

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15 **Staff Present:**

- 16
- 17 Nicolle Hardy - CSA Administrator DSS
- 18 Jacqueline Addison-Jones - Administrative Coordinator II DSS
- 19 Natoya Nelson - Accounting Manager DSS

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21 **I. Call to Order**

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23 Pamela Battle-Hardy called the meeting to order at 2:05 p.m.

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25 **II. Review of Minutes**

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27 The minutes of the February, 2018 CPMT meeting were reviewed. A motion by Ms.
28 Breathwaite was seconded by Ms. Little-Hill, to approve the minutes with no changes to be
29 made. The motion was adopted by majority vote.

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31 **III. Recurring Business**

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33 **A. Financial Status:**

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35 The February 2018 CSA Budget Update Report was given by Ms. Natoya Nelson. Ms.
36 Nelson stated that the reimbursement rate for Portsmouth CSA is approximately 73.95% state
37 and 26.05% local. As reported for the period ending February 2018, the total expenditures for
38 the month totaled \$200,596.74. CSA has outstanding invoices totaling \$27,836.66 as of
39 February 28, 2018. Of this amount, \$26,957.48 is owed for February expenditures. The
40 remaining amount, \$879.18 is divided up as follows: \$316.12 is for January; \$438.06 is for
41 December; \$125.00 is for November. Ms. Nelson also reviewed the Unfiled Vendor Invoice
42 and Credit Authorization Report from 7/1/17 – 2/28/18.

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46 Ms. Nelson further reported on the CSA Administrative Budget Fund from the Department of
47 Education. The Portsmouth Department of Social Services has requested \$47,424.00 which
48 is the state's portion of the total allocation of amount of \$64,130.00, leaving \$16,706.00 to be
49 matched by local funds. A motion by Ms. Gray-Henson was seconded by Ms. Boggs to
50 approve the report as rendered.

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

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55 B. FAPT Process Satisfaction Summary: Ms. Hardy reviewed the summary of the parental
56 feedback surveys. She reported that 29 cases were reviewed and 13 surveys were
57 completed.

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59 **IV. Follow-up Business**

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61 No follow- up business at this time.

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63 **V. New Business**

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65 Gap Survey

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67 Ms. Hardy reported the CPMT that the Gap Survey has been forwarded the CSA Office for fiscal
68 year 2018. The survey is an addendum to the 2017 Gap Survey that has a completion deadline of
69 April 30, 2018. The CPMT unanimously voted to conduct a work session for April 9, 2018 to
70 complete the survey. All responses to the survey will be provided to the CPMT at the April
71 meeting.

72
73 Vendor Informational

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75 Ms. Hardy reminded the CPMT that the time is approaching for the annual Vendor Informational
76 Fair where current and potential vendors have the opportunity to come into the agency to receive
77 information on how to become a vendor with the City and CSA, and asked if they would like to
78 continue this process. A unanimous "yes" response was noted. The potential dates to hold the
79 event are May 25, 2018 or June 1, 2018. Ms. Breathwaite stated that the CPMT is welcome to
80 hold the event at Portsmouth Department of Behavioral Health Services.

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83 **VII. Executive Session**

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

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

94 With no opposition, the Executive Session commenced at 2:45 p.m. The Executive Session
95 ended at 3:12 p.m. Once out of the closed session, the following statement was read:
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97 “To the best of each member’s knowledge: (1) Only public business matters lawfully
98 exempted from open meeting requirements under the Virginia Freedom of Information
99 Act, and (2) Only such public business matters as were identified in the motion by which
100 the closed meeting was convened were heard, discussed or considered in the closed
101 meeting just completed by this board.”
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103 The Statute requires that if any member of the board believes that there was a departure from the
104 standards of this statement during the closed meeting, that member must so state before the roll
105 call vote, and must indicate the substance of the departure which that member believes occurred.
106 Having heard no such statements (or having heard all statements regarding departure from the
107 standards for closed meeting), the roll call was taken. An “AYE” vote means that the individual
108 believes the board complied with the standards read. A “NAY” vote means that the individual
109 did not believe the board complied with the standards read.
110

111 Ayes: Ms. Battle-Hardy, Ms. Little-Hill, Ms. Gray-Henson, Ms. Boggs (for Ms. Grimm),
112 Ms. Breathwaite)
113

114 Nays: None
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116 During the Executive Session cases were presented, reviewed, discussed and recommendations
117 were made. A motion by Ms. Little-Hill was seconded by Ms. Gray-Henson to approve the CSA
118 expenditures as discussed in the Executive Session in the amount of \$220,372.00 for the period
119 of 2/21/18 thru 3/19/18. With no objections expressed to the motion, it was adopted.
120

121 **VIII. Adjournment**
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123 On motion, the meeting adjourned at 3:14 p.m.
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126 **IX. Next Meeting**
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128 The next CPMT meeting is scheduled for Wednesday, April 18, 2018 at 2:00 p.m.
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131 **Respectfully Submitted by:**
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134 Jacqueline Addison-Jones, Administrative Coordinator II

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Approved by:

Pamela Battle-Hardy, CPMT Chair
Curriculum Supervisor, Portsmouth Public Schools

- Ms. Ginger Ploeger - Deputy Director, Tidewater Youth Commission was absent.
- Ms. Anita Hailey - Nurse Manager, Portsmouth Public Health Department was absent.
- Ms. Katherine Grimm – Director, Portsmouth Court Services Unit was absent.
- Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager’s Department was absent.
- Ms. Roslyn Oglesby, Assistant City Manager, City Manager’s office was absent.