

1 **Community Policy and Management Team**

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3 **Minutes**

4
5 **August 21, 2019**

6
7 **Voting Members Present:**

8
9 Elaine Breathwaite - Director Portsmouth Dept. of Behavioral Health Services
10 Katherine Grimm - Director Portsmouth Court Services Unit
11 Pamela Battle-Hardy - Special Education Coordinator Portsmouth Public Schools
12 Anita Hailey - Nurse Manager Portsmouth Public Health Department
13 Ginger Ploeger - Deputy Director Tidewater Youth Services Commission
14 Pamela Little-Hill - Director Portsmouth Dept. of Social Services (via phone)

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19 **Staff Present:**

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21 Mary Gamble - Accounting Manager DSS
22 Michelle Burnett - Clerk III DSS

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25 **I. Call to Order**

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27 Ms. Breathwaite called the meeting to order at 2:03 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. Battle-Hardy, to approve the minutes. The motion
33 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. 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 month of July, 2019 were \$134,100.52.

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43 Ms. Gamble further reported that for the period ending August 20, 2019 (FY 19), CSA has
44 outstanding invoices totaling \$3,049.01 which breaks down as follows: \$2,989.62 due for the
45 month of June and \$59.39 due for the month of May.

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47 Ms. Gamble also reviewed the Medicaid Billings Report ending 7/30/19 for FY 2019 and the
48 Unfiled Vendor Invoice and Credit Authorization Report from 7/1/18 – 6/30/19.

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50 B. Non-mandated Status: No non-mandated funds have been utilized for fiscal year 2019.

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52 C. FAPT Process Satisfaction Summary: The CPMT reviewed the summary of the parental
53 feedback surveys. It is reported that 19 cases were reviewed and 8 surveys were
54 completed for the month of July 2019.

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57 **V. Follow-up Business**

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59 There is no follow-up business to report at this time.

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62 **VI. New Business**

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64 There is no new business to report at this time.

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67 **VII. Executive Session**

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

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

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78 With no opposition, the Executive Session commenced at 2:15 p.m. The Executive Session
79 ended at 3:10 p.m. Once out of the closed session, the following statement was read:

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

86
87 The Statute requires that if any member of the board believes that there was a departure from the
88 standards of this statement during the closed meeting, that member must so state before the roll-
89 call vote, and must indicate the substance of the departure which that member believes occurred.
90 Having heard no such statements (or having heard all statements regarding departure from the
91 standards for closed meeting), the roll call was taken. An “AYE” vote means that the individual

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92 believes the board complied with the standards read. A “NAY” vote means that the individual
93 did not believe the board complied with the standards read.

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95 Ayes: Ms. Breathwaite, Ms. Grimm, Ms. Hailey, Ms. Battle-Hardy, Ms. Ploeger
96 Ms. Little-Hill, (via phone)

97 Nays: None

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99 During the Executive Session cases were presented, reviewed, discussed and recommendations
100 were made. Due to some questionable payments, Ms. Ploeger made a motion, seconded by Ms.
101 Breathwaite, to only pay the amount of **\$29,451.94**, for services rendered on or before June 14,
102 2019. Ms. Little-Hill agreed to investigate the additional services and amounts contained in the
103 report and agreed to report the findings during the September CPMT meeting. With no
104 objections expressed to the motion, it was adopted.

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107 **VII. Adjournment**

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109 On motion, the meeting adjourned at 3:15 p.m.

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112 **VIII. Next Meeting**

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114 The next CPMT meeting is scheduled for Wednesday, September 18, 2019 at 2:00 p.m.

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117 **Respectfully Submitted by:**

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Jacqueline Addison-Jones, Administrative Coordinator II

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124 **Approved by:**

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M. Elaine Breathwaite, CPMT Chair

128 Director, Portsmouth Dept. of Behavioral Health Services

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131 Nicolle Hardy, CSA Administrator was absent.

132 Jacqueline Addison-Jones, Administrative Coordinator II was absent.

133 Alexandria Davis, Chief Executive Officer - Milestone, LLC was absent.

134 Rosylen Oglesby - Assistant to the City Manager, City Manager’s Office was absent.

135 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager’s Department was absent.

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