

Community Policy and Management Team

Minutes

September 18, 2019

Voting Members Present:

Elaine Breathwaite - Director	Portsmouth Dept. of Behavioral Health Services
Katherine Grimm - Director	Portsmouth Court Services Unit
Teresa Howington-Vaughan - Curriculum Supervisor	Portsmouth Public Schools
Anita Hailey - Nurse Manager	Portsmouth Public Health Department
Ginger Ploeger - Deputy Director	Tidewater Youth Services Commission
Pamela Little-Hill - Director	Portsmouth Dept. of Social Services
Alexandria Davis - Chief Executive Officer	Milestone, LLC

Staff Present:

Nicolle Hardy - Program Administrator	DSS
Jacque Addison-Jones - Administrative Coordinator II	DSS
Mary Gamble - Accounting Manager	DSS
Rosylen Oglesby - Assistant to the City Manager	City Manager's Office
Cheryl Spivey - Chief Financial Officer	City Finance Office

I. Call to Order

Ms. Breathwaite called the meeting to order at 2:06 p.m.

II. Review of Minutes

A motion by Ms. Grimm was seconded by Ms. Hailey, to table the approval of August minutes until the CPMT Retreat which will be held October 16, 2019 due to questions concerning the Authorized Services Payments for the period ending 7/17/19 thru 8/20/19. The motion was adopted by majority vote.

III. Recurring Business

A. Financial Status:

The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Mary Gamble. Ms. Gamble stated that the reimbursement rate for Portsmouth CSA is approximately 73.96% state and 26.04% local. The total expenditures for the month of August, 2019 were \$2,553.73.

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46 Ms. Gamble further reported that for the period ending August 31, 2019 (FY 19), CSA has
47 outstanding invoices totaling \$36,588.71 which breaks down as follows: \$17,437.61 due for the
48 month of July and \$19,151.10 due for the month of August.
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50 Ms. Gamble also reviewed the Unfiled Vendor Invoice and Credit Authorization Report from
51 7/1/19 – 6/30/20 and reported that there was no Medicaid Billings to report for period ending
52 8/31/19 for FY 2019.
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54 B. Non-mandated Status: Ms. Hardy stated that no non-mandated funds have been utilized for
55 fiscal year 2019.
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57 C. FAPT Process Satisfaction Summary: Ms. Hardy reviewed the summary of the parental
58 feedback surveys. It is reported that 17 cases were reviewed and 6 surveys were completed
59 for the month of August 2019.
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62 **V. Follow-up Business**

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64 There is no follow-up business to report at this time.
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66 **VI. New Business**

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68 **A. CPMT Retreat – Ms. Hardy**

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70 Ms. Hardy reminded the CPMT that it is now time to plan the annual CPMT Retreat which is
71 always held during the month of October and reminded everyone that their attendance at the retreat
72 is mandatory as there are several items that require their immediate attention with upcoming
73 deadlines quickly approaching.
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75 **B. Administrative Funds – Fiscal Year 2020**

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77 Ms. Hardy reminded the CPMT the Office of Children Services Administrative Budget Plan for
78 FY2019 was \$64,427.00, monies allocated towards personnel expenses. She also reviewed the
79 FY2020 Administrative Budget Plan. The CPMT voted unanimously to approve the amount of
80 \$58,349 to be allocated for personnel expenses.
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82 **C. CSA Policy and User Guide**

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84 Ms. Hardy informed the CPMT that the State Office of Children Services recently updated the
85 CSA Policy and User Guide and is now accessible via the state's website @
86 csa.virginia.gov/resources/policyguide.
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D. CSA Audit Workbook – Fiscal Year 2020

Ms. Hardy reminded the CPMT that the Self-Assessment Audit workbook is due into the State Office of Children Services by December 31, 2019.

It was suggested that an Ad Hoc Committee convene to review and complete CSA's Self - Assessment Workbook. The meeting will take place at 2 p.m. on October 1, 2019 at the Department of Behavioral Services. The sub-committee will consist of Ms. Breathwaite, Ms. Grimm, Ms. Hailey, Ms. Little-Hill, Ms. Oglesby & Ms. Ploeger.

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 3:29 p.m. The Executive Session ended at 4:16 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. Breathwaite, Ms. Grimm, Ms. Hailey, Ms. Ploeger, Ms. Oglesby

Nays: None

During the Executive Session cases were presented, reviewed, discussed and recommendations were made. The CPMT did not have an established quorum at the close of the meeting to approve

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136 the Authorized Services Payments from 8/21/19 thru 9/17/19 resulting in having this item tabled
137 until the CPMT Retreat, scheduled for October 16, 2019 @ 9 a.m.

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139 **VII. Adjournment**

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141 On motion, the meeting adjourned at 4:19 p.m.

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144 **VIII. Next Meeting**

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146 The next CPMT meeting is scheduled for Wednesday, October 16, 2019 at 9:00 a.m.

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149 **Respectfully Submitted by:**

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152 Jacqueline Addison-Jones, Administrative Coordinator II

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156 **Approved by:**

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159 M. Elaine Breathwaite, CPMT Chair
160 Director, Portsmouth Dept. of Behavioral Health Services

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163 Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.
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