

1 **Community Policy and Management Team**

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3 **Minutes**

4
5 **December 18, 2019**

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7 **Voting Members Present:**

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

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19 **Staff Present:**

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21 Nicolle Hardy - Program Administrator DSS
22 Jacque Addison-Jones - Administrative Coordinator II DSS
23 Mary Gamble - Accounting Manager DSS

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26 **I. Call to Order**

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28 Ms. Breathwaite called the meeting to order at 2:07 p.m.

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31 **II. Review of Minutes**

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33 A motion by Ms. Battle-Hardy was seconded by Ms. Grimm to approve the minutes with
34 corrections to line 32 was adopted by majority vote.

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36 **III. Recurring Business**

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38 A. Financial Status:

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40 The Fiscal Year 2019 CSA Budget Update Report was given by Ms. Mary Gamble. Ms.
41 Gamble stated that the reimbursement rate for Portsmouth CSA is approximately 73.95% state
42 and 26.05% local. **The total expenditures for the month of November, 2019 were**
43 **\$99,773.17.**
44

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45 Ms. Gamble further reported that for the period ending November 30, 2019 (for FY 2020),
46 CSA has outstanding invoices totaling **\$83,607.32 which breaks down as follows: \$3,024.00**
47 **due for the month of July; \$8,490.88 due for the month of September; \$13,837.54 due for**
48 **the month October and \$58,254.90 due for the month of November.**
49

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 11/30/19 for FY 2020.
53

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 9 cases were reviewed and 2 surveys were completed
59 for the month of November 2019.
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62 **V. Follow-up Business**

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64 **A. CSA Audit Workbook – Fiscal Year 2020**

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66 Ms. Hardy informed the CPMT that due to unforeseen circumstances and holiday closings that
67 threatened to impede the CPMT's ability to have all proposed changes/updates into the CSA's
68 office timely for processing for the December 31, 2019 deadline, the Office of Children Services
69 (OCS) accepted her petition to extend the due date to January 31, 2020.
70

71 Ms. Battle-Hardy expressed her gratitude for the extension granted by the OCS to get the updates
72 completed and transmitted to the OCS prior to the extended deadline of January 31, 2020. She
73 further expressed her concerns about the CPMT being unable to meet their obligations in getting
74 their assigned sections of the workbook completed and back to CSA's office timely for editing,
75 updating, completion and transmission.
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77 **VI. New Business**

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79 There is no new business at this time.
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82 **VII. Executive Session**

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

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

93 With no opposition, the Executive Session commenced at 2:47 p.m. The Executive Session ended
94 at 3:04 p.m. Once out of the closed session, the following statement was read:
95

96 “To the best of each member’s knowledge: (1) Only public business matters lawfully
97 exempted from open meeting requirements under the Virginia Freedom of Information Act,
98 and (2) Only such public business matters as were identified in the motion by which the
99 closed meeting was convened were heard, discussed or considered in the closed meeting
100 just completed by this board.”
101

102 The Statute requires that if any member of the board believes that there was a departure from the
103 standards of this statement during the closed meeting, that member must so state before the roll-
104 call vote, and must indicate the substance of the departure which that member believes occurred.
105 Having heard no such statements (or having heard all statements regarding departure from the
106 standards for closed meeting), the roll call was taken. An “AYE” vote means that the individual
107 believes the board complied with the standards read. A “NAY” vote means that the individual did
108 not believe the board complied with the standards read.
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110 Ayes: Ms. Breathwaite, Ms. Grimm, Ms. Little-Hill, Ms. Battle-Hardy,
111 Ms. Hailey, Ms. Ploeger
112

113 Nays: None
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115 A motion by Ms. Battle-Hardy was seconded by Ms. Hailey to approve the **Authorized Services**
116 **Encumbered Report** from 11/20/19 – 12/17/19 Report in the amount of **\$314,779.22**. With no
117 objections expressed to the motion, it was adopted.
118
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120 During the Executive Session cases were presented, reviewed, discussed and recommendations
121 were made. A motion by Ms. Battle-Hardy was seconded by Ms. Grimm to approve the **FAPT**
122 **Recommended Services Report** in the amount of **\$80,829.64**. With no objections expressed to the
123 motion, it was adopted.
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127 **VII. Adjournment**
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129 On motion by Ms. Breathwaite, seconded by Ms. Battle-Hardy, the meeting adjourned at 3:09 p.m.
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134 **VIII. Next Meeting**

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136 The next CPMT meeting is scheduled for Wednesday, January 15, 2020 at 2:00 p.m.

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139 **Respectfully Submitted by:**

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Jacqueline Addison-Jones, Administrative Coordinator II

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146 **Approved by:**

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

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Alexandria Davis - Chief Executive Officer, Milestone, LLC was absent.
Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.
Rosylen Oglesby - Assistant to the City Manager, City Manager's Office was absent.