

**City Manager's 120-Day Transition Plan
Dr. L. Pettis Patton, City Manager
December 2015 Accomplishments**

II. Organizational Alignment, Development and Review

- Behavioral Healthcare Service
 - BHS increased revenue from our Methadone Program while maintaining the lowest rate in the Tidewater area for this service (**Goal 4**).
 - BHS participated in the Virginia Trauma Informed Care Mini-Policy Academy training at the Hampton Newport News CSB. This will now give BHS staff the ability to provide trauma informed care to children and adolescents in our community (**Goal 4**).
 - BHS developed a process wherein which an email of the Incomplete Service and Unapproved Service reports are sent to individual staff for review and correction on a regular basis (**Goal 4**).
 - BHS began discussion in starting tele-psychiatry for individuals we serve. As of today we were able to visit other Community Service Boards/ Behavioral Health Authorities that are utilizing this technology (**Goal 4**).
 - BHS response time in responding to individuals/ families experiencing a psychiatric crisis has decreased from 51 minutes to an average of 43 minutes. The Virginia Department of Behavioral Health and Developmental Services goal is 60 minutes (**Goal 4**).
 - BHS increased HIV education in the community to those individuals diagnosed and/or at risk by completing two additional presentations (**Goal 4**).
 - Management Team of BHS provided input in the development of the annual budget proposal for the upcoming fiscal year FY 17 (**Goal 7**).
- Building Official
 - Construction was completed and inspections approved for the creation of the 5th floor Economic Development office suite.

Economic Development moved in before the end of the month **(Goal 2)**.

- Work with the Department of Engineering and Public Utilities/ General Services to review a proposed scope of work for evaluating the building and systems as well as preparing plans for the renovation of 801 Water Street. We have asked the firm to re-assess their cost structure **(Goal 2)**.
- Permits and Inspections absorbed the Department of Neighborhood Advancement thereby reconnecting all facets of building code enforcement under one umbrella as described in the Code of Portsmouth **(Goal 2)**.
- Permits and Inspections submitted a list of five Core Values that department staff agreed should be used as guiding principles **(Goal 4)**.
- Permits and Inspections submitted a proposed departmental operating budget for FY17 **(Goal 7)**.
- Updated and rewrote the job description for a Manager of Code Enforcement position for Permits and Inspections. This job description was submitted along with a request to fill the vacant position to the Department of Human Resources **(Goal 10)**.
- Economic Development
 - Gain overall comprehension of Comp Plan, Downtown Master Plan, Master Transportation Plan, Waterfront Strategy, and Enterprise Zones **(Goal 5)**:
 - Staff marketed a “How to Apply for Enterprise Zone Benefits” workshop scheduled for January 12th through a direct mailer to all property owners located in Portsmouth’s zones. Staff also promoted the event through calendars published in *The Virginian Pilot*, *Inside Business* and *Currents*. Economic Development is co-hosting this event with the Virginia Department of Housing & Community Development.
 - Review financial systems and overall budgeting practices and internal controls as it relates to spending and financial forecasting **(Goal 6)**:
 - After significant review and reflection, staff submitted its FY17 budget. The request is focused on the department’s overarching

goal of initiating private-sector investment to generate tax revenue through business attraction, business retention, business expansion and entrepreneurship.

- In conjunction with cost savings instituted in the current/FY16 budget, staff along with significant assistance from the Departments of General Services, IT, Permits/Inspections and Finance, relocated the offices of Economic Development from privately-leased property to City Hall.
- Collaborate with Human Resources to initiate and complete employment process for vacant executive level positions in critical departments (**Goal 11**):
 - Collaborated with Human Resources to close the job posting for Business Development Manager(s); received applications for candidates who met minimum qualifications, and scheduled interviews.
- Engineering
 - The Department Engineering and Technical Services (Engineering, Traffic Engineering and Parking Authority) delivered its FY 17 budget to the Finance Department. The Department is working on the Capital Improvements budget with the Finance Team (**Goal 7**).
 - The Engineering Department continues to provide technical support for various Departments to better define project scopes; review and comment on plans, specifications and estimates; and provide recommendations for next steps. Projects that are ready for procurement include the Pedestrian Improvements at the High Street-London Boulevard-Airline Boulevard Intersection, the ADA Upgrades and Renovations at the Naval Museum and the ADA Ramp at the African American Library Museum (**Goal 8**).
- Finance Department
 - Successfully submitted required financial and audit reports to the Auditor of Public Accounts (APA) by the December 31 due date. Reports included Craney Island Landfill, Cost allocation report, Jail cost report and Sheriff report on internal controls.
 - Met with various departments regarding the development of the FY 2017 budget request.
 - Scheduled with over 36 departments and agencies City Manager's internal budget defense meeting meetings for the month of January, 2016.

- Budget meetings to discuss with key revenue departments – City Treasurer, Commissioner of the Revenue and Real Estate Assessor to discuss FY 2017 fiscal outlook.
- Initial CIP meeting with strategic departments to start the coordination of CIP request for FY 2017 budget process.
- Initial meeting – FY 2017 outlook for CDBG/Home budget process.
- Fire Department
 - Identify policies that needed improvement (Change to Civil Service Rule 9 to align with Fire Department SOP 601).
 - A request was made to the Civil Service Commission and the changes are acceptable.
- Human Resource Management
 - Drafted a Criminal Background Check policy that is being reviewed by the City Attorney's Office (**Goal 1**).
 - Drafted an ordinance on criminal background checks for the City Code that will be introduced at the January 26, 2016 city council meeting (**Goal 1**).
 - Reclassified GIS division of the Departments of Information Technology and Public Utilities to the Department of Planning (**Goal 2**).
 - Moved Landscape Design division of the Department of General Services back to the Department of Parks, Recreation and Leisure Services (**Goal 2**).
 - Absolved the Department of Neighborhood Advancement and reassigned its employees to the Departments of Planning and Permits and Inspections (**Goal 2**).

- Reorganized the Department of Marketing, Entertainment and Tourism for maximum high performance (**Goal 2**).
- Empowered team members to take pride in their work and work environment (**Goal 4**).
- Completed the selection process for Director of Parks, Recreation & Leisure Services and Director of Information Technology (**Goal 11**).
- Prepared for the next phase in the employment process for Fire Chief and Police Chief (**Goal 11**).
- Conducted interviews for the Deputy City Manager with the City Manager (**Goal 11**).
- Information Technology
 - Prepared and submitted FY17 Budget proposal for Computer Services and Telecommunications.
 - Replaced Treasurer's City Credit Card machines which now support Euro Pay (Chip and Pin) technology.
 - Relocated the Economic Development department to City Hall. Ported all phone numbers necessary, built call flows, configured printer/fax and PC's.
 - Made system preparations in test environment for Disabled Veteran Personal Property Billing.
 - Performed all month/year end maintenance for city applications.
 - Provided continued systems support, equipment maintenance and upgrades to systems as necessary.
- Libraries
 - Library Director met with the new City Attorney. (December 2)
 - Library Director met with Health Department staff to begin next steps for the Health & Wellness Information Center at Main Library. (December 9)

- Team 4 Meeting, consisting of Libraries, Museums, and Parks & Recreation. (December 10)
- Library Director met with Portsmouth Zero: 2016 (Veterans & Chronic Homelessness community group) on December 16. Attended Homeless Persons' Memorial Day service. (December 21)
- Marketing, Entertainment & Tourism
 - Met with Budget Team in preparation for Participatory Budget Meetings (**Goal 4**).
 - Submitted Transmittal Letter and MET Budget congruent with deadline (**Goal 6**).
 - Continues to review MET, Economic Development, and Willett Hall Budgets (**Goal 7**).
 - Continues to work with Procurement relative to the Request for Proposals, IMG contract, and contract updates and review (**Goal 8**).
 - Continues to provide oversight of our Visitor Information Center, High Street Information Center, City Hall Information Center as it relates to provide good customer service (**Goal 9**).
 - Reviewed and submitted employee evaluations for December (**Goal 10**).
 - Approved and processed six Special Events Permits for November (**Goal 2**).
 - Met with Caterer to produce the Annual City Employee Holiday Reception (**Goal 2**).
 - Produced the Holiday Harmony Concert at Willett Hall with over 1,500 students in attendance for the Music Performance Workshop during the day, and nearly 300 in attendance at the evening concert.
- Museums
 - *“Planning Groups*
 - Planning groups for programs, events, exhibits have been assigned. These include: Changing exhibits at Children’s, Volunteers, Museum Madness, Amusement Park Science, Builderfest, Training, Winter Wonderland Programs, Visitor Evaluation, Naval Museum Exhibit Project, Special Needs Day,

Group Market Strategies, Kite Festival, Celebration of the Arts and African American programming.

- *Focus Groups*
 - Our first focus group of teachers will take place on January 7th at the Children's Museum of Virginia. The focus group will be facilitated by Conny Graft, the evaluator who will be working with us over the next 12 months.
- Department of Neighborhood Advancement
 - Staff was informed of the pending changes to the department on December 23rd (**Goal 1**).
 - The monthly Department report on activities was delivered December 28 due to the director's retirement 12/31/2015 (**Goal 1**).
 - We continue to remind staff of the importance of their duties and of the praise and thank you letters of the City Manager's Office. We are making preparations for continued staff training in the spring (**Goal 4**).
 - Staff is continuing to work collaborative with other departments as mentioned the last two months with the addition of eliminating conflicts and vacant sections in the City Code dealing with trash and debris. A draft of the final rewritten code and a proposed time line has been forward to committee members and the management team (**Goal 5**).
- Parks and Recreation
 - Met with division head staff to develop the PRLS budget requests for FY2017.
 - Collaborated with other department heads (General Services, Public Utilities, Public Works, and Engineering) with regards to city personnel realignment as it relates to the FY2017 budget.
 - With PRLS staff involvement, developed a first draft plan for charging rec. center membership and adult class fees.
 - Discussed similar issues and upcoming events with Libraries and Museums during our first team meeting.
 - Worked with Marketing Department to provide children's activities for the Holiday Music Festival.

- Planning

- The Planning Department continues to develop zoning ordinance modifications to ensure alignment with City Council's Vision Principles and Core Values and compliance with state code requirements. Initial changes proposed for the D2 Form Based Code to replace the Type II site plan process went to the Planning Commission on December 1, 2015 and were recommended for approval. These amendments go to City Council for consideration in January (**Goal 3**).
- Zoning code amendments were completed and adopted, as requested by City Council, to require Use Permits for Multi-family dwellings. The first multi-family use permit application, submitted by PRHA for the redevelopment of Lincoln Park, was reviewed during the month of December for public hearing and consideration by the Planning Commission in January. Alignment with the City Council Vision Principle of "Neighborhoods and a Sense of Community" (**Goal 3**).
- RFP for the comprehensive plan update were advertised and consultant proposals will be accepted until mid-January (**Goal 5**).
- The City's Transportation Microsimulation Model project with VMASC has been calibrated and completed by VMASC. The completed project has been accepted by the City. The modeling and simulation program will greatly assist the City in the future assess local and regional impacts of major transportation initiatives in Hampton Roads. The model is also unique for Hampton Roads in that it was developed with the capability of evaluating the impact of rail traffic movements that block City streets and intersections (**Goal 5**).

- Police

- Assisted in the planning and presentation of a major news conference to assist City Council, the Mayor and City Manager to reach out, understand and answer questions about crime and violence in our city (**Goal 4**).
- To prepare and submit to City Council an annual budget, outlining key strategies, City priorities which will incorporate feedback from strategic Council retreats and fiscal parameters for the upcoming budget process (**Goals 7**):

- The police department successfully submitted the FY-2017 budget in accordance with the guidance set forth by the City Manager, Interim Chief Financial Officer and the Interim Budget Officer and met the due date of December 11th, 2015. As dictated by the promulgation letter, our budget submission incorporated Budgeting for Outcomes (BFO) and associated other budgetary methodology.
 - In addition, the FY-2017 budget centered around and was crafted with the focus on, what services the PD provides, how essential each of our provided services are to accomplishing the city's mission and goals, the impact of each service and the impact if any of our services were eliminated.
- Public Utilities/General Services
 - Operating budget was submitted for Public Utilities and General Services in adherence with the vision of Review, Reflect and Refocus (**Goal 6**).
 - Clark Nexsen is under contract to perform the engineering design services to complete the consolidation of Police Department divisions to 801 Water Street. The scope of work includes architectural, structural, mechanical, electrical, plumbing and fire protection design and construction administration for the completion of building upgrades necessary for the relocation of several Police functions (**Goal 8**).
 - All employee evaluations were completed and reviewed by department supervisors or director (**Goal 10**).
- Public Works
 - Public Works compiled the training records onto a database to ensure that new certifications/re-certifications of our employees are completed in a timely manner and that all personnel receive the proper training and certifications in the operation of all equipment (including snow removal equipment) (**Goal 2**).
 - Street Sweepers' schedules are being updated in an effort to ensure timely service to the citizens of the New Portsmouth. During inclement weather, the Street Sweeping unit assists the Stormwater Basin Crew in the cleaning and maintaining of our storm drain system (**Goal 2**).
- Social Services
 - Director continues to review payment documents daily. Initiated discussion with Administrative Manager regarding assessing the need for the number of security staff currently assigned to the DSS building (**Goal 6**).

III. Citizens, Community, and Business Engagement

- Behavioral Healthcare Service
 - BHS participated in a two day training with the members of PHAC to discuss upcoming HUD initiatives and to restructure entry points for the city's homeless population. This training was sponsored by HUD (**Goal 1**).
 - BHS conducted an update/ overview meeting of the CIT program with the Portsmouth Police Department (**Goal 1**).
 - BHS attended a regional meeting with representatives of all nine Community Service Boards/ Behavioral Health Authorities in HPR V at Henrico Community Services Board. The focus was to discuss the training of intellectual disabilities case managers for implementing the Individual and Family Support Program on July 1, 2016, which is a component of the Waiver Redesign. Additional dialogue occurred on how community services boards will manage the combining of case management services for two populations, intellectual disabilities and developmental disabilities (**Goal 1**).
 - BHS began discussion with Old Dominion University having Special Education Students as volunteers/ interns for Part C Services (**Goal 1**).
 - BHS met with Virginia Department of Health "Quit Now" to discuss partnership to benefit those recovering from mental health, substance use, and co-occurring disorders that are using tobacco products (**Goal 1**).

- Economic Development
 - Meet with local, regional, and business organizations (**Goal 2**):
 - Held bi-weekly with the Assistant Executive Director of PRHA and the city's Director of Planning.
 - Attended the monthly HRCC-Portsmouth Division meetings.
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- Serve as the Assistant Secretary of the EDA and plan the monthly meeting agendas with the Chair and review the monthly financials and annual audits with the city's Finance Dept. for this council appointed board.
 - Serve as the Assistant Secretary of the PPIC and plan the monthly meeting agendas with the Chair and review the monthly financials and annual audits with the city's Finance Dept. for this council appointed board.
 - Attended monthly meeting of MPA.
 - Attended the quarterly board meeting and annual reception of the Hampton Roads Economic Development Alliance (HREDA). HREDA is a public-private regional agency funded, in part, by a \$93,000 annual contribution from Portsmouth.
 - Attended the annual Virginia Economic Development Partnership luncheon, sponsored by HREDA.
- Engineering
 - The Engineering Department held two public hearings for the Churchland Bridge Replacement (NBL) project – one at Bide-a-Wee and one at the Churchland Library. A total of 36 people attended these meetings. The formal comment period lasted 30 days and ended on January 3rd (**Goal 1**).
 - The Traffic Engineering Department is working with the Olde Town Civic League to find alternative/replacement bulbs for the 75 “historic” lanterns in the district. These lanterns provide poor lighting and are problematic from a maintenance perspective. The team is in the process of procuring replacement lanterns for these fixtures (**Goal 1**).
- Finance Department
 - Budget community engagement process – bi-weekly meetings with City and PPS team to coordinate three citizen public engagement meetings end of January and February time frame, 2016.
- Fire Department
 - Realign the organizational structure to provide citizens the best emergency care. (Partnership and training with Bon Secours STEMI program).
 - Continue community engagement by visiting Civic League Meetings. (Identifying prevention measures for at risk neighborhoods, offering free

smoke detectors and free installation, and with school opening, continuing the PASS reading program to our elementary students).

- Portsmouth Fire Rescue and Emergency Services partnered with Portsmouth Police assisting in providing gifts and Christmas for patients and patient family of EdMarc.
- The Fire Marshals conducted a total of 48 business inspections during the month of December.
- Fire Marshals presented 12 sessions of the fourth grade fire prevention program to three (3) elementary schools. This program will continue until the end of January 2016.
- The Fire Department partnered with the Parks and Recreation Department to provide an s'mores for children during the downtown Christmas Festival.
- During the month of December, the Fire and EMS responded to a total of 1617 calls for emergency assistance. 1169 of the calls were medical in nature.
- There was one (1) fatality during a fire emergency in December.
- Portsmouth Fire & EMS personnel (off-duty) presented a "Breakfast with Santa", for children of Fire and EMS Personnel.
- Fire and EMS participated in the arrival of Santa at Kroger Center.

- Health Department

- Citizen and Community Engagement: Portsmouth Health Department is working with Healthy Portsmouth, the City Manager's Office, and Consortium for Infant and Child Health at Eastern Virginia Medical School to provide information regarding the health and economic benefits of increasing the price of cigarettes.

- Citizen and Community Engagement: Portsmouth Health Department hosted a city-wide dinner and discussion for physicians, pharmacists, clinic managers, and electronic health records managers on December 14th, 2015 to bring together the clinical community in addressing health disparities and closing the gap on diseases such as diabetes, heart disease, stroke, and cancer. The meeting was well-attended and many barriers such as access to care and health literacy were discussed in detail with plans for follow up actions to address these issues.

- Citizen and Community Engagement: Portsmouth Health Department is working with Bon Secours Maryview Hospital and Healthy Portsmouth to

host community town halls meetings in Portsmouth to identify barriers to health in at-risk populations to occur in January and February 2016.

- Libraries

- *Food for Fines*: The November Food for Fines program yielded 740 pounds of food for Oasis Food Bank.
- *Coast Guard Photo Sharing Project*: Wilson Memorial Local History Room loaned hundreds of library Coast Guard photos and ephemera so that Hampton Roads District Coast Guard could scan and have ready access for their own files. District Captain Michelle Thornton, US Coast Guard Auxiliary, sent a thank you to Main Library manager Gregg Grunow.
- *Portsmouth Public Library Foundation*: Library Director serves as ex officio secretary for the Foundation. Special meeting called December 14.
- *Literary Landmark*: Library Director participated in the nomination process designating Bertha W. Edwards, the city's first African American public librarian, as a Literary Landmark. Mrs. Edwards is the only African American in the state so honored. (December 17)
- *Other community engagement information*:
 - Physical materials circulated: 20,157
 - Visitor Count: 22,725
 - Online Catalog Page Views: 41,192
 - Website Views: 17,876
 - Database Searches: 3100
 - Electronic Checkouts: 465

- Marketing, Entertainment & Tourism

- Sent eblast messages, uploaded to digital message boards and performed website updates to promote all holiday events to include: Olde Towne Holiday Merchants Open House, Santa House at MidTowne, Winter Wonderland/Coleman Collection Snow Wonders, Olde Towne Holiday Music Festival, and Olde Towne Scottish Walk (**Goal 2**).
- Promoted December Event Series at the Renaissance Hotel (**Goal 2**).
- Met with Portsmouth Community Concert Executive Board to discuss billing and contract (**Goal 2**).
- Promoted National Homeless Memorial at High Street Landing (**Goal 2**).
- Promoted I.C. Norcom Concert Choir Concert in the City Council Chamber.

- Museums
 - *Lighting, asbestos and ADA issues at the Naval Museum*
 - The project is out to bid. The pre-bid meeting will be held on January 5 with the bid opening to be held on January 19 at 2:00 p.m.

 - *Black History Month programming planning*
 - The programming has been confirmed for January 16-February 27. Programming will be held at the Children's Museum of Virginia, Main Branch and Churchland Branch libraries, and the Portsmouth Community Colored Library Museum. A brochure is being printed and the first ad will be in Currents on January 10.

 - *Proposed Cultural Arts District*
 - Made a presentation along with the Museum & Fine Arts Commission Chair, Donte' Owens, to the Olde Towne Business Association in December. The concept was received positively and all suggestion were noted and will be presented to the Museum & Fine Arts Commission in January.

 - *Museum Rental*
 - Rentals were strong in December, mostly as a result of our frequent Navy groups who use the space for their holiday parties.

 - *Dedication of the Literary Plaque at the Portsmouth Community Colored Library Museum*
 - The dedication was held on December 17 and over 80 people attended. A grand-nephew of Bertha Edwards and Dr. Cassandra Newby Alexandra gave remarks. Mayor Wright served as the Master of Ceremonies. Music was provided by the members of the Brighton Elementary School Choir.

- *Collection Storage Room Reorganization*
 - Thanks to our volunteer Marcus Robbins who has worked tirelessly with the staff of the Naval Museum of the reorganization of the collection storage area. This month saw the advent of a completely new floor plan of storage racks, freeing up space for work areas and the preparation of the new storage racks for the collection of framed art.
- Department of Neighborhood Advancement
 - Staff continues to meet regularly with all civic leagues. Examples of the inspector reports are provided at the end of this report. As in the past for those that do not have a regular meeting date staff contacts the president of each league in their assigned area monthly to discuss issues they may have (**Goal 1**).
 - Staff continues to make ourselves available to meet with all civic and professional groups that desire information concerning flooding issues in the City (**Goal 1**).
 - Staff continues to participate in the regional flood related activities of Hampton Roads Planning District, Hampton roads All Hazards Plan and Old Dominion University (**Goal 1**).
 - Staff on a regular basis mails information to churches civic leagues, schools and property owner's information concerning current events in floodplain management (**Goal 1**).
- Parks and Recreation
 - Continue to work with DCR, Elizabeth River Project, Engineering and Ryan Construction on the Paradise Creek project.
 - Hosted a productive PRLS Commission meeting that included some visitors from the public – good exchange of ideas.
 - Began reaching out to some churches and local businesses to inquire about sponsoring the rec. center membership fees for children that cannot afford it.
- Police
 - The Criminal Investigations Bureau attends civic meetings at the request of the group or the NIO to address concerns with emerging crime trends and to enhance citizen interaction in an effort to develop a trusting relationship between the police and the public. The PPD PIO also

provides regular information of activities, positive stories, crime information and a forum for the public to comment on police activities through social media (**Goal 1**).

- Members of police dispatch regularly give presentations to civic leagues, provide 9-11 center tours upon request, and provide support to groups such as those at the city's Senior Station (**Goal 1**).
 - A school resource officer, a Community Services Unit officer, and LTC Butler meet with Boys and Girls Club members at Waters Middle School during their meal break every other week, as a means of establishing a good relationship with these students in an informal setting. They discuss being police officers and answer many questions (**Goal 1**).
 - Members of the Criminal Investigations Division meet regularly with sister divisions of other local agencies to discuss current trends in policing, new technology, and to collaborative crime reduction efforts (**Goal 2**).
 - Uniform Patrol, the Community Services Division, the Hostage Negotiations Team, and the Special Weapons and Tactics Team participated in an active shooter drill and exercise with the US Coast Guard in Churchland. The exercise also involved USCG security, command, and EMS/Fire assets as well as the Portsmouth Fire Department and EMS and the Chesapeake Fire Department. The evolution allowed all involved agencies to practice responses to an active shooter style event and to evaluate effectiveness of response strategies and provide necessary contact and communication to facilitate future response and training activities (**Goal 2**).
 - The PPD has partnered with the PPS to provide School Resource Officers to each high school and middle school. This partnership has benefited both entities by providing real-time information that is imperative for both agencies while affording the staff, visitors and the future leaders of Portsmouth an opportunity to learn in an environment free of the fear of crime (**Goal 3**).
 - Portsmouth School Resource Officers have daily contact with school officials, and have developed a close working relationship with them. SRO supervisors have monthly meetings with school principals and maintain open lines of communication (**Goal 3**).
- Public Utilities/General Services
 - General Services, in collaboration with Engineering and Information Technology departments, successfully relocated Economic Development to the 5th Floor of City Hall. (**Goal 2**).

- Public Works
 - Public Works' management attended a regional meeting with HRT to offer input and assistance for the preparation of the HRT Emergency Snow Routes Plan, which will take effect when the local weather forecast calls for snow accumulation in Hampton Roads. This would allow Portsmouth residents to get to critical areas of the city via HRT and that would help maintain our citizens' quality of life (**Goal 2**).
- Social Services
 - On 12/7 through 12/8/2015 DSS staff, Ms. Nicolle Hardy and Ms. Daisy Hines participated in trauma informed care training in Hampton, Virginia. Ms. Hardy will be collaborating with Portsmouth's Behavior Health Department to implement trauma informed services to Portsmouth citizens.
 - On December 17, 2015 met with the following: Principal and Assistant of John Tyler Elementary School, Regional Family & Child Welfare Specialist from Virginia Department of Social Services and representative from Portsmouth's faith based community to continue planning for a January 2016 Kinship Care community forum. Forum location will be the Children's Museum. A new date has been secured Thursday, February 25, 2016, 9 AM to 11 AM.
 - On December 21, 2015 met with Norfolk State University, School of Social Work Professor Brenda Gilmore Hicks, Intern Placement Supervisor to discuss continued collaboration between PDSS & the School for the training of BSW & MSW students.
 - Participated in the City Homeless Persons' Memorial Vigil service; collaborated with Oasis, Portsmouth Volunteers for the Homeless, Portsmouth Homeless Action Consortium (PHAC).