

Dr. L. Pettis Patton, City Manager
May 2016 Accomplishments

I. City Council Leadership and Relationship Building:

- Planning
 - Strategic Planning – Concluded negotiating Scope of Work with consultants including public outreach element/local trips. City Council initial briefing scheduled for July 26, 2016.

II. Organizational Alignment, Development and Review

- Behavioral Healthcare Services
 - BHS staff completed a successful reaccreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) for the Opioid Treatment Program. BHS received exemplary feedback, and had only one recommendation for review.
 - BHS's Recovery Houses, a transitional program for women in recovery has reopened, and is accepting referrals.
- Building Official/Permits and Inspections
 - Permits and Inspections is collaborating with Waste Management and the Fire Department to remove dumped refuse and identify offenders who are dumping on city property at the Afton Greens site. This is an ongoing effort for the last month (**Goal 2**).
 - Permits and Inspections staff received Swimming Pool and Spa safety training June 2nd (**Goal 2**).
 - May Permitting Metrics (**Goal 6**):
 - Issued 440 permits with a construction value of \$4,890,430
 - Performed 925 inspections
 - Generated \$49,173 in New Construction revenue
 - Planning Department provided financial assistance for demolition of 6 building at the Portsmouth Sportsplex - bids came in at a lower cost than expected.
 - Still collaborating with General Services to find a replacement Elevator Maintenance Contractor
 - Collaborate with Public Utilities to install and inspect and approve a new water supply line at the Portsmouth Sportsplex

- Economic Development
 - Staff assisted Finance with hosting two (2) rating agencies for tours of the City (**Goal 6**).
 - On May 26th, posted/advertised vacant Business Development Manager Position (**Goal 11**).
- Engineering
 - Staff is working with the Department of Human Resources to update job descriptions (**Goal 1**).
 - During staff meetings, there was discussion on the implementation of the approved FY 2017 Budget and planning for the upcoming budget process (**Goal 4**).
 - 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. Staff is involved in multiple CIP and CDBG projects involving the Planning Department, Public Utilities, Properties Management, Public Works, PRLS (Parks, Recreation and Leisure Services), Behavioral Healthcare Services, Social Services, IT Department, Fire Department, Police Department and Portsmouth Public Schools. The Seawall Replacement – Areas 3 and 4 is in the process of being awarded to the lowest responsive bidder. Bid packages are complete or nearly complete for the new water and sewer backbone for the Sportsplex, interior renovations for the Gym at the Sportsplex, and the Cavalier Manor Athletic Field Improvements Phase 1. Final plans are being prepared for several drainage projects including the installation of multiple tidegates in the PortCentre Parkway drainage basin. In addition, staff is working closely with the SKW, ERC and VDOT as closeout procedures for portions of the MLK Freeway Extension have started (**Goal 8**).
- Finance Department
 - Rating Agency Tours - On May 4 & 5 city staff took representatives from rating agencies on a tour of the city highlighting the city's natural assets including the waterfront and port, businesses areas and economic developments and potential opportunities.

- Budget FY 2017 - Provided information and coordination of all operating and CIP budget ordinances for FY2017 budget.
- Budget 2017 - Coordinated meetings with all department heads, elected officials and constitutional officers for Post FY2017 budget adoption briefings.
- Audit 2016- Held audit kick off meeting with external auditors to discuss timeframe.
- Purchasing - contract issued for demolition of buildings at the Sportsplex Center.
- Fire Department
 - Continued to work with HRM to implement the promotional process (**Goal 1**).
 - Implemented a plan that redistributed personnel to enhance service delivery to the community by reassigning firefighters to ladder 3 (**Goal 2**).
 - Presented the new Hazardous Materials Unit to the City Council and City Manager (**Goal 3**).
 - The Fire Chief presented an update on the progress of the Fire Department (**Goal 3**).
 - Conducted a meeting with the senior staff to formulate plans for the Strategic Planning sessions (**Goal 3**).
 - Reviewed the current budget status and projections for the end of the fiscal year (**Goal 6**).
 - Met with finance to discuss process to purchase new apparatus approved in the FY17 budget (**Goal 6**).
 - Continued with the coordination of the upcoming move to 311 County Street (**Goal 8**).
- Health Department
 - Portsmouth Health Department hosted state-wide experts in organizational inclusion and diversity work to present to staff on unconscious bias and to help staff understand what is meant by diversity and why it is important for individuals to cross the divides created by differences.

- In an effort to provide superior customer service, Portsmouth Health Department established a permanent switchboard operator position and developed a phone manual with standardized expectations and procedures in providing customer service over the phone.
- Human Resource Management
 - The following administrative policies were sent to City Attorney's Office for review(**Goal 1**):
 - Standards of Conduct, Management Rights
 - American with Disabilities Act (ADA)
 - Family Medical Leave Act (FMLA)
 - Reorganized the Department of Public Works to include the Properties Management and Vehicle Services divisions of General Services (**Goal 2**).
 - Reorganized the Department of Public Utilities to include the Waste Management division of General Services (**Goal 2**).
 - Conducted request for proposal (RFP) process for Benefits Consultant and final selection was made for Willis Towers Watson (**Goal 8**).
 - Opened and closed request for proposal (RFP) bids for all benefit-related vendors with the exception of medical (**Goal 8**).
 - Scheduled the City's 1st Annual Employee Wellness Fair for June 14th as part of our wellness initiative to promote the health and well-being of every City employee (**Goal 9**).
 - Debuted City's Fellowship/Internship Program to participating departments for interviews (**Goal 9**).
 - Completed employment process and hired two (2) Human Resource Generalists to carry out delivery of quality services for the New Human Resource Management Department (**Goal 9**).
 - Finalized selection for Workers' Compensation Coordinator in preparation for the transition of workers' compensation from Finance/Risk Management to Human Resource Management (**Goal 9**).
 - Partnered with DOMA Technologies to transition from paper to cloud-based data for active personnel files (**Goal 9**).
 - Completed a monthly review of the departments' compliance with employee performance evaluations (**Goal 10**).

- Partnered with City departments to revise job descriptions by having employees complete Position Questionnaire Descriptions (PDQ's) to gain an accurate depiction of employees' job duties and responsibilities (**Goal 11**).
- Information Technology
 - **Network Security Monitoring** - Information Technology secured funds to purchase monitoring services from Secure Works. This company will provide 24 X 7 X 365 network monitoring across our entire infrastructure, and thus alerting to any malicious activity and blocking all certified malicious activity.
 - **End-User Phishing Requirement** - As with Network Security infrastructure will secure on malicious traffic from outside of Internal Network. End-User Phishing will allow Information Technology Department to initiate suspicious e-mail to all employees to further facilitate end-user education and awareness. This requirement will provide education resources for all end-users, which each end-user must annual re-certify.
 - **Pavilion Infrastructure** - Cost-Savings measures having been identified, we have initiated under-ground construction of conduit lines. Once completed it will allow all Pavilion Infrastructure to be combined with existing City Infrastructure, which will eliminate all monthly recurring infrastructure fees (Under Section III as well).
 - **City Hall Wi-Fi Project** - Phase I of the Wi-Fi project is scheduled to begin June 13th, 2016, with an estimated completion target of first of July. Upon completion we can begin technology paradigm shift, and will become the integral infrastructure component (Under Section III as well).
 - **Xerox On-Site Assessment** - Visual confirmations throughout the city eluded to over placement of individual printers. We have contracted with Xerox, and an On-site assessment has been completed. Preliminary results have confirmed our visual and initial conclusion. Once we have the costing methods determine will be able to present a phased approached of cost-savings and technological improvements.
- Libraries
 - The department's integrated Library System was updated from Evergreen 2.6 to 2.9. Special thanks to Manager of Library Systems Gregg Grunow, IT Computer Analyst Maria Hitchings, Cataloging Librarian Patricia Little-Taylor, and the Evergreen team with Library of Virginia for a transition that went without a hitch.

- Position Description Questionnaires completed by staff; reviewed and submitted to Human Resource Management.
- Vendor Baker & Taylor upgraded our collection development module Title Source 3 with a revamped Title Source 360.
- The City Manager installs the Director of Libraries as new Records Officer for the New Portsmouth.
- Marketing, Communications & Tourism
 - Continuously works with the budget team to prepare final documents for printing of the Adopted Budget Book for FY2017 (**Goal 7**).
 - Interviews and final scoring for advertising agency has been completed (**Goal 8**).
 - Meeting with IMG and Finance was successful. Final reports have been approved, and IMG will remit their first report and check on or before June 20, 2016 for payments for MAY shows at the venue (**Goal 6**).
 - Collaborating with Elaine Breathwaite to host the Groundbreaking Ceremony/Tour of the Behavioral Healthcare Services building for members of City Council (**Goal 2**).
 - **Media Methodology (e-blast messages/promotion):** 34th Annual Rotary Club Bar-B-Q; National Peace Officers Week; National Drug Court Month; Summit; Job and Charity Opportunities (IMG Vendors/Part-time Employment); Young Entrepreneurs Award; Hampton Roads Chamber of Commerce; Movies in May at the Portsmouth Pavilion; Urban League of Hampton Roads Young Home Buyers Education Workshops; Hoffer Creek Events and Activities; Human Resources Summer Internship/Fellowship Program; Child Humber Intervention with Public Safety (CHIP); Virginia Arts Festival Coffee Concerts and String Quartet; Portsmouth Service League Annual Beer, Band & Bar-B-Que; Portsmouth Libraries Next Big CEO; Annual Drive-Thru Appeals and DMV 2 Go; Portsmouth Art & Cultural Center (PACC) Living Sculptures and Bonsai Display; Paradise Creek /Dominion Wetlands Learning Lab and Kayak Launching; Spring Spectacular; 2016 Portsmouth Pavilion Concerts; Court Appointed Special Advocates (CASA); Children’s Museum presents Globa Junkjam; Neighborhood Yard Sale: Long Point; National EMS Week: Focus on the Community; Portsmouth Redevelopment & Housing Authority (PRHA) Career/Job Fair; Portsmouth Ride with the Mayor Bike event; Portsmouth Police Department: Coffee with a Cop; Portsmouth Heritage Initiative and Square of Olde Towne; Holiday Garbage Collection Public Notice; Portsmouth Reads: Adult Literacy Program; 132nd Annual

Memorial Day Parade; PHAC & VHA Free Informative Work Sessions; Transit Means Business Event; 28th Annual Clean the Bay Day; Property Taxes Due Public Notice; Portsmouth Sportsplex Pool Closure; Sunset Thursdays for JUNE (**Goal 2**).

- **Telling Our Story/Operation Positive Portsmouth:** Portsmouth Recognized as Tree City during Arbor Day; Student-grown Flowers Planted throughout the City; Todd Elliott Elected as President of the Virginia Library Directors Association; Portsmouth's Maritime Industry: The Builder's, Fixers, Suppliers, Shippers and the Future; Virginia Arts Festival Performances in Portsmouth; Local Girls Scouts Delivers Medical Emergency Kits to Police K9s; STEM Experimental Design Students present at 2016 VA Junior Academy of Science Research Symposium; Children's Museum and Special Needs Children; Virginia Travel Counselors Visit Portsmouth (**Goal 2**).
- **Interactive Media:** Website Management/Redesign: Continuing to work with City departments relative to website updates and the entire redesign and re-launching of the City of Portsmouth website. MCT/Information Technology held ½ day workshop for content managers at the Social Services training room (**Goal 2**).
- Museums
 - Supervisors are working to completely revamp the operational manual for the sites. The goal is to have it completed by the beginning of July and the staff trained by mid-July.
 - Front line supervisors have started their on-board training for the new Etix Point of Sale system for the Department of Museums.
 - The exhibit staff at the Children's Museum has been working on exhibit repairs in time for our summer season.
- Parks and Recreation
 - Coordinating with Human Resources to review and update all Parks, Recreation, and Leisure Services position job descriptions (**Goal 10**).
 - Implement new organizational structure for Department personnel to maximize staff resources and more efficiently deliver services (**Goal 2**).
- Planning
 - The Planning Department continues to develop zoning ordinance modifications to ensure alignment with City Council's Vision Principles for the Year 2030 and compliance with federal and state code requirements. Major new initiatives for April involve the City's sign regulations as a result

of the 2015 US Supreme Court Case Reed v. Gilbert. The decision in this case will require a complete re-write of City sign regulations, both for public and private property, in order to ensure “content neutrality”. The Planning Department is also working with the City Attorney’s Office to adapt conditional rezoning processes involving proffers as a result of SB 549 from the 2016 General Assembly Session. Ongoing issues.

- The Planning and Zoning staff continue to work with the City Attorney’s Office to address issues resulting from the original adoption of the D2-FBC. Staff continues to discover issues with the ordinance. April activity includes developing potential code amendments related to non-conforming uses and structures as well as proposed projects that cannot comply with the D2-FBC Design standards.
- Downtown Marketing Plan, effort conducted jointly with Economic Development well underway. Draft report scheduled for end of June. Results will be used as part of the planning update effort for the D2-FBC district.
- The Planning Department is working with Economic Development, PRHA, and the Norfolk Naval Shipyard in early discussions regarding a potential parking garage. Idea brought to the City by the shipyard is currently in very early discussions.
- Police
 - Continues to meet with members of her department to determine issues/concerns, as well as discuss expectations and core values (**Goal 3**).
 - Department is moving forward with implementation on the Geographical Policing plan for June 6, 2016 (**Goal 2**).
- Public Utilities/General Services
 - Public Utilities is working with Human Resources to update job descriptions and has received authorization to fill over 20 key positions (**Goal 2**).
 - Worked with Engineering to evaluate existing project scopes and provide recommendations for design or construction. These projects included the gymnasium at the Sportsplex, Prentis Place Utility Rehabilitation and phase 2 of the Downtown Master Utility Project (**Goal 8**).
 - All employee evaluations were completed and reviewed by department supervisors or director (**Goal 10**).

- Public Works
 - Designated a three man crew in Streets & Highways to handle street repair emergencies to ensure response to complaints in a timely manner and protect public safety (**Goal 9**).
- Social Services
 - The Portsmouth Department of Social Services is in the process of filling vacant positions. Job descriptions have been updated and candidate applications are under review (**Goal 11**).
 - Re-established employee of the month to recognize staffs commitment to providing quality services (**Goal 9**).
 - Continued staff trainings. Trainings are being provided to both management and direct service staff in order to enhance staff performance and improve customer service. Fire Safety training also took place this month as a part of the PDSS safety trainings series. This month's training was conducted by the Portsmouth Fire Marshal (**Goal 9**).
 - Addressed needed system repairs for the Kiosk machines at PDSS. We are now able to assist citizens in completing their benefit applications online. This will improve efficiency and reduce service lines (**Goal 9**).

III. Citizens, Community, and Business Engagement

- Behavioral Healthcare Service
 - BHS Staff participated in a regional crisis intervention training (CIT) meeting to discuss additional trainings to be held in the City of Portsmouth and establishing additional trainers.
 - BHS started monthly meetings with the Portsmouth Police Department CIT officers to discuss processes and how to best collaborate.
 - BHS staff and the members of Opportunity House held an open house for City of Portsmouth officials, stakeholders, staff, and the public at large. This celebrated the 35th anniversary of Opportunity House.
 - The City of Portsmouth hosted the Virginia Association of Community Services Board annual Professional Development Conference. This conference was attended by BHS Leadership staff.
- Building Official/Permits and Inspections

- Property Maintenance Inspectors are continuing to meet with civic leagues in the sectors of the city they are responsible for and reporting back any issues needing action to the Building Official. Civic Leagues meetings attended this month included: **Madison Ward Civic League, Lee Ward/North Brighton, Westbury Civic League, Highland Biltmore, West Parkview, Parkview, Cavalier Manor, and Wilson Ward (Goal 1).**
- Continued to meet with the Future of Cradock group to discuss several of their issues (**Goal 1**).
- Working with Human Resources to create a Customer Service Plan (**Goal 1**).
- Collaborated with Parks and Recreation and the Health Department to approve inspections for 2 Portsmouth public swimming pools and the Splash Park (**Goal 1**).
- Collaborate with all city Departments on the Community Engagement Opportunity (CEO) Program (**Goal 1**).
- Economic Development
 - Planned and staffed EDA's monthly meeting on May 17 with the Chair and reviewed the monthly financials and proposed FY17 budget with the City's Finance Dept. for this council appointed board (**Goal 2**):
 - Continued to monitor 11 outstanding local incentive grants provided by EDA.
 - Planned and staffed PPIC's monthly meeting on May 24 with the Chair and reviewed the monthly financials and proposed FY17 budget with the City's Finance Dept. for this council appointed board (**Goal 2**).
 - To continue fostering Economic Development's relationship with business and community organizations and to become more engaged with them, staff attended monthly membership meetings of the following (**Goal 2**):
 - Olde Towne Business Association
 - Hampton Roads Chamber of Commerce - Portsmouth Division
 - Mayor's Military Affairs Committee
 - In collaboration with the Hampton Roads Economic Development Alliance attended a marketing mission in Atlanta and met with national site selection

and corporate relocation consultants many of whom are working with clients in need of locations in/around Virginia and Hampton Roads (**Goal 2**).

- Hosted a table of Portsmouth port and/or maritime businesses at the Virginia Maritime Association's annual banquet (**Goal 2**).
- Attended Retail Alliance's Retailer of the Year Awards event where five (5) Portsmouth businesses were nominated and recognized (**Goal 2**).
- Attended the Hampton Roads Chamber of Commerce's Small Business of the Year event where two (2) Portsmouth businesses were recognized (**Goal 2**).
- Attended quarterly board meeting of the Tidewater Business Financing Corporation (**Goal 2**).
- Engineering
 - Staff continues to work with its federal partners to identify funding for the replacement of additional sections of the Portsmouth Seawall (**Goal 2**).
 - Staff has engaged the NAVY on the current and future projects in the GWH-Elm Avenue-Victory Blvd corridor (**Goal 2**).
- Fire Department
 - Attended several community events including the Community Engagement Opportunity (CEO), the UMOJA Festival, and the Memorial Day Parade (**Goal 1**).
 - Celebrated EMS Week and conducted health and wellness checks at the Harley Dealership, Kroger's and the market on Court St (**Goal 1**).
 - Attended a FEMA Technical Rescue Team meeting with regional partners (**Goal 1**).
 - Provided a CPR "Pit Crew" demonstration in the Council Chambers (**Goal 1**).
 - Met with the Red Cross to formulate a plan to distribute smoke detectors in a neighborhood in the community (**Goal 2**).
 - Attended an ER doctor's meeting at Maryview Hospital (**Goal 1**).
- Health Department
 - Portsmouth Health Department was awarded a 3 year grant through Virginia Department of Health to increase Pre-Exposure Prophylaxis

(PrEP) uptake and to connect individuals at high risk of HIV infection with testing and social support.

- Portsmouth Health Department continues to work with Department of Public Works, Department of Marketing, Entertainment, and Tourism, and health care providers on a communication campaign to address mosquito prevention and personal protection against Zika Virus during mosquito season.
- Portsmouth Health Department was one of twelve local health departments across the nation to complete the 1st cohort of the Kresge Foundation Emerging Leaders in Public Health program. Here is more information about the program: <http://kresge.org/news/public-health-teams-around-us-chosen-projects-help-communities-enhance-leadership>
- Information Technology
 - **Pavilion Infrastructure** - Cost-Savings measures having been identified, we have initiated under-ground construction of conduit lines. Once completed it will allow all Pavilion Infrastructure to be combined with existing City Infrastructure, which will eliminate all monthly recurring infrastructure fees (Under Section II as well).
 - **City Hall Wi-Fi Project** - Phase I of the Wi-Fi project is scheduled to begin June 13th, 2016, with an estimated completion target of first of July. Upon completion we can begin technology paradigm shift, and will become the integral infrastructure component (Under Section II as well).
- Libraries
 - Attended the Hampton Roads Community Action Program Awards Ceremony in Hampton, VA (5/19).
 - Served on the National Day of Prayer Committee. May 5 was a good day to seek for help and answers in Portsmouth and across the nation.
 - "2016 Strong Men and Women in Virginia History" exhibit, which honors the contributions of eight African American Virginians, through the Library of Virginia is now on display at the Churchland Branch Library. The exhibit continues through the end of June. More info at <http://www.lva.virginia.gov/public/smw/> .
 - **Portsmouth Public Schools:** Summer Reading Lists were received in time to place book orders; the department ordered \$4,000 in new books to support the lists.

- Main Library Children’s Room mural, designed and implemented by students from Churchland.
- **Outreach:** Along with his colleagues across city departments, Elliott participated in the first Community Walk & Talk which took place in Port Norfolk (5/26).
- **Programs:** New logo developed for STREAM (Science, Technology, Reading, Engineering, Art, & Math) library programs by former TCC/VAC student, Adam Wolfe.



- *Other community engagement information:*
 - Physical materials circulated: 20,075
 - Computer Usage Sessions: 3,786
 - Fines/Fees Collected: \$2,333.14
 - Monthly Visitor Count (all locations): 32,154
 - New Library Cards Issued: 346
 - Program Attendance: 1,356
- Marketing, Communication & Tourism
 - Police Department Community Engagement Opportunity (CEO)
 - Heritage Tours: 26th Annual UMOJA Festival
 - 132nd Annual Memorial Day Parade
 - 2016 Vietnam War Memorial Ceremony
 - Hampton Roads Community Action Program Banquet: Hampton
 - Meetings/Community Conversations: Olde Towne Business Association; Portsmouth Homeless Action Consortium (PHAC); Mayor’s Military Affairs Committee; Downtown Norfolk Council; Hampton Roads Transit (**Goal 2**).
- Museums
 - *Special Day for Special Needs* was a great success thanks to the commitment of the staff and the support of the sponsor, Elizabeth River Tunnels. Staff attended special needs awareness training in anticipation of the event. Training went well and was a reminder to interact with the visitor not just the caregiver/interpreter. The next *Special Day for Special Needs* will be held October 2nd. Staff will be attending training specific for autism, to be able to better serve this audience in programs and in the museum.

- Education provided SOL based programming to about 1, 100 students during May, both onsite and through outreach.
- *Amusement Park Science*, the new changing exhibition at the Children’s Museum, opened on May 21. The member night for this exhibit is June 17th.
- The Children’s Museum of Virginia was awarded Trip Advisor’s Certificate of Excellence.
- *Portraiture as Narrative* opened on May 21 at the Portsmouth Art & Cultural Center. The opening reception will be held on June 3rd with Lewis McGhee playing for the *Concert in the Courtyard Series*.
- Workshops with the Virginia Glass Guild will be held June 4 and 5 at the Children’s Museum. The end result will be a large mural installation for the museum.
- Parks and Recreation
 - Attended the Craddock Civic League Meeting (**Goal 1**).
 - Attended the West Parkview Civic League Meeting (**Goal 1**).
 - Hosted a successful Memorial Day Parade in cooperation with the Mayors Commission on Military Affairs (**Goal 1**).
 - Attended the Hampton Roads Community Action Awards (**Goal 2**).
 - Hosted successful UMOJA Festival in cooperation with several local business sponsors (**Goal 2**).
- Police
 - Participated in the following events (**Goals 1 & 2**):
 - Attended civic association meeting as Wilson Ward and Park View
 - Met with Charlestown HOA Director and Wilson Ward President
 - Attended the Police Memorial Ceremonies for Portsmouth and Virginia Beach, others attended Newport News and Chesapeake
 - Prayer given at the National Day of Prayer
 - Guest Speaker at Zion Prospect Baptist Church in Yorktown, Va
 - Guest Speaker at the Rotary Club and Law Day
 - Made Zuba (a hospice dog) an honorary Portsmouth K-9

- Hosted Coffee with a Cop and officers participated in community basketball
 - Held our first RESET (Rapid Engagement of Support in the Event of Trauma) walk in Marsh Landing
 - Distributed applications for the Young Adult Police Chief's Commission (YAPCC)
 - Held our first CEO (Community Engagement Opportunity) walk in Port Norfolk
 - Received stuffed animal donations for distressed children from Trinity Episcopal Church
 - Participated in Memorial Day Parade
 - Invited to Norfolk for Hampton Roads Police Chiefs recognition breakfast
 - Guest Speaker at Mt. Carmel Baptist Church for Law Enforcement Recognition Day
- Public Utilities/General Services
 - Public Utilities, along with several City departments, participated with the City of Portsmouth Police Department in their Community Engagement Opportunities (CEO) walk in Port Norfolk (**Goal 2**).
- Public Works
 - Public Works collaborated with Permits & Inspections to inspect several abandoned properties for non-operational swimming pools to control mosquito control population (**Goal 2**).
 - Resolved flooding issue with Crystal Lakes; water is at normal levels now (**Goal 2**).
- Social Services
 - Attended a meet and greet at Province Place of Maryview. Province Place is an assisted living community in Portsmouth (**Goal 2**).
 - Met with representatives from "Healthy Portsmouth" and Terry Danaher of the Farmer's Market to discuss the process for becoming a SNAP benefits vendor. Collaborative efforts were also discussed regarding the promotion of healthy food choices for citizens (**Goal 2**).
 - Met with Annie White-Guertin regarding the Portsmouth Homeless Consortium. The Director will serve as Co-Chair for PHAC for a term of 2 years beginning in June (**Goal 2**).

- The Director was contacted by William Coley, from Opportunity Inc. The Director will be serving on the Hampton Roads Workforce Development Board as DSS representation (**Goal 2**).
- Attended the 5th Regional Forum Strengthen Families hosted at the Salvation Army in Norfolk (**Goal 2**).
- Attended the Fatherhood Initiative Program and participated in panel discussions regarding effective communication between men and women (**Goal 2**).
- Hosted the Foster Parent Training/Recognition ceremony for Foster Care providers. Pamela Riddick from VDSS was the guest speaker (**Goal 2**).
- Visited First Home Care in Portsmouth to discuss service collaboration and service provision with PDSS (**Goal 2**).
- Participated on the Steering Committee with the Virginia Department of Transportation regarding Toll Relief for the citizens of Portsmouth and Norfolk (**Goal 2**).