

1 **Community Policy and Management Team**

2
3 **Minutes**

4
5 **March 18, 2020**

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7 **Voting Members Present:**

8	9 Katherine Grimm - Director	Portsmouth Court Services Unit
10	10 Elaine Breathwaite - Director	Portsmouth Dept. of Behavioral Health Services
11	11 Pamela Little-Hill - Director	Portsmouth Dept. of Social Services
12	12 Pamela Battle-Hardy - Coordinator of Special Education	Portsmouth Public Schools
13	13 Ginger Ploeger - Deputy Director	Tidewater Youth Services Commission
14	14 Roselyn Oglesby - Assistant to the City Manager	City Manager's Office

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18 **Staff Present:**

19	20 Nicolle Hardy - Program Administrator	DSS
21	21 Jacque Addison-Jones - Administrative Coordinator II	DSS
22	22 Mary Gamble - Accounting Manager	DSS

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25 **I. Call to Order**

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27 In lieu of the COVID-19 Pandemic and referencing the social-distancing state mandate, Ms.
28 Grimm called the meeting to order via teleconference at 2:17 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. Little-Hill to approve the minutes with
34 corrections to line 26 was adopted by majority vote.

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36 **III. Executive Session**

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

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

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With no opposition, the Executive Session commenced at 2:25 p.m. The Executive Session ended at 2:40 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. Grimm, Ms. Breathwaite, Ms. Little-Hill, Ms. Battle-Hardy,
Ms. Ploeger, Ms. Oglesby

Nays: None

A motion by Ms. Battle-Hardy was seconded by Ms. Oglesby to approve the **Authorized Services Encumbered Report** from 2/19/20 - 3/17/20 Report in the amount of **\$405,061.90**. With no objections expressed to the motion, it was adopted.

During the Executive Session cases were presented, reviewed, discussed and recommendations were made. A motion by Ms. Little-Hill was seconded by Ms. Battle-Hardy to approve the **FAPT Recommended Services Report** dated 3/18/20 in the amount of **\$62,736.28**. With no objections expressed to the motion, it was adopted.

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 73.95% state and 26.05% local. **The total expenditures for the month of February 2020 were \$95,222.47.**

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91 Ms. Gamble further reported that for the period ending February 29, 2020, CSA has
92 outstanding invoices totaling **\$59,251.09** which breaks down as follows: **\$43,112.29** is owed
93 for the month of February; **\$8,019.90** is owed for the month of January; **\$3,404.70** is owed for
94 the month of December; **\$4,452.30** is owed for the month of November and **\$261.90** is owed
95 for the month of October.

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97 Ms. Gamble reviewed the Unfiled Vendor Invoice and Credit Authorization Report from
98 7/1/19 – 2/29/20.
99

100 B. **Non-mandated Status:** Ms. Hardy stated that no non-mandated funds have been utilized
101 for fiscal year 2020.
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103 C. **FAPT Process Satisfaction Summary:** Ms. Hardy reviewed the summary of the parental
104 feedback surveys. It is reported that 9 cases were reviewed and 4 surveys were completed
105 for the month February 2020.
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108 **V. Follow-up Business**

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110 **A. CSA Audit Workbook Update – Fiscal Year 2020**
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112 Ms. Hardy reported to the CPMT that the CSA Audit Workbook had been received by State Office
113 of Children’s Services. She further stated that in lieu of the COVID-19 Pandemic, the scheduled
114 date for the on-site audit has been moved from 9 a.m. on April 6, 2020 to May 18, 2020 at 9 a.m.
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116 **B. CPMT Annual Report**
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118 Ms. Hardy shared that the CPMT Annual Report is in progress. The completion date is
119 yet to be determined.
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122 **VI. New Business**

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124 **A. CSA Guidance for State of Emergency**
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126 Ms. Hardy presented copies of the CSA’s Guidance for State of Emergence Policy to the
127 CPMT and suggested that they create a state of emergency contingency plan to be added to
128 the CSA Policy Manual.
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130 **VII. Adjournment**

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132 On motion by Ms. Ploeger, seconded by Ms. Oglesby, the meeting adjourned at 2:56 p.m.
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135 **VIII. Next Meeting**

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

Respectfully Submitted by:

Jacqueline Addison-Jones, Administrative Coordinator II

Approved by:

Katherine Grimm, CPMT Vice-Chair
Director, Portsmouth Court Services Unit

Anita Hailey - Nurse Manager, Portsmouth Public Health Department was absent.
Alexandria Davis - Chief Executive Officer, Milestone, LLC was absent.
Dr. L. Pettis-Patton, Portsmouth City Manager, City Manager's Department was absent.