



Board of Directors

Wednesday
December 1, 2021

NORFOLK COMMUNITY SERVICES BOARD
Wednesday, December 1, 2021
AGENDA

Until the conclusion of the current state of emergency, the Board's meetings will be conducted electronically, without a quorum present in any one place, pursuant to the City of Norfolk's ongoing declaration of an emergency (as authorized pursuant to Virginia Code Section 2.2-3708.2 (A) (3), and related provisions of the Freedom of Information Act.

Due to COVID-19, the Board of Directors meetings will be conducted via teleconferencing. These public meetings will be held electronically, pursuant to and in compliance with the code referenced above. The public may access these meetings beginning at 6:00 PM on the 4th Wednesday of each, pursuant to the method set out below. Members of the public will not be allowed to comment or otherwise directly participate in the meeting -- only observe and/or listen. The public may make comments before or after the meeting via e-mail to Jacklyn Griffin, Executive Assistant, at jacklyn.griffin@norfolk.gov. The minutes will reflect and identify each member of the Board who is electronically or physically present. Agendas will be posted prior to the meetings. See the heading "Board Materials" below.

Notes:

- *The virtual platform for these meetings has been changed from GoToMeeting to Webex.*
- *Division Heads and Compliance have been added to invitees.*
- *Please refer to the instructions below for logging in to the video and audio meeting:*

JOIN BY MEETING LINK

<https://convoice.webex.com/convoice/j.php?MTID=m7633f6442a8d970799f1bd49851c566d>

Meeting number: 180 776 1692

Password: 9zQNr39VmD@

JOIN BY PHONE

+1-415-655-0002 US Toll

Access code: 180 776 1692

JOIN BY VIDEO SYSTEM

Dial [1807761692@convoice.webex.com](tel:1807761692)

You can also dial 173.243.2.68 and enter your meeting number.

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- I. Call to Order
 - II. Roll Call
 - III. Matters of the Chair:
 - A. Approve Minutes
 - B. Approve the Nominating Committee's recommendation to appoint Charles Peek as Chair and Dawn Freeman as Vice Chair for the 2022 calendar year.
 - IV. Matters of the Executive Director
 - A. Miscellaneous Announcements (Sarah Fuller)
 - B. Financial Reports, Grants, Funding (Amy Liu)
 - C. Executive Team
 - D. Update on CSB Staff, Facilities, Activities, and Events (Sarah Fuller)
 - V. Adjournment

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, October 27, 2021

Members in Attendance:

Elizabeth Burns (0)
Mike O'Toole (2)
Michael Blankenship (0)
Charles Peek (2)
David Hicks (6)
Ojetta Fleming Weaver (5)
Amina Matheny-Willard, Chair (3)
Henry McNair (2)

Members Absent:

Dawn Freeman (3)

Staff in Attendance:

Sarah Paige Fuller, Department Head
Bob Horne, Divi Head, Admin Svcs
Amy Liu, Controller
Nada Kawwass, Deputy City Attorney
Jacklyn Griffin, Executive Assistant

Constituting a quorum of the members of the Board of Directors

**Numbers in parenthesis represent number of absences in the last twelve (12) months*

I. CALL TO ORDER:

The Chair called the meeting to order at 6:02 p.m.

II. OPENING REMARKS *(The below statements were read by Mr. Horne):*

This meeting of the Norfolk Community Services Board (NCSB) is being held as an electronic meeting pursuant to and in compliance with the City of Norfolk Ordinance 47,967, which assures the continuity of government during the emergency and disaster resulting from the COVID-19 pandemic by permitting electronic meetings of public bodies as authorized by Virginia Code Section 15.2-1413. Notice of this meeting was provided to the public by publication to the Norfolk CSB Board of Director's webpage (<https://www.norfolk.gov/1814/Board-of-Directors>). An electronic copy of the agenda for the meeting was made available by the same method. The public may access this meeting as detailed on the above webpage but may not participate in this meeting.

Public Access

Public access to listen to or access this meeting in real-time without attending the meeting in person or actively participating in it is available through the provided GoToMeeting link indicated above.

Public Comment

Jacklyn Griffin, Executive Assistant, is responsible for receiving comments from the public, either before or after the meeting. Such comments may be submitted by e-mail to Jacklyn.Griffin@Norfolk.gov.

Members in Attendance

Those members of the NCSB participating in this electronic meeting will be identified in the roll call of the meeting and in the minutes.

III. ROLL CALL

Ms. Griffin called the roll; a quorum was present.

IV. MATTERS OF THE CHAIR:

- A. **Minutes:** A motion was made and seconded to approve the minutes for September 22, 2021. The motion was passed.
- B. **Annual Planning Calendar:** A motion was made and seconded to approve the Planning Calendar as revised.
- C. **By-Laws:** A motion was made and seconded to approve current the By-Laws. The members were reminded that the City Attorney will address the verbiage to be inserted as necessary to address virtual meetings and quorums for voting.
- D. **Nominating Committee:** Ms. Burns announced that the Nominating Committee is recommending Mr. Charles Peek and Ms. Dawn Freeman for the Chair and Vice-Chair positions, respectively, and that both individuals had accepted the nominations. Final elections for these two positions will be held during the combined November/December meeting, to be held on December 1st, 2021. (A quorum will be required to approve the officer nominations.)

V. MATTERS OF THE EXECUTIVE DIRECTOR:

A. **Miscellaneous Announcements/CSB Staff, Facilities, Activities, and Events:**

- a. Ms. Fuller announced that Sentara Hospital has a new Director of Behavioral Health Services - Nedra Moncrief-Craig. The Director will participate in the virtual Executive Team meeting on November 3rd to meet the executive staff and will present to the Board Members at a future meeting.
- b. Ms. Fuller indicated that employment issues related to barrier crimes and prohibition against employment is creating difficulty in hiring peers and other staff to fill positions needed throughout the agency, but especially in the new Homeless Center. Ms. Fuller is working on a policy with the city on applications of that policy based on recent state guidance. Chair, Amina Matheny-Willard offered to assist in this area of policy and future advocacy.
- c. Ms. Fuller briefed the Board Members on the City's protocols for COVID and staff: Staff are adjusting well to the new policy where current staff test and upload the test weekly if not vaccinated. Ms. McElmurry and Ms. Davis are managing this well. We have a high vaccination rate at the CSB. New employees must be vaccinated to be hired as city employees.
- d. Ms. Fuller provided the members an update about the Center and thanked Member David Hicks for building beds and helping to get the Center ready and for Henry McNair's support. Ms. Fuller displayed pictures of the rooms and reiterated that the property will house 100 people in the shelter beds, with an extra capacity for 50 overflows during winter season for inclement weather days. She explained that the NEST program is now absorbed into the Hotel Center as a year-round shelter. Additionally, the Center will host opportunities for groups to provide classes, groups, activities, and services at The Center in addition to the services provided by staff and volunteers. Guests have expressed interest in reading classes, a music room, and art groups. There is a strong effort to build the volunteer and donation base for food service (hot meals breakfast and evening).. Lastly, Ms. Fuller requested that any member who would like to visit the new Center to send her an email request; she can take two individuals at a time.
- e. Ms. Fuller reminded the members that the November and December meetings will be combined, and the meeting date will be December 1st, 2021

- B. **Financial Reports, Grants, and Funding:** Ms. Liu provided an overview of the FY2021 Financial Report through September 30th, 2021. There were no questions from the members.
- C. **Outcomes/Measures Report:** Mr. Horne provided an overview of the CSB outcomes and metrics.
- D. **Executive Team:** There were no Executive Team members present and no items to present.

VI. ADJOURNMENT:

With no further discussion items, the Chair made a motion to adjourn. The motion was seconded, and the meeting was adjourned at 7:30 p.m.

The next meeting of the Board Directors is scheduled for Wednesday, December 1, 2021, at 6:00 p.m. This meeting will be **virtual**, and instructions will be provided in the meeting package sent out the week prior to the meeting. You will also be able to view the meeting materials on the CSB Board of Director's webpage at: (<https://www.norfolk.gov/1814/Board-of-Directors>).

Respectfully submitted,
Jacklyn Griffin, Executive Assistant
For
Bob Horne, Board Clerk

APPROVED:

Charles Peek, Vice Chair