



## Board of Directors

Wednesday  
December 07, 2022

**NORFOLK COMMUNITY SERVICES BOARD**  
**Wednesday, December 07, 2022**  
**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](mailto: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@convoice.webex.com)

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 of 9/28/22 and 10/26/22 Meetings
    - B. Approve the Nominating Committee's recommendations: Chair: Charles Peek & Vice-Chair: Liz Burns
    - C. Approve Strategic Plan for 2023 CY
    - D. Approve Planning Calendar for 2023 CY
    - E. Approve By-Laws for 2023 CY, which includes the required terminology to continue conducting virtual meetings after expiration of the City's Declaration of Emergency
  - IV. Matters of the Executive Director
    - A. Financial Reports, Grants, Funding (Amy Liu)
    - B. Presentation by Board Member, Colonel Mike O'Toole on Norfolk's CIT-related activities
    - C. Miscellaneous Announcements (Sarah Fuller)
    - D. Update on CSB Staff, Facilities, Activities, and Events (Sarah Fuller)
  - V. Adjournment

**NORFOLK COMMUNITY SERVICES BOARD**  
**BOARD MEETING MINUTES**  
**Wednesday, October 26, 2022**  
**VIRTUAL MEETING**

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

*United States: + 1 (872) 240-3212*

*Access Code: 568-071-789*

**Members in Attendance:**

Elizabeth Burns (1)  
Mike O'Toole (4)  
Charles Peek (0)  
David Hicks (1)  
Jazmine Emily Garcia (0)

**Members Absent:**

Dawn Freeman (4)  
Amina Matheny-Willard (10)  
Henry McNair (2)  
Benicia Hernandez (3)  
Nkasiobi Ifeadike (4)

**Staff in Attendance:**

Sarah Fuller, Executive Director  
Bob Horne, Division Head/Board Clerk  
Amy Liu  
Jacklyn Griffin, Executive Assistant  
Priscilla Watson-Cooke

*\*A quorum of the members was not present*

*\*Numbers in parenthesis represent number of absences during a 12-month period*

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I. **CALL TO ORDER:** The meeting was called to order at 6:07p.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 to specific provisions of the Virginia Freedom of Information Act, Virginia Code § 2.2-3708.2(A)(3).*

The City of Norfolk has declared a Local State of Emergency pursuant to Virginia Code § 44-146.21 due to the public health danger of the novel coronavirus COVID-19 pandemic, which constitutes a disaster and emergency. The catastrophic nature of the COVID-19 pandemic makes it impracticable or unsafe for this public body to assemble a quorum in a single location. The purpose of this meeting is to provide for the continuity of operations of this public body or the discharge of its lawful purposes, duties, and responsibilities.

*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 contemporaneously with the notice provided to the members in the manner required by the Virginia Freedom of Information Act. 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 WebEx link as stated 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](mailto: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 of the members. A quorum was not present.

**IV. MATTERS OF THE CHAIR:**

A. Approval of Minutes:

As there was not a quorum, approval of September's minutes will occur at the next meeting.

B. Nomination of Officers:

The Nominating Committee recommended the following members as the 2023 Officers for the Board of Directors: Charles Peek as Chair and Elizabeth Burns as Vice-Chair. The Board of Directors will vote on their nomination at the next meeting.

C. Joint November/December Meeting:

Mr. Peek announced that the meetings for November and December 2022 will be combined, and the joint meeting will be held Wednesday, December 7<sup>th</sup> at 6:00pm. Ms. Griffin will phone all members over the next coming week to determine if the members prefer to hold the joint meeting virtually or in person.

**V. MATTERS OF THE EXECUTIVE DIRECTOR:**

A. Financial Reports, Grants, Funding (Amy Liu)

Ms. Liu provided a summary of the 2023 Financial Summary Report as of September 30<sup>th</sup>, noting that the CSB is at 93% of the revenue budget and 80% of the expenditures budget, leaving a balance of \$921,952.00. Additionally, the Special Revenue Accounts, have a balance of \$12,829,143.00 as of September 30<sup>th</sup>. She briefly reviewed the spending and balances in these accounts.

B. Quarterly Outcomes/Data Review (Bob Horne)

Mr. Horne introduced Ms. Priscilla Watson-Cooke to the Board Members, explaining that she would be taking over his role for the quarterly outcomes upon his retirement. Mr. Horne provided the members an overview of the measures, while

pointing out several new measures that are currently in development. The members had no comments nor questions.

C. Review of By-Laws & FOIA Changes (Sarah Fuller & Bob Horne):

During September's meeting, the members were requested to send any questions or comments regarding the By-Laws to Ms. Griffin so they could be addressed during the October meeting. No comments were received; however, Mr. Peek questioned if the By-Laws' tenure for officers could be extended from one-year terms to two or three-year terms. A discussion on this was had of the benefits and complications that could arise due to terms expiring in multi-year seats on the officer seats. Members were reminded that the By-Laws needed to be approved at the Joint Meeting on December 6<sup>th</sup>.

D. Miscellaneous Announcements & Update on CSB Staff, Facilities, Activities, and Events (Sarah Fuller)

1. Ms. Fuller reminded the Members about Mr. Horne's upcoming retirement, and further clarified her own plans to continue her role for another year and options for extending her time with the CSB in a less than full time role in a different capacity after that year. The board was supportive of the options to remain after the year in a role as long as the role and status of the ED position as clear and complete.
2. Ms. Fuller provided an overview of the community outreach and input session she attended with EVMS Brock Foundation, EVMS Medical School, and Sentara related to mental health services in the community. The session was held at Oakleaf Forrest and included participants coming from multiple NRHA housing communities. This is the first of two sessions, the next one at the Union Mission is pending finalization.
3. Ms. Fuller provided a grant update
  - i. Applied for a very competitive HUD grant for \$3.3M three-year grant for The Center that can provide additional services and address gaps. The outcome of this application could be in the Spring of 2023.
  - ii. Ms. Fuller indicated that our DBHDS Step-VA Outpatient for Outpatient services has received approval to provide community outreach and education on mental health primarily in NRHA communities as well as the provision of mental health staff in at least one high school.
4. Ms. Fuller also discussed items that staff and community have recommended for funding priorities for next year. She asked the members if there was any service that they would like the CSB to do that is not currently being provided. She asked that Ms. Griffin contact the members individually to ask for their feedback regarding this question. Areas planned to be addressed in the request include:
  - i. New services that are gaps in our system with just operating funds or both operating and capital costs.
  - ii. Changes to the compensation plan for new titles needed, adjustments in base for some clinical positions, adding a progression plan for several positions, addressing staff who are hired while

working on their licensure and acquire it afterwards, supplemental pay items.

5. Ms. Fuller discussed an update to the changes in our crisis programs that are being worked through now and the application of new services provided by the state's new crisis continuum program. She briefly introduced the new services being provided by the Norfolk Sheriff's Office to support Norfolk Police Department specifically for CIT-Related activities. She asked if Board Member and Colonel, Mike O'Toole, would be able to present this in more depth at the Joint December 7<sup>th</sup> meeting, to which he agreed.
6. Lastly, Ms. Fuller asked Ms. Griffin to set up a tour for our newest board member, Ms. Jazmine Garcia. Ms. Griffin will contact her next week.

**VI. ADJOURNMENT:**

**With no further discussion items, a motion was made by the Chair to adjourn. The motion was seconded, and the meeting was adjourned at 7:31 p.m.**

The next meeting of the Board Directors is scheduled for December 7<sup>th</sup> at 6:00 p.m. This is a joint meeting, combining the meetings of November and December into one. An announcement will be sent to the Board Members as soon as possible and prior to the meeting whether attendance will be in person or virtual.

Respectfully submitted,  
Bob Horne  
Board Clerk

**APPROVED:**  
Charles Peek  
Board Chair

**NORFOLK COMMUNITY SERVICES BOARD**  
**BOARD MEETING MINUTES**  
**Wednesday, September 28, 2022**  
**VIRTUAL MEETING**

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

*United States: + 1 (872) 240-3212*

*Access Code: 568-071-789*

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Mike O'Toole (4)  
Charles Peek (0)  
Dawn Freeman (3)  
Henry McNair (1)  
David Hicks (1)

**Members Absent:**

Amina Matheny-Willard (9)  
Benicia Hernandez (2)  
Nkasiobi Ifeadike (3)

**Staff in Attendance:**

Sarah Fuller, Executive Director  
Bob Horne, Division Head/Board Clerk  
Amy Liu

*\*A quorum of the members was present*

*\*Numbers in parenthesis represent number of absences over a 12-month period*

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VII. **CALL TO ORDER:** The meeting was called to order at 6:00 p.m.

VIII. **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 to specific provisions of the Virginia Freedom of Information Act, Virginia Code § 2.2-3708.2(A)(3).*

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**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.

**IX. ROLL CALL**

Mr. Horne called the roll of the members. A quorum was present.

**X. MATTERS OF THE CHAIR:**

D. Approval of Minutes:

The minutes of July 27<sup>th</sup> and August 24<sup>th</sup> were approved.

E. Appointment of Nominating Committee

The following members volunteered to be on the Nominating Committee:

Charles Peek and Elizabeth Burns

**XI. MATTERS OF THE EXECUTIVE DIRECTOR:**

E. Financial Reports, Grants, Funding (Amy Liu)

Ms. Liu provided an overview of the FY2022 Special Revenue Accounts, noting that there was a reserve fund balance of \$11,909 as of June 30<sup>th</sup>. She also provided a summary of the 2023 Financial Summary Report as of August 31<sup>st</sup>, noting that the CSB is at 84% of the revenue budget and 67% of the expenditures budget.

F. ATPS Policy Change (Bob Horne)

The policy was reviewed with the members. There were no comments. The policy was approved by the members.

G. Strategic Plan (Sarah Fuller & Bob Horne)

Mr. Horne asked the members to review the Strategic Plan and forward any questions or comments to Ms. Griffin. He reminded the members that the Strategic Plan is due for their vote of approval at the November/December meeting.

Ms. Fuller reviewed several areas in the plan that we have made some strides and are working on new strategies. Three areas discussed were communication, diversity, and internal promotions.

H. Miscellaneous Announcements (Sarah Fuller)

1. Ms. Fuller announced that Mr. Horne will be retiring in the near future and mentioned that the members would be invited to the social event.
2. Ms. Fuller reviewed that in preparation for the future, members of the executive team are working through best practices for the management of

items in Bob's current portfolio and how the Assistant Director position will work. Bob has been cross training several staff to be able to understand areas of his work.

- I. Update on CSB Staff, Facilities, Activities, and Events (Sarah Fuller)
  1. Mr. Horne updated the members on current community activities and that the September Recovery month event was a success.
  2. Ms. Fuller was unable to communicate additional information as the virtual platform had terminated her audio.

**XII. ADJOURNMENT:**

**With no further discussion items, a motion was made by the Vice-Chair to adjourn. The motion was seconded, and the meeting was adjourned at 7:14 p.m.**

The next meeting of the Board Directors is scheduled for October 26th at 6:00 p.m.

Respectfully submitted,  
Bob Horne  
Board Clerk

**APPROVED:**  
Charles Peek  
Board Chair