

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, September 22, 2021

Members in Attendance:

Dawn Freeman (3)
Charles Peek (4)
Elizabeth Burns (0)
Michael Blankenship (0)
Henry McNair (2)
Ojetta Fleming Weaver (7)
David Hicks (7)
Mike O’Toole (2)

Staff in Attendance:

Sarah Paige Fuller, Department Head
Amy Liu, Controller
Andrew Fox, Deputy City Attorney
Jacklyn Griffin, Executive Assistant

Members Absent:

Amina Matheny-Willard, Chair (3)

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:

Mr. Peek, Vice-Chair, called the meeting to order at 6:02 p.m.

II. ROLL CALL

Ms. Griffin called the roll; a quorum was present. As this was our first in-Person meeting of 2021, Ms. Fuller asked that all attendees introduce themselves.

III. MATTERS OF THE CHAIR:

- A. **Minutes:** A motion was made and seconded to approve the minutes for July 28, 2021. The motion was passed.
- B. **Annual Planning Calendar:** Mr. Peek asked if there were any recommendations to change the items. Ms. Fuller suggested adding the word “optional” to the “Program and Services Review for each month of the calendar. Additionally, Ms. Fuller recommended moving the “Evaluation of Executive Director” from February to March. The Board members were in agreement and the calendar will be updated to reflect these changes.

Ms. Fuller also reminded the members that the annual By-Laws review is scheduled for approval during the October meeting. As such, she instructed Ms. Griffin to email the By-Laws to the members so they will have time to review the document and be prepared for any discussion. (A quorum will be required to approve the By-Laws, with or without revisions.)

- C. **Nominating Committee:** Board Members Liz Burns and Dawn Freeman accepted the roles of the Nominating Committee and will report their recommendations for the Chair and Vice-Chair positions at the October 27th meeting. Elections for these two positions will be held at the

November/December combined meeting, to be held on December 1st, 2021. (A quorum will be required to approve the officer nominations.)

IV. MATTERS OF THE EXECUTIVE DIRECTOR:

A. Miscellaneous Announcements:

1) Ms. Fuller advised the members that at their meeting on September 14th, 2021, the City Council passed an ordinance declaring the continuation of the State of Local Emergency due to the imminent public health threat of COVID-19. With the passing of this ordinance, the NCSDB Board of Directors will immediately resume virtual meetings, beginning with the October 27th meeting, and continuing until the declaration expires.

B. Performance Contract Update: Ms. Fuller stated that the Performance Contract was approved by City Council and submitted to the State. She noted that the new contract included an award to apply towards a program aimed at gambling addiction.

C. Financial Reports, Grants, and Funding: Ms. Lieu provided an overview of the FY2021 Financial Report through June 30th, 2021, as well as the FY2022 Financial Report through August 31st, 2021. Ms. Liu and Ms. Fuller responded to questions from the members.

D. Executive Team: Ms. Fuller indicated that there were no changes to report and that all remaining unfilled slots were filled and the Executive Team was stable.

E. CSB Staff, Facilities, Activities, and Events:

1) Ms. Fuller prepared a PowerPoint presentation for the members, entitled, "System Changes Coming" (see presentation). This presentation covered the following topics:

a) Addressing COVID: Highlights of this topic include uploaded staff vaccination cards, access to vaccination data by the Director, and policy mandating weekly testing for staff not vaccinated.

b) Vulnerable Homeless Services: Highlights included the move from the Greyhound site to the hotel during the 2nd week of October, with an increase in capacity for 100 beds from 80. Additionally, this will result in a significant increase in staff and the use of cleaning and security through City vendors.

c) Mobile Crisis Outreach and Steps towards Marcus Bill Implementation: Ms. Fuller explained that the Crisis Stabilization Unit (CSU) had closed at the beginning of COVID. Now, with the Marcus Bill, CSU will remain closed, while services return to more of a pre-crisis intervention. Also, with the bill's implementation, Mobile Crisis and CIT will be expanding, as well as morphing CIT and Emergency Services together.

2) Ms. Fuller indicated that the CSB is in need of volunteers for the upcoming move from the Greyhound site to the Hotel. As an example, she elaborated that there are 100 beds to assemble and any assistance with this project is needed and welcomed.

V. ADJOURNMENT:

With no further discussion items, the Vice-Chair made a motion to adjourn. The motion was seconded, and the meeting was adjourned at 7:50 p.m.

The next meeting of the Board Directors is scheduled for Wednesday, October 27, 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 (absent)

APPROVED:
Charles Peek, Vice Chair

