

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*

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.

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 7th 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 30th, 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 30th. 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 6th.

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 7th 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 7th 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