



Board of Directors

Wednesday
March 22, 2023

NORFOLK COMMUNITY SERVICES BOARD
Wednesday, March 22, 2023
AGENDA

I. Meeting cancelled due unforeseen to illness of Executive Director and Chair.

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, February 22 2023
VIRTUAL MEETING

<https://teams.microsoft.com/l/meetup-join/1>

United States: + 1 804-404-9860

Phone Conference ID: 491 732 345

Members in Attendance:

Elizabeth Burns (1)
Charles Peek (0)
Jazmine Emily Garcia (0)
Dawn Freeman (3)
Henry McNair (2)

Members Absent:

Nkasiobi Ifeadike (5)
Amina Matheny-Willard (10)
Mike O'Toole (5)
Benicia Hernandez (4)
David Hicks (2)

Staff in Attendance:

Sarah Fuller, Executive Director
Terese Delbridge, Mng Analyst/Board Clerk
Bill Forte, Medical Director

**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 6:05p.m.

OPENING REMARKS *(The below statements were read by Ms. Delbridge):*

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 Microsoft Teams link as stated above.

Public Comment

Terese Delbridge, Management Analyst is responsible for receiving comments from the public, either before or after the meeting. Such comments may be submitted by e-mail to Terese.Delbridge@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.

II. ROLL CALL

Ms. Delbridge called the roll of the members. A quorum was not present.

III. FOIA REVIEW

A. Margret Kell from City Attorney Office presented FOIA review

IV. MATTERS OF THE CHAIR:

The Board Chair began the voting/approval process for the following:

A. There was no matters of the chair, unable to vote for minutes due to no quorum

V. MATTERS OF THE EXECUTIVE DIRECTOR:

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

Ms. Liu provided a brief summary of the 2023 Financial Summary Report as of January 31st, noting that the CSB is at 97% of the revenue budget and 76% of the expenditures budget, leaving a balance of \$13,039,988.00. Additionally, the Special Revenue Accounts, have a balance of \$13,390,792.00 as of January 31st.

B. Miscellaneous Announcements (**Sarah Fuller**) performance evaluation process and how next meeting may look.

C. Update on CSB Staff, Facilities, Activities, and Events (**Sarah Fuller**)

a. Sarah discussed CARF 3-year accreditation

b. Dr. Forte discussed two new nurses being hired.

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 7:01 p.m.

The next meeting of the Board Directors is scheduled for March 22, 2023, at 6:00 p.m.

Respectfully submitted,

Terese Delbridge
Board Clerk

APPROVED:
Charles Peek
Board Chair

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, January 25, 2022
VIRTUAL MEETING

<https://teams.microsoft.com/l/meetup-join/>

United States: + 1 804-404-9860

Phone Conference ID: 491 732 345

Members in Attendance:

Elizabeth Burns (1)
Mike O'Toole (4)
Charles Peek (0)
David Hicks (1)
Jazmine Emily Garcia (0)
Dawn Freeman (3)
Henry McNair (2)
Benicia Hernandez (3)

Members Absent:

Nkasiobi Ifeadike (5)
Amina Matheny-Willard (10)

Staff in Attendance:

Sarah Fuller, Executive Director
Terese Delbridge, Mng Analyst/Board Clerk
Amy Liu, Operations Controller
Ren Rykheart, Programs Manager
Priscilla Watson-Cooke, Dara Analyst

**A quorum of the members was present*

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

I. CALL TO ORDER: The meeting was called to order at 6:05p.m.

OPENING REMARKS *(The below statements were read by Ms. Delbridge):*

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

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Public Comment

Terese Delbridge, Manage, is responsible for receiving comments from the public, either before or after the meeting. Such comments may be submitted by e-mail to Terese.Delbridge@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.

II. ROLL CALL

Ms. Delbridge called the roll of the members. A quorum was present.

III. MATTERS OF THE CHAIR:

The Board Chair began the voting/approval process for the following:

A. Approval of the December 7, 2022 Minutes

There were no questions nor discussion; all voting items were approved unanimously by the members.

B. Charles reminded members to sign and send Conflict of Interest form in ASAP.

IV. MATTERS OF THE EXECUTIVE DIRECTOR:

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

Ms. Liu provided a brief summary of the 2023 Financial Summary Report as of December 31st, noting that the CSB is at 107% of the revenue budget and 76% of the expenditures budget, leaving a balance of \$13,612,579.00. Additionally, the Special Revenue Accounts, have a balance of \$13,304,686.00 as of December 31st.

B. Quarterly Outcomes/Data (Priscilla Watson-Cooke)

Sarah Fuller introduced Pricilla Watson Cooke to Board Members. Pricilla briefed committee members in regards of measures and explained current developments within the agency.

C. Program & Services Review – No changes or updates at this time.

D. Miscellaneous Announcements (Sarah Fuller) discussed General Assembly is in session and discussing possible changes as well as budget.

- E. Update on CSB Staff, Facilities, Activities, and Events (**Sarah Fuller**)
 - a. Sarah expounded on how each division head took responsibility of Bob's areas to cover. Sarah discussed Jackie Griffin roles being split amongst staff.
 - b. Introduction of Terese Delbridge as new Board Clerk
 - c. Ms. Fuller reminded the members to sign and submit Conflict of Interest form to Terese Delbridge.
 - d. Lastly, Mrs. Fuller stated that the new Mobile Crisis Team space is ready to operate. Currently Mobile Crisis is being head by the state.

V. 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 6:53 p.m.

The next meeting of the Board Directors is scheduled for February 22, 2023, at 6:00 p.m.

Respectfully submitted,
Terese Delbridge
Board Clerk

APPROVED:

Charles Peek
Board Chair