

City of Suffolk
Children's Services Act
Community Policy and Management Team Meeting Minutes
September 21, 2022
9:00 am
Social Services Building, Third Floor Training Room A

Members Present:

Mary Bess- Parent Representative
Donna Boykin – WTCSB (Chairperson)
Randah Gaitan – Administrative Analyst, City of Suffolk
Jenny Hodge – Tidewater Youth Services Commission
Kimberly Jennings – 5th District Court Services Unit
Marli Laudun – Suffolk Health Dept.
Rachel Lewis – CSA Coordinator
Saniyyah Manigault-Westbrook – Suffolk Dept. of Social Services
Sheridan Meriwether – The UP Center

Members absent:

Glynda Branch - Fiscal Agent
Stephanie Whitley – Suffolk Public Schools

Guests Present:

Roxanne Flamer – CSA Office Assistant

1. The meeting is called to order at 9:15 a.m. by Donna Boykin.
2. Motion made by Marli Laudun to approve the minutes as written, and seconded by Kimberly Jennings. All in favor.
3. Rachel Lewis reviewed the financial report as of September 21, 2022. On August 25, 2022 a second supplemental request was made due to a shortage of \$3,000.00. CSA has no control of 42% of the allocated funding. There has been a significant jump in CSA expenditures from previous years. Motion made by Kimberly Jennings to accept Financial Report as written, and seconded by Randan Gaitan. All in favor.
4. **CLOSED SESSION** - Donna Boykin entertains a motion to convene a Closed Meeting for the purpose of discussing cases before the Family Assessment and Planning Team in accordance with the provisions in subsection A of § 2.2-3711 of the Code of Virginia as amended in 2001 and 2005 respectively. Only applicable exceptions as provided in section § 2.2-3707 or subsection A of Section § 2.2-3711 are to be discussed. Kimberly Jennings motions to enter closed session. Jenny Hodge seconds motion to enter into closed session. All in favor.
5. **RETURN TO OPEN SESSION** – Donna Boykin entertains a motion to move out of Closed Meeting. Marli Laudun motions to enter open session. Jenny Hodge seconds the motion. All are in favor and the motion passed. Donna Boykin initiated a roll call certifying that to the best of each member's knowledge only the following matters were discussed during

the closed session: 1) public business matters lawfully exempted from statutory open meeting requirements and 2) public business matters identified in the motion to convene the closed meeting. All affirmed.

6. Motion to approve all cases presented. Kimberly Jennings enters the motion. Jenny Hodge seconded the motion. All in favor. Total amount approved: **\$112,040.68**

7. **Old Business**

- A. ARPA Mental Health Grant/Community Violence Initiative Update– The community tour would take place on September 28, 2022 @ 9:00 a.m. followed by a meeting for discussion. Randan Gaitan will reach out to Major Buie to see if he’s available. Mary Bess asked “What are we looking to get out of the tour?” and how will it help with what we are trying to do in reference to the requirement of the grant. Marli Laudun discussed the possibility of Western Tidewater Health Department partnering with WTCSB in reference to community outreach. WTHD is in the process of getting a mobile van to better serve the community. Randan Gaitan gave an update on the City of Suffolk expanding broadband to rural areas which would be a great way to bring access to citizens in need. Donna Boykin shared that Dr. Dave Ellis would be attending an upcoming conference that Rachel Lewis would also be attending and asked if she could reach out to him at the conference.
- B. Replacement of private provider representative for FAPT – Ronnie Gehring, Embrace TFC will be the new private provider for Suffolk FAPT. Embrace TFC is part of NCG so the provider will remain consistent.
- C. Audit Preliminary Observation and Policy updates/reviews – Rachel Lewis discussed all changes that have been made and submitted in reference to the CPMT Policy. A report of expenses for non FAPTed cases will be printed and signed by the CPMT Chair. All approved funding will be included in the minutes. Motion made by Donna Boykin to approve changes made to the CPMT Policy requested by the auditor. Kimberly Jennings seconds motion. All in favor. Motion made by Saniyyah Manigault-Westbrook that all services excluded from FAPT will be generated into a report. Kimberly Jennings seconds motion. All in favor.
- D. Truancy Meeting – Rachel Lewis will contact Kelly MacPherson to see if she can coordinate the meeting.
- E. Items for Members – Rotation of CPMT Officers. Randan Gaitan will not be able to take the position as Chair due to work related issues. Donna Boykin will remain as Chair, Kimberly Jennings, Vice Chair and Sheridan Meriwether, Secretary. Motion made by Kimberly Jennings that Officers be as follow: Donna Boykin, Chair; Kimberly Jennings, Vice Chair and Sheridan Meriwether, Secretary. Randan Gaitan seconds motion. All in favor.

8. **New Business**

- A.** CQI – review of SWOT analysis from Retreat – Rachel Lewis shared the SWOT analysis from the CPMT/FAPT Retreat held on September 16, 2022. Members were able to prioritize the analysis. Mrs. Lewis will have data at October’s meeting in reference to the benchmarks. Saniyyah Manigault-Westbrook would like to see if Randan Gaitan has contact with a Legislative Liaison who would be willing to address some of the funding concerns. Rachel will ask Scott Reiner and Dr. Ward to share a copy of their powerpoint from the retreat re: the Governor’s Safe & Sound Task Force. For a future meeting, potentially Mira Signor, the executive director, could engage with CPMT as she was unable to attend the retreat.

 - B.** Items from the Members – There were no items presented.
9. Adjourn – CPMT adjourned the meeting at 115:56 a.m. Motion to adjourn by Saniyyah Manigault-Westbrook, seconded by Kimberly Jennings. All in favor.

Recorded by Roxanne Flamer, CSA Office Assistant.