

**City of Suffolk**  
**Children's Services Act**  
**Community Policy and Management Team Meeting Minutes**  
**July 20, 2022**  
**9:00 am**  
**Social Services Building, Third Floor Training Room A**

**Members Present:**

Donna Boykin – WTCSB (Chairperson)  
Jenny Hodge – Tidewater Youth Services Commission  
Kimberly Jennings – 5<sup>th</sup> District Court Services Unit  
Marli Laudun – Suffolk Health Dept.  
Rachel Lewis – CSA Coordinator  
Saniyyah Manigault-Westbrook – Suffolk Dept. of Social Services

**Members absent:**

Mary Bess- Parent Representative  
Glynda Branch - Fiscal Agent  
Randah Gaitan – Administrative Analyst, City of Suffolk  
Sheridan Meriwether – The UP Center  
Stephanie Whitley – Suffolk Public Schools

**Guests Present:**

Kellie Evans – The Up Center  
Roxanne Flamer – CSA Office Assistant

1. The meeting is called to order at 9:14 a.m. by Kimberly Jennings, Secretary, in the initial absence of Donna Boykin, Chair.
2. Motion made by Kimberly Jennings to approve the minutes as written, and seconded by Kellie Evans. All in favor.
3. Rachel Lewis reviewed the financial report as of July 20, 2022. At the end of FY 2022, CSA paid out a total of \$1,841,544.67, which was more than the allocated amount. Mrs. Lewis has requested additional funding to cover the June expenses. A request for additional funding will be submitted, after receiving the CPMT Chair's signature for approval. Total expenditures did not exceed the city's allocation, however. FY 2023, CSA received a slight decrease in funding. No allocations were awarded for SPED Wrap. Although funding was cut in other areas there was an increase for administrative in the amount of \$4,317.00. Mrs. Lewis discussed the need for CPMT members to make a decision as to how much funding should be protected for non mandated. The state allows \$309,218 but the CPMT has traditionally only protected \$225,000. Motion made by Kimberly Jennings to accept Financial Report as written, and seconded by Saniyyah Manigault-Westbrook. All in favor. Jenny Hodge entertains a motion to allocate \$225,000 for non-mandated funds, and seconded by Saniyyah Manigault-Westbrook with the understanding that unused non-mandated funds can be used for mandated. 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. Jenny Hodge motions to enter closed session. Saniyyah Manigault-Westbrook 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. Jenny Hodge motions to enter open session. Kellie Evans 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: **\$118,851.23** with the exception to the BA case. Kimberly Jennings enters motion for DSS to explore a show cause and deny the mother’s request for a new provider and to continue with Dr. Hollings to complete the PCE. Kellie Evans seconds the motion. All in favor. Saniyyah Manigault-Westbrook stated that she would need to speak with the City Attorney in reference to a show cause and asked the members to delay a final decision until then. During the meeting Mrs. Manigault-Westbrook communicated with the City Attorney via email and was told that a show cause would not be in the best interest of the family at this time and that all goals would be revisited in six (6) months.
7. **Old Business**
  - A. ARPA Mental Health Grant/Community Violence Initiative – The Steering Committee held a meeting on Wednesday, July 13, 2022 at 1:00p.m. here at DSS with Mr. Dave Ellis via web ex in reference to strategic planning. Mr. Ellis had the committee to form into 3 teams and come up with six (6) words on how to engage with the community in the fight against gun violence. Afterwards the words were shared among the teams and formed into a single paragraph. With the help of Mr. Ellis, the steering committee is moving forward with an action plan. Committee Members are: Donna Boykin, Rachel Lewis, Kimberly Jennings, Saniyyah Manigault-Westbrook, Sarah Wray, Glynda Branch, Mary Bess and Roxanne Flamer. Next meeting time and date TBA.
  - B. Items from Members – There were no items presented from members.
8. **New Business**
  - A. Memo from City Attorney, RE: 2022 Legislative Update – Rachel Lewis discussed the memo with a focus on **HB 150** Virginia Freedom of Information Act; posting of minutes; local public bodies. Mrs. Lewis would like to revamp the CSA website and make sure that all CPMT minutes are uploaded monthly. Saniyyah Manigault-Westbrook will find out which IT department would be responsible in getting the minutes uploaded. **HB 444** Virginia Freedom of Information Act; meetings conducted through electronic communication means. **SB 485** Delinquency Prevention and Youth

Development Act; youth services citizen boards; duties; guidelines. Donna Boykin shared with the members that years ago the City of Suffolk was developing youth programs through Parks and Recreation. **HB 1212** Guardianship and conservatorship; notice of hearing.

- B. Admin Memo OCS- CSA Related Items in the State Budget – Key points mentioned in the memo as follow: “There was no change in the base allocation for the CSA state pool”. “Certain Medicaid rates for the community-based behavioral health services will continue the 12.5% rate increase that was initiated in FY2021” and “The language regarding the DBHDS/CSB Mental Health Initiative funds have been changed”. The Community Services Board shall develop a Mental Health Initiative funding plan in collaboration with the local FAPT and/or CPMT. The funding plan shall be approved by the CPMT of the localities.
  - C. Admin Memo OCS – Changes to Code of VA regarding Parent Representatives – “Changes to the Code of VA Regarding Who May Serve as a Parent Representative on FAPT and CPMT”. “These changes provide some additional flexibility in who may serve in these important roles”.
  - D. Family Satisfaction Surveys FY 2022 – John Lewis CSA UM Specialist, gave a PowerPoint presentation on Family Satisfaction Surveys with a comparison to FY 2021. The total number of surveys distributed to both localities (Suffolk and Isle of Wight) via email, USPS and in person were **171**. Suffolk **130** and IOW **41**. A total of **67** surveys were returned. Suffolk **45** IOW **22**. FY 2021, **82** surveys were distributed and a total of **43** returned for Suffolk. Overall the responses were good. Kimberly Jennings and other members of the team would like to see an increase in the number of returned surveys. Kellie Evans suggested setting up a link via text message to send the survey. Marli Laudun would like to see a follow up question to the poorly rated survey questions. Rachel Lewis stated that she has reached out to other localities to get results only to find out that none of the other localities are distributing surveys (since COVID).
  - E. Vendor Surveys FY 2022 – John Lewis CSA UM Specialist, gave a PowerPoint presentation on Vendor Surveys. A total of **9** distributed to Youth and **9** received; **10** distributed to Parents **1** received; **29** distributed to Case Managers **11** received; FAPT Satisfaction **61** distributed, **13** received. Overall the Parents, Foster Parents, Legal Guardians and Youth were satisfied with their services. Mr. Lewis feels that the youth are very honest with their opinions when completing the surveys. Some of the families were a little frustrated with virtual services during the pandemic but managed to get through. Kimberly Jennings asked what is done with all of the information collected. Mrs. Lewis stated that it helps to better serve the communities through CSA services.
  - C. Items from the Members – There were no items presented from members.
9. Adjourn – CPMT adjourned the meeting at 12:40 p.m. Motion to adjourn by Marli Laudun, seconded by Jenny Hodge. All in favor.

Recorded by Roxanne Flamer, CSA Office Assistant.