



Board of Directors

Wednesday
March 23, 2022

NORFOLK COMMUNITY SERVICES BOARD
Wednesday, March 23, 2022
AGENDA

Until the conclusion of the current state of emergency, the Board's meetings will be conducted electronically, without a quorum present in any one place, pursuant to the City of Norfolk's ongoing declaration of an emergency (as authorized pursuant to Virginia Code Section 2.2-3708.2 (A) (3), and related provisions of the Freedom of Information Act.

Due to COVID-19, the Board of Directors meetings will be conducted via teleconferencing. These public meetings will be held electronically, pursuant to and in compliance with the code referenced above. The public may access these meetings beginning at 6:00 PM on the 4th Wednesday of each, pursuant to the method set out below. Members of the public will not be allowed to comment or otherwise directly participate in the meeting -- only observe and/or listen. The public may make comments before or after the meeting via e-mail to Jacklyn Griffin, Executive Assistant, at jacklyn.griffin@norfolk.gov. The minutes will reflect and identify each member of the Board who is electronically or physically present. Agendas will be posted prior to the meetings. See the heading "Board Materials" below.

Notes:

- *The virtual platform for these meetings has been changed from GoToMeeting to WebEx.*
- *Division Heads and Compliance have been added to invitees.*
- *Please refer to the instructions below for logging in to the video and audio meeting:*

JOIN BY MEETING LINK

<https://convoice.webex.com/convoice/j.php?MTID=m7633f6442a8d970799f1bd49851c566d>

Meeting number: 180 776 1692

Password: 9zQNr39VmD@

JOIN BY PHONE

+1-415-655-0002 US Toll

Access code: 180 776 1692

JOIN BY VIDEO SYSTEM

Dial [1807761692@convoice.webex.com](tel:1807761692)

You can also dial 173.243.2.68 and enter your meeting number.

-
- I. Call to Order
 - II. Roll Call
 - III. Matters of the Chair:
 - A. Approve Minutes
 - B. Executive Session: Executive Director Performance Evaluation
 - IV. Matters of the Executive Director
 - A. Financial Reports, Grants, Funding (Amy Liu)
 - B. Executive Team
 - C. Miscellaneous Announcements (Sarah Fuller)
 - D. Update on CSB Staff, Facilities, Activities, and Events (Sarah Fuller)
 - V. Adjournment

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, February 23, 2022
VIRTUAL MEETING

<https://convoice.webex.com/convoice/j.php?MTID=m7633f6442a8d970799f1bd49851c566d>

United States: + [1 \(872\) 240-3212](tel:18722403212)

Access Code: 568-071-789

Members in Attendance:

Elizabeth Burns (0)
Mike O'Toole (3)
Charles Peek (1)
David Hicks (5)
Dawn Freeman (3)
Ojetta Fleming Weaver (5)
Henry McNair (2)

Staff in Attendance:

Sarah Fuller, Executive Director
Bob Horne, Division Head/Board Clerk
Jacklyn Griffin, Executive Assistant
Michele Davis, Compliance
Sheila McElmurry, Compliance

Members Absent:

Amina Matheny-Willard (6)

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:** The meeting was called to order at 6:02 p.m. by Mr. Charles Peek, Chair.

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. All were virtual and there was a quorum.

IV. MATTERS OF THE CHAIR:

A. Approval of Minutes:

There was a motion to approve the minutes for January 26, 2022. The motion was seconded. The motion passed by acclimation.

B. Conflict of Interest Forms

The members were reminded that the Conflict of Interest Forms need to be reviewed, signed, and returned to Ms. Griffin.

C. Approve Planning Calendar

There was a motion to approve the Board's Planning Calendar for 2022. The motion was seconded. The motion passed by acclimation.

D. Approve Strategic Plan

There was a motion to approve the Board's Strategic Plan. The chair called for questions regarding the Strategic Plan. There were no questions. The motion was seconded. The motion passed by acclimation.

E. Notice of the Executive Director's Performance Evaluation

Members were reminded that the Board of Directors approves the Executive Director's Annual Performance Evaluation (PE) during the March meeting. The Board Chair will contact the members to receive their input. Once discussed with all members, the Chair will announce at the March meeting that the Board needs to go into closed session to discuss. After the Board comes out of closed session and confirms that only the topic specified in the resolution to go into closed session were discussed, the Chair will ask for a vote to approve the Executive Director's Performance Evaluation document. During the meeting, Ms. Griffin emailed the members Ms. Fuller's Outcome and last year's PE to use as an example.

V. MATTERS OF THE EXECUTIVE DIRECTOR:

A. Financial Reports, Grants, Funding (Bob Horne)

In Ms. Liu's absence, Mr. Horne provided an overview of the financial report, indicating that as of January 31st, we were at 94% of budgeted revenues and at 71% of budgeted expenses for the 2022 fiscal year. Special Revenues were at 66%. There were no questions from the members. Ms. Fuller provided additional backgrounds on grants. She also shared about the new employee recruitment bonus and a current employee referral bonus to current

employees. Ms. Burns asked about our peer program and Ms. Fuller provided an overview of our peer support programs.

B. Executive Team

Ms. Fuller introduced Michele Davis and Shelia McElmurry. Ms. Davis and Ms. McElmurry presented on the 2021 Norfolk CSB Strategic Plan Survey results (see handout).

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

1. Ms. Fuller shared that the City Council will begin meeting in person in March. Since the City has passed a declaration of emergency for 6 months effective 2/8/2022 the Board will continue to meet virtually thorough July unless the declaration is changed.
2. Ms. Fuller open the floor for questions from the members. Liz commented on the great response rate on the Strategic Plan survey and that the issues identified in the survey were experienced by most organizations during COVID. Mr. Peek asked how, if any, the changes in the state administration have impacted the CSB. Ms. Fuller shared that the impacts have been minimal thus far. She reported that the new Secretary of Health and Human Services and the new Commissioner of DBHDS have been very open to hearing about issues and working with CSBs.

VI. ADJOURNMENT:

With no further discussion items, a motion was made to adjourn. The motion was seconded, and the meeting adjourned at 7:02 p.m.

The next meeting of the Board Directors is scheduled for Wednesday, March 23rd, 2022, at 6:00 p.m. Location will be posted on the Norfolk CSB Board of Director's webpage (<https://www.norfolk.gov/1814/Board-of-Directors>).

Respectfully submitted,
Bob Horne, Board Clerk

APPROVED:

Charles Peek, Chair