

NORFOLK COMMUNITY SERVICES BOARD
BOARD MEETING MINUTES
Wednesday, March 23, 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 (0)
Charles Peek (1)
David Hicks (5)
Dawn Freeman (3)
Henry McNair (2)

Staff in Attendance:

Sarah Fuller, Executive Director
Bob Horne, Division Head/Board Clerk
Jacklyn Griffin, Executive Assistant
Bill Forte, M.D.

Members Absent:

Ojetta Fleming Weaver (5)
Mike O'Toole (3)
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 6:03 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 February 23, 2022. The motion was seconded.

B. Closed Executive Session: Executive Director Performance Evaluation

- 1) A motion was made and seconded to enter Executive Session (see addendum: Motion to Enter Executive Session).
- 2) At completion of the Executive Session, the Chair sent an email to the staff that the Executive Session was over and staff could return to the meeting.
- 3) A resolution certifying the Executive Session was read and voted on (see addendum: A Resolution Certifying an Executive Session).
- 4) The Chair reported that the Board unanimously approved the Executive Director's Performance Evaluation. He then requested that Ms. Griffin forward the evaluation on to the Deputy City Manager.

V. MATTERS OF THE EXECUTIVE DIRECTOR:

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

Ms. Lui provided an overview of the financial report, indicating that as of February 28th, we were at 96% of budgeted revenues and at 76% of budgeted expenses for the 2022 fiscal year. Special Revenues were at 67%. There were no questions from the members.

B. Executive Team

Ms. Fuller introduced Bill Forte, M.D. to the members and asked if anyone of the members had any questions. No questions were asked.

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

1. Ms. Fuller updated the Board Members on the mask policy, explaining that while mask restrictions were lifted, the CSB would continue requiring masks inside all CSB facilities.

2. A brief overview of the City's proposed budget, as presented to City Council on Tuesday, March 22nd, was provided to the members. (See attachment: City Council Presentation Slides.)
3. Ms. Fuller updated the members about The Center, CIT Center, and Mobile Crisis Support services programs, and once again, offered the members a tour of The Center.
4. Ms. Fuller indicated that the CSB needs to rebuild the Psychosocial Center and determine the means and ways to accomplish that. She requested that any Board Member who was interested in learning more about it or becoming more involved to join a workgroup that is in development.
5. Ms. Fuller indicated that a grant was awarded for \$60k annually to fund the Diversity and Inclusion efforts. This award includes no staffing, only dollars.
6. Lastly, Ms. Fuller announced that City Council had approved three new members to the Board. She noted that the Board is still lacking coverage in the homeless category and requested that all members refer anyone they know interested in becoming a member if they have a history of homelessness.

VI. ADJOURNMENT:

With no further discussion items, a motion was made to adjourn. The motion was seconded, and the meeting adjourned at 7:16 p.m.

The next meeting of the Board Directors is scheduled for Wednesday, April 27th, 2022, at 6:00 p.m.

Respectfully submitted,
Bob Horne
Board Clerk

APPROVED:
Charles Peek, Chair

**NORFOLK COMMUNITY SERVICES BOARD MEETING
OF March 23, 2022**

MOTION TO ENTER EXECUTIVE SESSION

It has been moved and properly seconded that the Board of Directors of the Norfolk Community Service Board go into a closed session for the purposes set out below, pursuant to The Virginia Freedom of Information Act, subsection 2.2-3711 of the Code of Virginia (1950), as amended:

- (1) For the discussion and, the review of the qualifications and the performance of the Executive Director of the Norfolk Community Services Board. This matter is exempt from the open meeting laws pursuant to Section 2.2-3711 of the Virginia Code (1950), as amended, subsection A. 1. (Discussion, consideration, etc., of appointment, promotion, demotion, performance, etc., of specific public officers, appointees, or employees of any public body).
- (2) For consultation with legal counsel concerning the above. This matter is exempt from the open meeting laws, in addition to the exception in number one above, pursuant to Virginia Code Section 2.2-3711 of the Virginia Code (1950), as amended, subsection A. 7. (Consultation with legal counsel regarding specific legal matters requiring the advice of counsel.)

Roll Call:

Liz Burns	Yes
Charles Peek	Yes
David Hicks	Yes
Dawn Freeman	Yes
Henry McNair	Yes

Date of Meeting: March 23, 2022

**NORFOLK COMMUNITY SERVICES BOARD MEETING
OF MARCH 23, 2022**

A RESOLUTION CERTIFYING AN EXECUTIVE SESSION

A RESOLUTION CERTIFYING AN EXECUTIVE MEETING OF THE BOARD OF DIRECTORS FOR THE NORFOLK COMMUNITY SERVICES BOARD IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT.

WHEREAS, the Board of Directors for the Norfolk Community Services Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Norfolk Community Services Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Norfolk Community Services Board.

Roll Call:

Liz Burns	Yes
Charles Peek	Yes
David Hicks	Yes
Dawn Freeman	Yes
Henry McNair	Yes

Date of Meeting: March 23, 2022