



**SOCIAL SERVICES ADVISORY BOARD MEETING MINUTES**  
**Friday, January 03, 2020**

SSAB Board Members	In Attendance	Human Services Staff	In Attendance
Norma Brumage	Y	Aileen Smith	Y
Susan Campbell	Y	Elizabeth Batista-Boone	N
Robin Foreman-Wheeler	Y	Deidria Bolden	N
Angela Kellam	N	Becky China	Y
Jalana McCasland	N	Sharon Jones	N
Martha McClees	Y	Theresa Jordan	Y
Donna Morris	N	Aaron Knight	N
Lucynthia Rawls – Vice Chair	Y	Al Steward	N
Andrew Richmond – Chair	Y	Fay Ward	Y
Michael Berlucchi	N	Linda Botts	N

Attending Guest:
Kenneth Chandler

**Call to Order:**

The Social Services Advisory Board was called to order by the Board Chair, Mr. Andrew Richmond, at 8:32 a.m.

**Approval of Board Notes:**

Norma Brumage called the motion to approve the December 2019 minutes. Vote carried the motion forward for approval. Minutes docketed

**Public Comments:**

None



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### **Old Business:**

None

### **Matters of the Chair:**

- Andy confirmed and reminded everyone that the Joint CSB and SSAB meeting will be on February 27, 2020 at the Parks and Recreation Administration Building. There will be no SSAB Meeting in March.

### **Matters of the Director/Deputy Director/Staff:**

- For the joint CSB SSAB meeting at the end of February, Aileen mentioned that the speakers selected for Social Services are Al Steward, Dee Bolden, Wendy Swallow and Elizabeth Boone.
- Becky China provided update on CSA's 2018-2020 Strategic Plan. Copies of the report were handed out.  
Highlights of the report:
  - CPMT policy manual has been completed and distributed
  - Increase the use of ICC/HFW services to improve performance outcomes
  - Establish a dedicated SharePoint Page for CSA
  - Strengthen relationships with the provider community and create an extensive provider database
  - Recruit a CSA Utilization Review Specialist and expand utilization review beyond FAPT
  - Establish, train and form 2 new Open Table "tables" who can accept referrals for building natural support to youth and/or families.
- Becky added that they are preparing for a CSA audit scheduled at the end of January
- Financial Reports:
  - Social Services Monthly Financial Report was presented to the Board by Fay Ward, Business Manager
  - CSA Monthly Financial Report Summary was presented to the Board by Theresa Jordan, Accountant IV
- Aileen provided the Board with an update on the recruitment of a new Deputy Director. Interviews will commence at the end of February.
- Aileen informed everyone that the Local Board Member Training is scheduled for 2020 and provided everyone with a registration form. Aileen will provide the Board with more information regarding



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how often a member should attend the training and whether sessions will be separated based on HR Status.

### **New Business:**

None

### **Adjournment:**

The meeting was adjourned at 9:27 am by Chairman Andrew Richmond.

### ***Next Meeting:***

***Joint CSB & SSAB Meeting on February 27, 2020 at 8:30am***

***Parks and Recreation Admin Building***

***2154 Landstown Road, Virginia Beach, VA 23456***

***Prepared by: Marriz Valenzuela***