

**NORFOLK COMMUNITY SERVICE BOARD**  
**MINUTES**  
**May 10, 2011**

**225 W. Olney Road, Norfolk, Virginia**

**Members Present:**

Lewis J. Taylor, Ph.D., Chair  
George H. Tatterson, Jr., CPA  
Dana L. Redding  
CDR Gary Hammond, Ret.  
Capt. Henry Conde, Ret.  
Capt. Garrat "Gary" Cooper, Ret.  
Eunice Whitehurst  
Dorothy Isaac  
Patrick D. Thrasher, M.D.

Comprising a quorum of the members of the board

**Staff Present:**

Maureen Womack, Executive Director  
Robert Horne, Corp. Compliance Officer/Board Clerk  
Bill Forte, M.D., Chief Medical Officer  
Mark Moser, CPA, Chief Financial Officer

**Advisors Present:**

Jack Cloud, Norfolk City Counsel

**Absent:**

Kathy Weaver, Secretary  
William Graves, III, Ed.D.  
Kenny Bryant  
Capt. Neil Walsh, Ret.  
William Hovland, M.D.

**Call to Order**

The meeting was called to order by the Chairman of the NCSB Board of Directors at 4:04 p.m.

**Approval of the April 2011 board meeting minutes**

A motion was made by and seconded by to accept the minutes for April 2011 as prepared. The motion passed unanimously.

**Board Education: Mental Health, Substance Abuse and Intellectual Disability: A Primer**

Dr. Bill Forte, Chief Medical Director for the Norfolk CSB made a presentation to the members present on mental illness, substance abuse, and intellectual disabilities. A copy of Dr. Forte's PowerPoint presentation was included in the materials distributed to those present.

**Report of the Executive Director:**

- 1. Presentation of Annual Budget** –The ED introduced Mr. Mark Moser, the Chief Financial Officer to provide an overview of the budget. The CFO began with an analysis of the Norfolk CSB's unrestricted cash reserves. The CFO then reviewed the 2010 audited budget results, the projections for 2011 and the proposed 2012 budget. The ED addressed how the currently proposed 20% cut in city funding was being proactively addressed by the leadership team. It was recommended that the Board Report be routinely provided to City Council. There was general agreement with this recommendation.  
**A motion was made by that the 2012 budget as presented today (Budget A) and an alternative budget removing an additional \$230,000 reduction in city funding balanced by reductions in personnel costs (Budget B) be approved.** The motion was seconded. The discussion specified that the services that would be affected by an additional \$230,000 in cuts in city funding would be seen in the Norfolk Mental Health Court and in the Norfolk Juvenile Detention facility which are primarily funded by city funds. **The motion passed unanimously.**
- 2. CARF Accreditation** – The ED presented information to the members about our CARF OTP Accreditation survey that was conducted last week. She shared about the many strengths that were identified related to the services, staff, leadership and governance of the agency by the surveyors.
- 3. DBHDS Audit Visit** – The ED shared with the members that the Department of Behavioral Health & Developmental Services conducted an audit of the agency.

4. **Relocation of Medical Services** – The ED reported that she is working with the city to possibly relocate our Medical Services Unit to the Wainwright building. She shared that we are also reviewing our lease at Olney Road with the possibility of consolidating many of our service in a central location.
5. **Public Awareness Annual Forum**– The leadership team is working with the city to arrange to have Judy Collins perform at the Harrison Opera House and to have her as the headliner for the annual a public awareness campaign on September 8, 2011. Ms. Collins has become a spokesperson for promoting an understanding of depression subsequent to her son’s suicide. This event may provide a fund raising opportunity for the Norfolk CSB.

#### **Report of the Chair:**

1. **Review of city funding developments** – A discussion was held on how best to engage the members of City Council in a better understanding of the NCSB services, operations and governance. Members of the Board of Directors should feel free to share with members of council, including their their concerns about the impact of proposed cuts. It was agreed that our message to City Council should emphasize our shared mission to serve the residents of the City of Norfolk.
2. **Consider Annual Calendar revision** -Deferred until a future meeting.
3. **Plan public listening session** –A report was provided regarding the planned public listening session that is on the Board’s annual calendar. Mr. Bob Batchter Director of Public Communications for the City of Norfolk. He recommended answering four questions prior to planning any public listening sessions:
  - a. What do we (Norfolk CSB) want to accomplish?
  - b. Who will be our audience?
  - c. Who are the influencers of/in the audience?
  - d. How does the audience get its information?

He recommended considering several public listening sessions. He indicated that an informed citizenry is an engaged citizenry. He recommended meeting with civic leagues, churches, and other community groups to discuss mental health issues in the community and to seek their input. He also recommended sharing success stories.

There was discussion on how best to proceed with planning for public listening sessions. It was recommended that we share with the City Manager that the Board had already planned on holding public listening sessions.

4. **Resignation** –Dr. Bill Hovland submitted his resignation from the Board today.

#### **Self-evaluation**

Feedback was solicited from the members on recommendations for improvement(s) for the board’s meeting. There was some brief discussion on the planned joint session with the Norfolk City Council this summer. A follow-up e-mail to the members confirming the date for this joint meeting will be sent.

#### **Matters of the Board**

Members were asked if there were any issues that needed to be added to new business on the Board’s agenda. If members had any items, please submit to the Chairman.

#### **Adjournment**

A motion was made by and seconded by to adjourn. The motion passed unanimously. The meeting adjourned at 6:22 p.m.

The next meeting will be held on June 14, 2011 at the same time &location.

Respectfully submitted,

Kathy Weaver  
Secretary  
KW/rah