***CPMT Meeting Minutes: Monday, July 25, 2022***

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601 on July 25, 2022.

***The following members were present:***

* Tamara Green, Frederick County Department of Social Services
* Jay Tibbs, Frederick County Administration
* Dr. Michele Sandy, Frederick County Public Schools
* Denise Acker, Northwestern Community Services Board

***The following members were not present:***

* David Alley, Private Provider Representative, Grafton Integrated Health Network
* Leea Shirley, Lord Fairfax Health District
* Jerry Stollings, 26th District Juvenile Court Service Unit

***The following non-members were present:***

* Jacquelynn Jury, CSA Coordinator
* Robbin Lloyd, CSA

***Call to Order:*** Denise Acker called the meeting to order at 1:05 pm.

***Introductions:*** Members and nonmembers of the team introduced themselves.

***Adoption of Agenda:*** Dr. Michele Sandy made a motion to adopt the July agenda; Tamara Green seconded; CPMT approved.

***Consent Agenda:*** The following items were included in the Consent Agenda for CPMT’s approval:

* June 27, 2022- CPMT Minutes
* Budget Request Forms – Confidential Under HIPPAA

Tamara Green made a motion to approve the June Minutes, Denise Acker seconded, CPMT approved. Jay Tibbs made a motion to approve the budget sheets, Dr. Michele Sandy seconded, CPMT approved.

***Adoption to Convene to Executive Session:*** On a motion duly made by Dr. Michele Sandy and seconded by Jay Tibbs, the CPMT voted unanimously to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (15) and in accordance with the provisions of 2.2-5210 of the Code of Virginia.

***Executive Session:***

* Parental Agreement Extension Update

***Adoption of Motion to Come Out of Executive Session:*** Dr. Michele Sandy made a motion to come out of Closed Session and reconvene in Open Session; Tamara Green seconded; CPMT approved.

***Motion and Roll Call Certification of Executive Session:*** Dr. Michele Sandy made a motion, seconded by Jay Tibbs, to Certify to the best of each Frederick County CPMT member’s knowledge (1) the only public business matters lawfully exempted from open meeting requirements and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.

Michele Sandy Aye

Denise Acker Aye

Tamara Green Aye

Jay Tibbs Aye

***Adoption of Motion to Approve Items Discussed in Executive Session:*** No actions needed.

***Committee Member Announcements:***

* + Dr. Michele Sandy noted that Dr. Sovine retired as the Frederick County Public Schools Superintendent. A new superintendent is being sought.
  + A new supervisor has been hired for the Special Education Diagnostic and Related Services group to support our school psychologist.
  + Jamison Olinger will be coming back as a part time Family Assessment and Planning Team support liaison to help Julia Vettorel.

***CSA Office Business:***

* Denise Acker is the new CPMT Chair beginning July 1, with Dr. Michele Sandy serving as the Vice Chair.
* A copy of the CPMT Confidentiality Form was included in the meeting packet for members to sign. The form is collected annually.

***CSA Financial Report:***

* June 200 Financial Report-
* Monthly Net Expenditures- $326,637.92 or 8% of the total allocated, including Protected and SpEd WrapAround Funds.
* Year to Date Net Expenditures- $3,329,174.70 or 81% of the total allocated, including Protected and SpEd WrapAround Funds. Local match spent is $1,346,076.07.
* Remaining- $807,300.79 or 19% of the total allocation or $798,420.55 excluding SpEd Wrap Funds.
  + Protected Funds- $47,501.50 spent, $12,678.50 remaining with $9,053.00 encumbered.
  + SpEd Wrap Funds: $199,743.25 spent, $28,751.49 remaining with $26,005.00 encumbered.
* Youth Served: 142 total
  + 96 in Community Based Services
  + 24 in Private Day School
  + 22 in Congregate Care
  + 24 in TFC
* OCS Audit – The auditor has not begun the Frederick County audit as she is working to complete audits from several other localities.

***Old Business:***

* FY23 Contract Status- Grafton has accepted the contract renewal but suggests the following language be reviewed “failure to provide 10 days written notice of termination would result in 10 days of non-payment for services” for interpretation as CPMT intended.
* CPMT Policy Change- Proposed changes allow any member the ability to call an emergency meeting which would occur within one business day. VFOIA regulations will be in effect requiring a quorum of members/proxy and public notice. Dr. Michele Sandy made a motion to accept the Emergency Meeting policy and by-law changes, Tamara Green seconded, CPMT approved.
* Private Day Rate Setting/Administrative Memo #22-06- Children in educational placements must have the Private Day School Rate Setting Tool completed prior to admission. The rate tool will determine the daily rate based on the teacher-student ratio in each classroom and will be completed by the private day school. Rates set by the state will go into effect on July 1, 2023. Beginning August 1, 2022, local CSAs will be required to report to the state the tier in which each child is enrolled to collect data and estimate costs.
* Strategic Plan Goal- Satisfaction survey subcommittee- A Doodle poll was distributed to interested parties to schedule the first meeting of the workgroup. Participant schedules did not align. Another poll will be sent with alternative choices.

***New Business:***

* FAPT COVID Procedures- An ill youth attended FAPT and tested positive for COVID later that evening. FAPT members were exposed, and one became infected. CPMT decided that FAPT should follow CDC guidelines regarding exposure and quarantine and recommend anyone feeling sick to participate virtually.
* Administrative Memo #22-05- State Budget Information-
  + No change to state pool allocation. Administrative funds were increased by $500k for the entire commonwealth. Local allocations will be provided at a later date. (See Admin Memo #22-08 below)
  + Rate increases
    - Medicaid PRTF reimbursement- 8.89%, certain community based behavioral health services- 12.5% increase continued from FY21 (originally put in placed due to COVID)
    - Foster Care Maintenance Rates (Basic and clothing allowance only) - follows increase of state employee salaries from prior year- 5% increase.
  + Language changed to allow localities to employ local debt collection practices for nonpayment of copay. Prior language required referral to DCSE or OAG. New language states that OCS “shall be made a party to any such copayment agreement.” Frederick County policy requires vendors to collect copayments.
* Administrative Memo #22-07 Changes to COV 2.2-5205 & 2.2-5207- A change in the language in COV sections relating to the membership and immunity from liability of FAPT and CPMT was approved by the General Assembly. This change provides more flexibility of the qualifications of a Parent Representative on either team. In addition to the change in language, it also requires that the SEC “inventory current efforts to recruit and retain parent representatives” on each team. OCS is planning on distributing a survey to address this requirement.
* Administrative Memo #22-08 – Administrative Budget Plan- The General Assembly approved an overall increase of $500k Administrative Budget Plan funding to allocate to localities. In FY23, Frederick County is allocated $35,468.00 requiring a base match rate of 43.48%. This is an increase from $28,541.00 ($6,927.00)
* Administrative Memo #22-09- FY22 Year End & FY23 State Base Allocations- A reminder of the end of year process was included in this memo, along with the FY23 funding allocations.
  + Initial Base Pool Allocation- $3,509,091
  + Protected portion of Base Allocation- State match maximum $34,011
  + SpEd WrapAround- $20,518

***Informational Items:***

* 988 Mental Health Crisis Hotline Implementation- Starting 7/16/22, individuals can dial or text 988 to be connected to trained counselors who are part of the National Suicide Prevention Lifeline. This is the initial step to establish a robust crisis response across VA and the US. Additional plans for expansion include triage and mobile crisis intervention

***Assigned Tasks:***

* The CSA Coordinator will organize a meeting of the subcommittee to establish a satisfaction survey.
* The CSA Coordinator will email CPMT recommendations regarding FAPT attendance in the event of a COVID infection.

***Next Meeting:*** The next CPMT meeting will be held Monday, August 22, 2022, at 1:00 pm in the 1st Floor Conference Room.

***Adjournment:*** Tamara Green made a motion to adjourn, Jay Tibbs seconded, and the motion was approved. The meeting was adjourned at 2:20 pm.

***Minutes Completed By:*** Robbin Lloyd