***CPMT Meeting Minutes: Monday, September 26, 2022***

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601 on September 26, 2022.

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

* David Alley, Private Provider Representative, Grafton Integrated Health Network
* Jerry Stollings, 26th District Juvenile Court Service Unit
* Jay Tibbs, Frederick County Administration
* Dr. Michele Sandy, Frederick County Public Schools
* Denise Acker, Northwestern Community Services Board

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

* Tamara Green, Frederick County Department of Social Services
* Leea Shirley, Lord Fairfax Health District

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

* Jacquelynn Jury, CSA Coordinator
* Robbin Lloyd, CSA

***Call to Order:*** Denise Acker called the meeting to order at 1:00 pm.

***Introductions:*** None

***Adoption of Agenda:*** Dr. Michele Sandy made a motion to adopt the September agenda; David Alley seconded; CPMT approved.

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

* August 22, 2022- CPMT Minutes
* Budget Request Forms – Confidential Under HIPAA. Private Provider abstained from voting on funding for youth receiving services provided by their agency or where there may appear to be a personal financial gain from the provision of services.

Jerry Stollings made a motion to approve the August Minutes, David Alley seconded, CPMT approved.

Jay Tibbs made the motion to approve the Budget Request Forms, 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:***

* Case Update

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

***Motion and Roll Call Certification of Executive Session:*** Dr. Michele Sandy made a motion, seconded by David Alley, 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

David Alley Aye

Jerry Stollings Aye

Denise Acker Aye

Jay Tibbs Aye

Leea Shirley Not Present

Tamara Green Not Present

***Adoption of Motion to Approve Items Discussed in Executive Session:*** Dr. Michele Sandy made a motion that the ICC team reconvene with representatives from the school to develop a plan to support the family and reintegrate the student into school, David Alley seconded, CPMT approved.

***Committee Member Announcements:***

* + Denise Acker announced the Executive Director for NWCSB is retiring.

***CSA Office Business:***

* CSA Financial Report:
* Fiscal Year End 2022 Financial Report-
* Yearly Allocation including Protected and SpEd WrapAround Funds- Allocation of $4,136,475.49, spent $3,805,164.91 or 92%.
* Local Funds requested were $1,873,543.89, CSA used $1,532,220.84 or 82% of the total allocation including Protected and SpEd WrapAround Funds.
* Protected Funds Allocation - $34,011.00, used $32,919.97
* Wrap Allocation- $228,494.74, used $220,284.50
* Youth Served: 152 total
  + 105 in Community Based Services
  + 24 in Private Day School
  + 22 in Congregate Care
  + 25 in TFC
* Average cost per child is $25,033.98.
* OCS Audit – Audit results have not been provided as of the completion of the CPMT packet.

***Old Business:***

* Strategic Plan Goal- Satisfaction survey subcommittee- Participant schedules did not align for a meeting during the month, another poll will be sent with alternative choices.
* FY23 Contract- UMFS submitted an appeal to accept a revised rate sheet. Stakeholders were notified of DMAS rate increases and state negotiated rates for MST, FFT, and PCIT very late in June. UMFS would like to align their rate sheet accordingly. Jerry Stollings made a motion to accept the rate changes, Dr. Michele Sandy seconded, CPMT approved.

***New Business:***

* CPMT Leadership Competencies- CPMT Chair Job Description document in August led to discussion about improving the way CPMT functions in Frederick County, in part by utilizing experiences that members have from other localities. The CPMT leadership Competencies guide, distributed by the State and Local Advisory Team, provides a framework for CPMT discussion and self-assessment. reviewing each section at future meetings. The Leadership Authority section was selected as the topic for the next meeting.
* Notice regarding CPMT Bed Reporting- Notice was received regarding the requirement of CPMT to submit data regarding youth for whom admission to acute care or a residential treatment facility was sought but not obtained. This notification clarified requirements in the COV and provided an updated process and forms needed for reporting. It is recommended that CPMT develop a process by which this information can be obtained and submitted. Denise Acker will be looking to see if the CSB has some of this information in their system. Jerry Stollings and Denise Acker will gather information from other CPMT’s that they sit on to present at the next CPMT meeting.

***Informational Items:***

* Admin Memo #22-11- Medicaid Report Access Changes- Changes were made to the Medicaid report, which is only available to the CSA Coordinator and Report Preparer through the state reporting website. The report identifies clients for whom Frederick County pays the local Medicaid match. The report was only available to review by month and is now available by FY as well.

***Assigned Tasks:***

* The CSA Coordinator will meet with Haven Mental Health Center, Inc to share the concerns that CPMT shared during the Executive Meeting.
* The CSA Coordinator will gather information to share with the CPMT team regarding the Leadership Authority topic that will be discussed at the next CPMT meeting.
* Denise Acker will review the bed reporting data that the CSB may have and bring that back to the next CPMT meeting.

***Next Meeting:*** The next CPMT meeting will be held Monday, October 24, 2022, at 1:00 pm in the 1st Floor Conference Room. Denise Acker indicated that she will not be available, Dr. Michele Sandy agreed to Chair the CPMT and IFT meetings.

***Adjournment:*** Dr. Michele Sandy made a motion to adjourn, David Alley seconded, and the motion was approved. The meeting was adjourned at 2:27 pm.

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