

Clarke County CPMT Agenda
November 29, 2022
1:00 PM
Clarke County Department of Social Services Office
311 E. Main St, Berryville

OPEN SESSION

1. Approve minutes from October 25, 2022
2. CSA Conference review
3. CPMT parent rep recruitment update
4. December CPMT meeting date
5. Financial – October payment reports and supplement requests

CLOSED SESSION

Consent Agenda: 4 cases

Next Meeting: December 27, 2022

CLARKE COUNTY CPMT MEETING MINUTES

October 25, 2022

Attendees

Katherine Webster	CSA Coordinator
Frank Moore	Clarke County Public Schools and CPMT Vice Chair
Jerry Stollings	CSU Representative
Leea Shirley	VDH Representative
Jennifer Parker	DSS Representative and CPMT Chair
Terri Catlett	BOS Representative

Absent

Denise Acker	CSB Representative
Tavan Mair	Private Provider Representative

Jen called the meeting to order at 2:01 p.m. The meeting was conducted in person at the Clarke County Government Center.

Old Business:

Leea made a motion to approve the minutes from September; Jerry seconded the motion.

New Business:

1. The team reviewed a broadcast from OCS on elevating parent voices in the local CSA process. The team discussed how to implement some of the suggestions, such as offering a stipend to parent representatives. At this point the team decided to continue to recruit for the CPMT representative using word of mouth, Facebook, and leveraging existing relationships.
2. Katherine updated the team about the search for a parent representative and the county's policies on posting to the county Facebook page. Katherine will follow up with the PIO to repost the information.
3. Jen updated the team on the efforts DSS and FISH have made to operationalize the mobile food pantry in the Millwood district of the county.
4. Katherine discussed the FAPT schedule and possible opportunities for adding a few more slots. The last empty slot was in April and there have been times when the wait for a spot was up to 2 months. The FAPT members are willing to add some time to the 3rd Tuesday of each month, if there was a built-in lunch break. So, instead of going straight through from 10am – 2pm, the schedule would be 30-minute spots from 10am – 12pm, a 30 minute lunch break, and then 2 more 30 minutes slots from 1-2pm. Other variations of schedule adjustment were explored, but CPMT members decided to try this option for a few months and review the progress in the late winter/early spring.
5. Katherine completed the audit self-assessment workbook and reached out to county administration to coordinate on the risk-assessment sections. Katherine will follow up.

Financial Update:

The payment reports from September were reviewed. There were reports from FY22 and FY23. There were no questions about the reports.

Closed Session:

See attachment A for completed form detailing the motion to enter closed session, vote on the items discussed, and certify the discussion in closed session.

Consent Agenda:

The consent agenda with 7 cases was reviewed. Jerry made a motion to leave closed session and Leea seconded.

Next meeting: November 22, 2022 at 2:00 p.m.

MOTION TO CONDUCT A CLOSED MEETING

I move that the Clarke County Community Policy and Management Team conduct a closed meeting in accordance with §2.2-3711 A of the Code of Virginia for the purposes of:

2.2-3711.A (4) – The protection of the privacy of individuals in personal matters not related to public business.

The subject matter of the closed meeting will be:

1. Case Review (active and recent).

RECORD OF VOTE AS TO THE AFORESAID MOTION

	MOTION BY	SECOND	ABSENT/ ABSTAIN	AYE	NAY
<i>Denise Acker</i>			✓		
<i>Jerry Stollings</i>		✓		✓	
<i>Jennifer Parker</i>				✓	
<i>Terri Catlett</i>				✓	
<i>Leea Shirley</i>				✓	
<i>Frank Moore</i>	✓			✓	
<i>Tavan Mair</i>			✓		

CERTIFICATE

Do each of you certify that to the best of your knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered by the Community Policy and Management Team in the closed meeting?

	AYE	NAY	ABSENT	REASON FOR NAY VOTE
<i>Denise Acker</i>			✓	
<i>Jerry Stollings</i>	✓			
<i>Jennifer Parker</i>	✓			
<i>Terri Catlett</i>	✓			
<i>Leea Shirley</i>	✓			
<i>Frank Moore</i>	✓			
<i>Tavan Mair</i>			✓	

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on Oct. 25, 2022 of the Clarke County Community Policy and Management Team by roll-call vote as shown above. The Certificate was adopted immediately after the closed meeting at a reconvened open meeting.

[Signature]
Vice-Chair

10/25/22
Date

EXPENDITURE REPORT**Reporting Period: October 2022****Print Download To Excel Export Data?**

PART 1 - EXPENDITURE DESCRIPTION REPORT							
	Expenditure Description	MatchRate	Expenditure	Refunds	NetExpenditures	LocalShare	StateShare
1a	Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b	Foster Care - all others in Licensed Residential Congregate Care	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c	Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d	Non-Mandated Services/Residential/Congregate	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e	Educational Services - Congregate Care	0.4797	\$8,252.12	\$0.00	\$8,252.12	\$3,958.54	\$4,293.58
2a	Treatment Foster Care - IV-E	0.4797	\$7,980.00	\$0.00	\$7,980.00	\$3,828.01	\$4,151.99
2a1	Treatment Foster Care	0.4797	\$12,064.62	\$0.00	\$12,064.62	\$5,787.40	\$6,277.22
2a2	Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b	Specialized Foster Care - IV-E ; Community Based Services	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b1	Specialized Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c	Family Foster Care - IV-E ; Community Based Services	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2d	Family Foster Care Maintenance only	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2e	Family Foster Care - Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	0.4797	\$1,563.00	\$0.00	\$1,563.00	\$749.77	\$813.23
2f	Community - Based Services	0.2399	\$35,288.02	\$123.98	\$35,164.04	\$8,435.85	\$26,728.19
2f1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g	Special Education Private Day Placement	0.4797	\$5,222.07	\$0.00	\$5,222.07	\$2,505.03	\$2,717.04
2h	Wrap-Around Services for Students With Disabilities	0.4797	\$4,280.00	\$0.00	\$4,280.00	\$2,053.12	\$2,226.88
2i	Psychiatric Hospitals/Crisis Stabilization Units	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Non-Mandated Services/Community-Based	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total		\$74,649.83	\$123.98	\$74,525.85	\$27,317.72	\$47,208.13

PART 2 - EXPENDITURE REFUND DESCRIPTION

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	10	\$0.00
Parental Co-Payments	20	\$0.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	\$0.00
Child Support Collections through DCSE	40	\$123.98
Pool prior-reported expenditures re-claimed under IV-E	50	\$0.00
Other (Please specify):	90	\$0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$123.98

}



WRAP Request Report - Fiscal Year 2023

Locality (FIPS): Clarke (043)		Base Rate: 0.4797 (The rates have been rounded to ten-thousandths place decimal)		
Date Created: 10/26/2022		Date Printed: 11/17/2022		
WRAP Request ID: 111		WRAP Request Status: Release Wrap		
		Actual FY 2023	Projected FY 2023	Total FY 2023
		Expenditures	Additional Expenditures	Actual + Projected Expenditures
		(*Includes Pended Pool Report)	(b)	(a+b=c)
I	2h. Wrap-Around Services for Students With Disabilities	\$8,150.00	\$45,000.00	\$53,150.00
II	Less Current Reported Wrap Refunds			\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)			\$53,150.00
		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocated for FY 2023 which includes initial and any approved wrap allocations/adjustments	\$4,662.00	\$5,057.00	\$9,719.00
V	Wrap Allocation Funds Requested: (Line III - Line IV)	\$20,833.85	\$22,597.14	\$43,431.00
Requester Comments		Clarke has one youth receiving ABA services in order to transition from school into a day-program after graduation. While the ABA services are decreasing in frequency appropriately, the entire allotted budget has been used for this, leaving none left over for the other cases utilizing WRAP funds.		
Locality Approver Information				
	Report Preparer	Katherine Webster	10/26/2022	_____
	CPMT Chair	Jennifer Parker	10/27/2022	_____
	Fiscal Agent	Brenda Bennett	10/28/2022	_____
OCS Latest Approved Totals				
		Local Share	State Share	Total
WRAP Request Approved by OCS Business Manager		\$10,416.86	\$11,298.50	\$21,715.36

Page 1 - CSA Supplemental Allocation Request Form — FY23

Date Created: 10/26/2022

Date Printed: 11/17/2022

Locality(FIPS): Clarke (043)

Base Rate: 0.4797

Contact Person: Katherine Webster (Katherine.Webster@dss.virginia.gov)

CPMT Chair: Jennifer Parker (jennifer.l.parker@dss.virginia.gov)

Fiscal Agent: Brenda Bennett (bbennett@clarkecounty.gov)

of Supplements Requested: 1

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.2-5211.C of the Children's Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act. The Supplement Request calculation is based on the locality's local match rate for each expenditure code at the time of the supplement request creation.

THIS REQUEST IS FOR FISCAL YEAR FY23

		Local Match Rate	Actual FY23 Mandated Net Expenditure (*Excludes Pended Pool Report) (a)	Projected FY23 Additional Expenditure (b)	Total FY23 Actual+Projected Expenditure (a + b = c)	Local Share FY FY23 Actual+Projected Expenditure (c * local match rate = d)	State Share FY FY23 Actual+Projected Expenditure (c - d = e)
1. CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES							
1a.	Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b.	Foster Care - all others in Licensed Residential Congregate Care	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c.	Residential Congregate Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e.	Educational Services - Congregate Care	0.4797	\$12,450.64	\$65,000.00	\$77,450.64	\$37,153.07	\$40,297.57
I	CONGREGATE CARE / MANDATED RESIDENTIAL SERVICES SUBTOTAL (Sum of lines 1a+1b+1c+1e)		\$12,450.64	\$65,000.00	\$77,450.64	\$37,153.07	\$40,297.57
2. OTHER MANDATED SERVICES							
2a.	Treatment Foster Care - IV-E	0.4797	\$2,962.40	\$50,000.00	\$52,962.40	\$25,406.06	\$27,556.34
2a.1	Treatment Foster Care	0.4797	\$24,759.71	\$50,000.00	\$74,759.71	\$35,862.23	\$38,897.48
2a.2	Treatment Foster Care - CSA Parental Agreements; DSS Noncustodial Agreements	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b	Specialized Foster Care - IV-E; Community Based Services	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.1	Specialized Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E; Community Based Services	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2d.	Family Foster Care Maintenance only	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	0.4797	\$1,563.00	\$9,000.00	\$10,563.00	\$5,067.07	\$5,495.93
2e1.	State Kinship Guardianship	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e2.	Federal Kinship Guardianship	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	0.2399	\$9,784.88	\$75,000.00	\$84,784.88	\$20,339.89	\$64,444.99
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g	Special Education Private Day Placement	0.4797	\$3,520.24	\$50,000.00	\$53,520.24	\$25,673.66	\$27,846.58
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II.	OTHER MANDATED SERVICES SUBTOTAL (Sum of lines 2a+2a1+2a2+2b+2b1+2c+2d+2e+2e1+2e2+2f+2f1+2g+2i)		\$42,590.23	\$234,000.00	\$276,590.23	\$112,348.91	\$164,241.32
III.	GRAND TOTAL (Line I + Line II)		\$55,040.87	\$299,000.00	\$354,040.87	\$149,501.98	\$204,538.89

Comments:

The CSA case load in Clarke has tripled in the past 2 years, with DSS non-IV-E and TFC foster care cases utilizing the majority of the allotted budget. We have also seen an increase in referrals from the school system, CHINS cases, and parental referrals. Spending was decreased during FY20 and FY21 due to the pandemic and the payments out of Clarke CSA during that time were artificially low. These allotment projections are for the remainder of FY23 and are based on current encumbrances in Thomas Brothers.

Page 2 - CSA Supplemental Allocation Request Form — FY23

Date Created: 10/26/2022

Date Printed: 11/17/2022

Locality(FIPS): Clarke (043)

Base Rate: 0.4797

Contact Person: Katherine Webster (Katherine.Webster@dss.virginia.gov)

CPMT Chair: Jennifer Parker (jennifer.l.parker@dss.virginia.gov)

Fiscal Agent: Brenda Bennett (bbennett@clarkecounty.gov)

of Supplements Requested: 1

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.2-5211.C of the Children's Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act. The Supplement Request calculation is based on the locality's local match rate for each expenditure code at the time of the supplement request creation.

THIS REQUEST IS FOR FISCAL YEAR FY23

		Total	Local Share	State Share
A.	Current Total Pool Allocation: Total dollar amount of pool funds allocated for FY23 which includes initial-allocation and any approved supplemental allocations/adjustments. This includes mandated and non-mandated pool funds available.	\$181,515.00	\$87,073.00	\$94,442.00
B.	Current Non-Mandated Protected Amount: Total dollar amount of current non-mandated protected funds.			\$10,000.00
C.	Non-Mandated Costs: Amount of Actual Non-Mandated expenditures. (RESIDENTIAL/CONGREGATE CARE)			\$0.00
C1.	Non-Mandated Costs: Amount of Actual Non-Mandated expenditures. (COMMUNITY BASED)			\$326.84
D.	Unused Non-Mandated Protected Funds Available: (Line B - Line C - Line C1)			\$9,673.16
E.	Mandated Funds Available: This number represents the existing allocated funds available for the mandated population. (Line A - Line B + Line D)			\$94,115.16
F.	Net Projected Mandated Expenditure (without WRAP)(excluding pended reports): (From Page 1, Line III)			\$204,538.89
L.	Supplemental Allocation Funds/Additional Mandated Funds requested for pool reports reimbursement (without WRAP) - all the three columns should be greater than \$50: (Line F - Line E)	\$172,955.87	\$62,532.14	\$110,423.73
M.	Submitted Mandated Net Expenditure (without WRAP) (including pended reports): This is the total mandated dollar amount that your locality has submitted for FY22. This total is calculated based on the first PEND or SUBMIT of this supplement request.	\$55,040.87	\$24,056.71	\$30,984.16
N.	Projected Mandated Funds remaining for future pool reports reimbursement (without WRAP) after this supplement is fully funded - all the three columns should be greater than \$50: (Line E + Line L - Line M)	\$299,000.00	\$125,445.27	\$173,554.73

IMPORTANT!

Actual signatures on the cover page are required on local documentation. Documentation must be maintained which supports the supplemental allocation being requested is only for mandated (or "sum sufficient") children. That reasonable projections have been made to estimate the amount of Supplemental funds needed.

All three columns of line L and line N should be greater than \$50 for a successful Submit. This supplemental request does not reflect WRAP-Around Funds or WRAP-Around Expenditures. A separate funding request form specific to WRAP-Around funds must be used to request additional Wrap-Around funding.

CPMT CHAIRMAN:

Jennifer Parker	10/28/2022	
Name	Date	Signature
Fiscal Agent:		
Brenda Bennett	11/3/2022	
Name	Date	Signature

Back