

# 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

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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 3<sup>rd</sup> 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.**