

Clarke County CPMT Agenda  
August 22, 2023  
2:00 PM  
Clarke County Government Center  
101 Chalmers Court Room AB, Berryville VA 22611

OPEN SESSION

1. Approve minutes from July 25, 2023
2. Fiscal Year '24 - OCS Audit Schedule
3. Financial – July payment report

CLOSED SESSION

Consent Agenda: 2 cases for vote, 2 cases for review

Next Meeting: September 26, 2023

# CLARKE COUNTY CPMT MEETING MINUTES

## July 25, 2023

### Attendees

Claire Spaulding	CSA Coordinator
Denise Acker	CSB Representative
Jennifer Parker	DSS Representative (attended via phone)
Jerry Stollings	CSU Representative and CPMT Chair
Frank Moore	CCPS Representative
Terri Catlett	BOS Representative
Leea Shirley	VDH Representative and CPMT Vice Chair
Tavan Mair	Private Provider Representative

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Jerry called the meeting to order at 2:04 p.m. The meeting was conducted in person at the Clarke County Government Center.

### Old Business:

Jerry made a motion to approve the minutes from June; Frank seconded the motion. Leea abstained as she was absent at June's meeting. Terri noted that she attended June's meeting via telephone.

### New Business:

1. Members viewed the proposed Consent Agenda and Utilization Review forms. The new forms were positively received. Denise made a motion to approve and Leea seconded – all members approved.
2. The team informed Claire that she will need to speak with Clarke County's Public Information Officer, Cathy Kuehner, about advertising for the open CPMT Parent Representative Position. Members suggested that the advertisement should include information about the need for the candidate to provide a Financial Interest Statement.

### Financial Update:

The payment report from June was reviewed with no questions.

### 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 3 cases was reviewed. Leea made a motion to leave closed session and Terri seconded.

**Next meeting: August 22, 2023**

Meeting adjourned 3.06pm

**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>				✓	

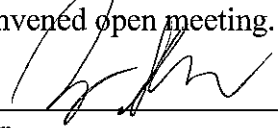
**CERTIFICATE**

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 7/25/2023 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.

Chair



Date

7/25/2023



**Office of Children's Services**  
Empowering communities to serve youth

# ***Audit Plan***

***Fiscal Years 2024 - 2026***

***August 7, 2023***



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## MEMORANDUM

TO: Scott Reiner, Executive Director

FROM: Stephanie S. Bacote, Program Audit Manager *Stephanie S. Bacote*

DATE: August 7, 2023

SUBJECT: Fiscal Years (FY) 2024 - 2026 Audit Work Plan

The Fiscal Years 2024-2026 Audit Work Plan for the Office of Children's Services (OCS) Program Audit Activity is enclosed. The workload is divided into three audit engagement types:

- On-Site Audits
- Self-Assessment Validations
- Special Projects

The scope of these audits is to conduct an independent, objective evaluation of locally administered Children's Services Act (CSA) programs to provide reasonable assurance that the mission, vision, goals and objectives of CSA and OCS are accomplished. The basis for the audit selections included risk assessment, management input, and the established audit cycle (every three years). In addition, due consideration was given to the availability of resources to successfully execute this plan.

In accordance with the Institute of Internal Auditors, Standards for the Professional Practice of Internal Auditing, we are submitting this plan for your approval.

Approved

Handwritten signature of Scott Reiner in blue ink.

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Scott Reiner, Executive Director

## INTRODUCTION

The Program Audit Activity of the Office of Children's Services (OCS) is responsible for evaluating the adequacy and effectiveness of the systems of internal control and quality of performance in meeting mission requirements established by the State Executive Council (SEC) and the locally administered programs of the Children's Services Act (CSA). To accomplish our objective of promoting effective controls, high standards for sound fiscal accountability, and responsible use of taxpayer funds, our audits provide analyses, appraisals, recommendations, counsel, and information concerning various activities of CSA to assist CSA employees, partners, and other stakeholders to effectively administer CSA.

We will add value to OCS goals by:

- Reviewing the adequacy of CSA risk management, governance, and control processes.
- Determining whether the established goals and objectives of CSA are accomplished.
- Determining the extent of compliance with CSA laws, statutes, policies, and procedures, etc.
- Reviewing the reliability and integrity of CSA program and financial information.
- Evaluating the controls governing the safeguarding of CSA assets and/or data.
- Appraising whether CSA resources are used effectively and efficiently.
- Recommending operational improvements.

Program Audit personnel possess the training, expertise, and experience to effectively evaluate locally administered CSA programs. Auditors are required to comply with the continuing professional education criteria established by the Institute of Internal Auditors. Personnel are encouraged to pursue professional certification as Certified Internal Auditors.

We will continue to look for ways to improve our audit programs to ensure that we consistently add value to the Office of Children's Services.



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Stephanie S. Bacote, CIGA  
Program Audit Manager



## AUDIT WORK PLAN SUMMARY

FY 2024	FY 2025	FY 2026
Albemarle	Alleghany/Covington	Accomack/Northampton
Alexandria	Amelia	Amherst
Arlington	Bristol/Washington	Appomattox
Bath	Buchanan	Augusta/Staunton/Waynesboro
Bedford County	Campbell	Bland
Carroll	Caroline	Botetourt
Charles City/New Kent	Charlotte	Brunswick
Charlottesville	Essex	Buckingham
Chesapeake	Fairfax/Falls Church	Charlotte
Clarke	Fauquier	Chesterfield/Colonial Heights
Culpeper	Floyd	Craig
Cumberland	Fluvanna	Dinwiddie
Danville	Franklin County	Frederick
Dickenson	Giles	Fredericksburg
Franklin City	Harrisonburg/Rockingham	Galax
Goochland	Henrico	Gloucester
Greene	Henry/Martinsville	Grayson
Highland	Hopewell	Greensville/Emporia
King & Queen	Lancaster	Halifax
Louisa	Lee	Hampton
Madison	Lunenburg	Hanover
Manassas City	Lynchburg	King George
Manassas Park	Mecklenburg	King William
Middlesex	Nelson	Loudon
Montgomery	Nottoway	Mathews
Newport News	Orange	Northumberland
Norfolk	Petersburg	Norton
Page	Portsmouth	Patrick
Powhatan	Prince William	Petersburg
Radford	Rappahannock	Pittsylvania
Richmond County	Richmond City	Poquoson
Roanoke County	Roanoke City	Portsmouth
Salem	Rockbridge/Lexington/Buena Vista	Prince Edward
Smyth	Russell	Prince George
Southampton	Scott	Pulaski
Stafford	Sussex	Shenandoah
Surry	Tazewell	Spotsylvania
Warren	Virginia Beach	Suffolk/Isle of Wight
Westmoreland	Wise	Winchester
Williamsburg	Wythe	York



## FY 2024 AUDIT WORK PLAN HOURS

LOCALITY AUDITS, PROJECTS, AND REVIEWS			
ONSITE AUDITS			
Locality	Planned Work Hours	Locality	Planned Work Hours
Albemarle	260	Louisa	200
Alexandria	260	Middlesex	120
Bath	120	Montgomery	200
Bedford	220	Norfolk	260
Charles City-New Kent	120	Radford	200
Charlottesville	220	Smyth	200
Culpeper	220	Southampton	120
Cumberland	120	Stafford	220
Dickenson	120	Williamsburg	120
Greene	200		
SELF-ASSESSMENT VALIDATION			
Locality	Planned Work Hours	Locality	Planned Work Hours
Arlington	120	Manassas Park	80
Carroll	120	Newport News	120
Chesapeake	120	Page	120
Clarke	80	Powhatan	80
Danville	120	Richmond County	80
Franklin City	80	Roanoke County	120
Goochland	80	Salem	120
Highland	60	Surry	80
King & Queen	80	Warren	80
Madison	80	Westmoreland	80
Manassas City	80		
Special Projects			Planned Work Hours
To be Determined			320

<b>Total Work Plan Hours</b>	<b>5800</b>
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*Refer to the Audit Work Plan Summary for the listing of planned audits for fiscal years 2025-2026. Classifications of audits as either on-site or self-assessment validation engagement for fiscal years 2025 - 2026 will be scheduled in accordance with the results of the annual risk assessment. Pending the results of the annual risk assessment, the Audit Work Plan Hours for fiscal years 2025 – 2026 will be updated and published accordingly.*