

CLARKE COUNTY CPMT MEETING MINUTES

October 24, 2023

Attendees

Nadia Acosta	CSA Coordinator
Jennifer Parker	DSS Representative
Frank Moore	CCPS Representative
Terri Catlett	BOS Representative
Leea Shirley	VDH Representative and CPMT Vice Chair
Tavan Mair	Private Provider Representative
Chris Bates	Parent Representative
Brenda Bennett	Clarke County Director of Joint Administrative Services

Absent

Denise Acker	CSB Representative
Jerry Stollings	CSU Representative and CPMT Chair

Ms. Leea Shirley called the meeting to order at 2:04 p.m. The meeting was conducted in person at the Clarke County Government Center. Ms. Terri Catlett made a motion to approve the agenda, and Mr. Frank Moore seconded the motion.

Old Business:

Ms. Jennifer Parker and Ms. Shirley abstained from making a motion to approve the minutes from September as they had not attended the meeting in September. Mr. Moore made a motion to approve the minutes from September; Ms. Catlett seconded the motion. All members voted in favor.

New Business:

1. Introduction of the new CSA Coordinator. Ms. Nadia Acosta has a background in permanency from Warren County, and has had some experience with CSA through her work in Warren County.

Financial Update:

September's financial report was met with questions from the team. Mr. Moore wanted to know why two reports for September were included. Ms. Parker and Ms. Acosta explained that OCS had requested that August be uploaded as a part of September due to the due date of 09/30/2023 to finish payments for FY23. Ms. Shirley requested budget sheets of what was encumbered and what was left. Ms. Bennett pulled up a spreadsheet demonstrating what was currently encumbered and what had been paid. Based on the numbers, the team requested that Ms. Acosta begin the process to request a supplement from OCS and the Board of Supervisors as soon as possible.

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 4 cases was reviewed. Ms. Catlett made a motion to leave closed session and Mr. Tavan Mair seconded.

Next meeting: November 28, 2023

Meeting adjourned at 3:10PM.

Closed Meeting Motions and Certification

At Oct. 24, 23 2:26p. Clarke County CPM T
 moved to convene in closed session to discuss ,as permitted by VA Code §2.2-3711(A)(4).

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

The motion carried by the following vote:

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

At Oct. 24, 23 3:10p with the members of the Clarke County Community Policy and Management Team being assembled within the designated meeting place with open doors and in the presence of members of the public and/or the media desiring to attend, moved to reconvene in open session.
 The motion carried as follows:

	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>				✓	
<i>Chris Bates</i>			✓		
<i>Chris Boies</i>			✓		

_____ further moved to execute the following Certification
of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Clarke County Community Policy and Management Team has convened a closed meeting on October 24, 2023, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Clarke County Community Policy and Management Team that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Clarke County Community Policy and Management Team hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the [public body name]. The motion was approved by the following roll-call vote:

	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>	✓			
<i>Chris Bates</i>			✓	
<i>Chris Boies</i>			✓	

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on October 24, 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.

Leea Shirley
Chair

10/24/23
Date



Admin Plan

			Total Amount	State
Administrative Allocation			\$25,764.00	\$13,405.00
Status	Date Filed	Date CPMT Approved	Date FA Approved	Date DOE Approved
<u>9</u>	7/19/2023	8/24/2023	8/25/2023	10/24/2023

Transaction History(With WRAP)

			Total Amount	Local	State
Beginning Balance			\$275,299.00	\$132,061.00	\$143,238.00
Supplement		11/15/2023	\$554,076.44	\$139,118.47	\$414,957.97
Status	Period End Date	Date Filed	Total Amount	Local	State
<u>9</u>	9/30/2023	10/24/2023	\$65,884.52	\$18,561.05	\$47,323.47
<u>9</u>	9/30/2023	10/24/2023	\$32,639.42	\$12,426.78	\$20,212.64
<u>9</u>	10/31/2023	11/15/2023	\$41,074.10	\$15,050.69	\$26,023.41
Pool Reimbursement Expenditure Totals(With WRAP)			\$139,598.04	\$46,038.52	\$93,559.52
Remaining CSA Balance (With WRAP)			\$689,777.40	\$225,140.95	\$464,636.45

Transaction History (NON-WRAP Dollars only)

			Total Amount	Local	State
Beginnings Balances			\$231,586.00	\$111,092.00	\$120,494.00
Supplement		11/15/2023	\$554,076.44	\$139,118.47	\$414,957.97
Period End Date	Date Filed	Total Amount	Local	State	
9/30/2023	10/24/2023	\$65,750.52	\$18,496.77	\$47,253.75	
9/30/2023	10/24/2023	\$32,471.92	\$12,346.43	\$20,125.49	
10/31/2023	11/15/2023	\$41,074.10	\$15,050.69	\$26,023.41	

Period End Date	Date Filed	Total Amount	Local	State
Pool Reimbursement Expenditure Totals(NON-WRAP Only)		\$139,296.54	\$45,893.89	\$93,402.65
Remaining CSA Balance (NON-WRAP only)		\$646,365.90	\$204,316.58	\$442,049.32

Transaction History (WRAP dollars only)

	Total Amount	Local	State	
Beginnings Balances	\$43,713.00	\$20,969.00	\$22,744.00	
Period End Date	Date Filed	Total Amount	Local	State
9/30/2023	10/24/2023	\$134.00	\$64.28	\$69.72
9/30/2023	10/24/2023	\$167.50	\$80.35	\$87.15
Pool Reimbursement Expenditure Totals (WRAP only)		\$301.50	\$144.63	\$156.87
Remaining CSA Balance (WRAP only)		\$43,411.50	\$20,824.37	\$22,587.13

Transaction History (Protected Amount)

	Total Amount	Local	State	
Beginnings Balances	\$19,220.00	\$9,220.00	\$10,000.00	
Period End Date	Date Filed	Total Amount	Local	State
9/30/2023	10/24/2023	\$787.31	\$188.88	\$598.43
9/30/2023	10/24/2023	\$1,867.31	\$447.97	\$1,419.34
10/31/2023	11/15/2023	\$542.31	\$130.10	\$412.21
Pool Reimbursement Expenditure Totals (Protected Amount)		\$3,196.93	\$766.95	\$2,429.98
Remaining CSA Balance (Protected Amount)		\$16,023.07	\$8,453.05	\$7,570.02



Page 1 - CSA Supplemental Allocation Request Form — FY24

Date Created: 11/11/2023

Date Printed: 11/20/2023

Locality(FIPS): Clarke (043)

Base Rate: 0.4797

Contact Person: Nadia Acosta (nadia.acosta@dss.virginia.gov)

CPMT Chair: Jerry Stollings (Jerry.Stollings@dj.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 FY24

	Local Match Rate	Actual FY24 Mandated Net Expenditure (*Excludes Pended Pool Report) (a)	Projected FY24 Additional Expenditure (b)	Total FY24 Actual+Projected Expenditure (a + b = c)	Local Share FY FY24 Actual+Projected Expenditure (c * local match rate = d)	State Share FY FY24 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	\$13,924.40	\$0.00	\$13,924.40	\$6,679.53	\$7,244.87
1 (Sum of lines 1a+1b+1c+1e)		\$13,924.40	\$0.00	\$13,924.40	\$6,679.53	\$7,244.87
2. OTHER MANDATED SERVICES						
2a. Treatment Foster Care - IV-E	0.4797	\$4,650.00	\$55,200.00	\$59,850.00	\$28,710.05	\$31,139.95
2a.1 Treatment Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$6,138.00	\$34,058.00	\$40,196.00	\$19,282.02	\$20,913.98
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	\$62,304.50	\$445,374.00	\$507,678.50	\$121,792.07	\$385,886.43
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2399	\$2,906.25	\$15,000.00	\$17,906.25	\$4,295.71	\$13,610.54
2g	Special Education Private Day Placement	0.4797	\$5,644.67	\$82,282.00	\$87,926.67	\$42,178.42	\$45,748.25
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0.4797	\$0.00	\$55,526.00	\$55,526.00	\$26,635.82	\$28,890.18
II.	OTHER MANDATED SERVICES SUBTOTAL (Sum of lines 2a+2a1+2a2+2b+2b1+2c+2d+2e+2e1+2e2+2f+2g+2i)		\$81,643.42	\$687,440.00	\$769,083.42	\$242,894.09	\$526,189.33
III.	GRAND TOTAL (Line I + Line II)		\$95,567.82	\$687,440.00	\$783,007.82	\$249,573.62	\$533,434.20
IV.	The Supplemental allocation requested from OCS (Detailed calculation on Page 2, Line L = Line F - Line E):				\$554,076.44	\$139,118.47	\$414,957.97
Comments:							
Based on encumbrances and actual expenses.							

Page 2 - CSA Supplemental Allocation Request Form — FY24

Date Created: 11/1/2023

Locality(FIPS): Clarke (043)

Contact Person: Nadia Acosta (nadia.acosta@dss.virginia.gov)

CPMT Chair: Jerry Stollings (Jerry.Stollings@dji.virginia.gov)

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

of Supplements Requested: 1

Base Rate: 0.4797

Date Printed: 11/20/2023

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 2-2-5711.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 FY24

		Total	Local Share	State Share
A.	Current Total Pool Allocation: Total dollar amount of pool funds allocated for FY24 which includes initial-allocation and any approved supplemental allocations/adjustments. This includes mandated and non-mandated pool funds available.	\$231,586.00	\$111,092.00	\$120,494.00
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)			\$2,017.77
D.	Unused Non-Mandated Protected Funds Available: (Line B - Line C - Line C1)			\$7,982.23
E.	Mandated Funds Available: This number represents the existing allocated funds available for the mandated population. (Line A - Line B + Line D)			\$118,476.23
F.	Net Projected Mandated Expenditure (without WRAP)(excluding pending reports): (From Page 1, Line III)			\$533,434.20
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)	\$554,076.44	\$139,118.47	\$414,957.97

M.	Submitted Mandated Net Expenditure (without WRAP) (including pending reports): This is the total mandated dollar amount that your locality has submitted for FY22. This total is calculated based on the first PENDING or SUBMIT of this supplement request.	\$95,567.82	\$30,206.35	\$65,361.47
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)	\$687,440.00	\$219,367.27	\$468,072.73

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:			
	Jerry Stollings	11/1/2023	
	Name	Date	Signature
Fiscal Agent:			
	Brenda Bennett	11/2/2023	
	Name	Date	Signature

[Back](#)

Obj code	Munis GL Description	Munis GL	FY24 Budget	Supp Budget	Transf/ Adjs	Revised FY24 Budget	5.26.23 July PO email dtd	6.27.23 July PO email dtd	6.30.23 July PO's email dtd	7.10.23 July PO's email dtd	7.12.23 July PO's email dtd	10.10 & 11.23 PO email dtd 10.10 & 11.23	10.12.23 PO email dtd	10.27.23 PO email dtd	10.31.23 PO email dtd	11.13.23 PO email dtd	11.17.23 PO email dtd	Balance
21200020	CSA Svc 1a FCIVE	MAN (FC4E)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
21200020	CSA Svc 1b FC Oth	MAN (FC)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
21200020	CSA Svc 1c ResCon	MAN (RCON or RCPA)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
21200020	CSA Svc 1e ConEd	MAN (ESCC)	65,000	-	-	65,000	-	3,200	-	-	(1,920)	-	-	-	-	-	-	36,787
21200020	CSA Svc 2a TrFCIVE	MAN (TF4E)	50,000	-	-	50,000	-	27,600	-	-	-	-	-	-	-	-	-	22,400
21200020	CSA Svc 2a1 TFCC	MAN (TF)	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-	-	-	50,000
21200020	CSA Svc 2c FmFCMO	MAN (FF4E)	25,000	-	-	25,000	-	-	-	-	-	-	-	-	-	-	-	25,000
21200020	CSA Svc 2c FmFCMO	retired catrgory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
21200020	CSA Svc 2d FmFCMO	MAN (FFOP)	20,000	-	-	20,000	-	-	-	-	-	17,029	-	-	-	-	-	4,025
21200020	CSA Svc 2e FmFCMIL	MAN (CBS)	75,000	-	-	75,000	16,120	30,830	6,075	1,340	(14,503)	3,000	10,200	31,625	2,000	-	-	(11,999)
21200020	CSA Svc 2f Commt	MAN (CSTR)	-	-	-	-	5,000	-	-	-	-	-	-	-	-	-	-	(149,867)
21200020	CSA Svc 2f1 Trans	MAN (ADP)	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-	-	-	(7,500)
21200020	CSA Svc 2g SPED P	MAN (ADP)	50,000	-	-	50,000	-	9,038	-	-	-	-	-	-	-	-	-	5,218
21200020	CSA Svc 2h St w/DB	WSS (SPS)	40,000	-	-	40,000	-	11,256	-	-	-	-	-	-	-	-	-	12,237
21200020	CSA Svc 3 NoManCom	NON (COMM)	10,000	-	-	10,000	-	4,877	-	-	-	-	-	-	-	-	-	3,235
21200020	CSA Svc Miscellaneous Exp	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
sub-total		-	385,000	21,120	-	89,301	6,075	1,340	(16,423)	20,029	10,200	31,625	2,000	3,642	4,025	(20,490)	-	-

ADMINISTRATIVE BUDGET			A C T U A L S					
	July	Aug	Sept	Oct	Nov			
21200010 CSA AdminPur-SVC	1,500	-	-	-	-	1,500	1,500	
21200010 CSA Admin Mat & Sup	500	-	-	-	-	500	500	
21200010 CSA Admin Regular Salaries	23,764	2,541	2,476	2,644	2,321	13,782	13,782	
sub-total	25,764	2,541	2,476	2,644	2,321	45,726	45,726	
TOTAL	410,764							

Note: Admin Expenses are actual, not based on POs
 Disencumber PO's 2538225, 26, 27, 31 per Claire Spaulding need to create new Pos with different amts.
(4,708) Overall Fund balance net POs

Available balance of non-adm svcs **(20,490)**
 Available balance of Admin **15,782**

CSA Budget	Munis GL Description	Munis GL Obj code	PO category	Original FY24 Budget	FY24 Revised Budget	July	Aug	Sept	Oct	Nov	Apr	May	Jun	Balance
21200020	CSA Svc 1a FC IVE	579001	MAN (FC4E)	-	-	-	-	-	-	-	-	-	-	-
21200020	CSA Svc 1b FC Othr	579002	MAN (FC)	-	-	-	-	-	-	-	-	-	-	-
21200020	CSA Svc 1c ResCon	579003	MAN (RCDN or RCPA)	-	-	-	-	-	-	-	-	-	-	-
21200020	CSA Svc 1e ConEd	579004	MAN (ESCC)	65,000	65,000	-	7,081.98	6,842.42	4,942.00	-	-	-	-	46,133.60
21200020	CSA Svc 2a TrFCIVE	579005	MAN (TF4E)	50,000	50,000	-	4,650.00	-	4,650.00	-	-	-	-	40,700.00
21200020	CSA Svc 2a1 TrFC	579006	MAN (TF)	50,000	50,000	-	-	-	-	-	-	-	-	50,000.00
21200020	CSA Svc 2c FmFCIVE	579007	MAN (FF4E)	25,000	25,000	-	-	-	-	-	-	-	-	25,000.00
21200020	CSA Svc 2d FmFCMIO	579008	retired category	-	-	-	-	-	-	-	-	-	-	-
21200020	CSA Svc 2e FmFCMIL	579009	MAN (FFOP)	20,000	20,000	-	4,054.00	2,084.00	6,860.20	-	-	-	-	7,001.80
21200020	CSA Svc 2f Commtty	579010	MAN (CBS)	75,000	75,000	-	11,116.50	51,188.00	18,859.50	-	-	-	-	(6,164.00)
21200020	CSA Svc 2f1 Trans	579011	MAN (CSTR)	-	-	-	1,031.25	1,875.00	-	-	-	-	-	(2,906.25)
21200020	CSA Svc 2g SPED Pv	579012	MAN (ADP)	50,000	50,000	-	3,214.88	2,429.79	5,220.00	-	-	-	-	39,135.33
21200020	CSA Svc 2h St w/DB	579013	WSS (SPS)	40,000	40,000	-	167.50	134.00	-	-	-	-	-	39,698.50
21200020	CSA Svc 3 NoManCom	579014	NON (COMM)	10,000	10,000	-	1,867.31	787.31	542.31	-	-	-	-	6,803.07
21200020	CSA Svc Miscellaneous Exp			-	-	-	-	-	-	-	-	-	-	-
			sub-total	385,000.00	385,000.00	-	33,183.42	65,340.52	41,074.01	-	-	-	-	245,402
21200010	CSA AdminPur SVC			1,500	1,500	-	-	-	-	-	-	-	-	1,500
21200010	CSA Admin Mat & Sup			500	500	-	-	-	-	-	-	-	-	500
21200010	CSA Admin PT Salaries			23,764	23,764	2,541	2,476	2,644	2,321	-	-	-	-	33,746
			sub-total	25,764	25,764	2,541	2,476	2,644	2,321	-	-	-	-	35,746
														281,148
														TOTAL AVAILABLE BALANCE

Available balance of non-adm svcs

Available balance of Admin

TOTAL AVAILABLE BALANCE