

CLARKE COUNTY CPMT MEETING MINUTES

November 28, 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
Denise Acker	CSB Representative

Absent

Jerry Stollings	CSU Representative and CPMT Chair
Chris Bates	Parent Representative

Ms. Leea Shirley called the meeting to order at 2:02 p.m. The meeting was conducted in person at the Clarke County Government Center. Ms. Denise Acker made a motion to approve the agenda, and Ms. Terri Catlett seconded the motion.

Old Business:

Ms. Catlett noted that there was a small mistake in the minutes of the previous meeting: that it listed Mr. Chris Bates as attending when he had not attended. Ms. Shirley stated that the minutes could be approved with an amendment saying that Mr. Bates was not in attendance. Mr. Tavan Mair made a motion to approve the minutes with the amendment, and Ms. Jennifer Parker seconded the motion. All members voted in favor.

New Business:

1. Ms. Nadia Acosta confirmed the adapted December meeting date of 12/21/2023 at 1PM. Ms. Shirley stated that there was no need to vote and asked Ms. Acosta to send out a calendar invitation for the December meeting.
2. Ms. Acosta brought up an adapted meeting schedule for 2024 should the current schedule be unavailable. Ms. Shirley stated that Ms. Acosta should try to schedule the meetings on the original schedule first and then bring the issue back to the team should there be any issues.

Financial Report:

October's financial report was met with no questions from the team. Ms. Acosta reported that the Office of Children's Services had approved the state portion of the supplemental allocation, and that Ms. Acosta was working with Ms. Brenda Bennett to request the local portion of the supplemental allocation from the county. Ms. Shirley said that she appreciated the reports that Ms. Acosta had included in the packet.

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 5 cases was reviewed. Ms. Acker made a motion to leave closed session and Ms. Catlett seconded.

Next meeting: December 21, 2023

Meeting adjourned at 3:00PM.

Closed Meeting Motions and Certification

At NOV. 28, 2023 2:12pm, Clarke County CPMT

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>	✓			✓	
<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		

At ~~06~~ NOV. 28, 2023 @ 2:58, 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>			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		

Clarke County CPMT 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

11/28/23

Chair

Date

Children's Services Act
Clarke County, Virginia



Effective 12/14/2023, Mr. Brad Williams with Timber Ridge has resigned his position as the private provider representative on the Clarke County Family Assessment and Planning Team via email to the CSA Coordinator.

Community Policy and Management Team (CPMT)
Clarke County Government Center
101 Chalmers Court Room AB, Berryville VA 22611

Schedule of Meetings for 2024

January 23, 2024. 2-4PM
February 27, 2024. 2-4PM
March 26, 2024. 2-4PM
April 23, 2024. 2-4PM
May 28, 2024. 2-4PM
June 25, 2024. 2-4PM
July 23, 2024. 2-4PM
August 27, 2024. 2-4PM
September 24, 2024. 2-4PM
October 22, 2024. 2-4PM
November 26, 2024. 2-4PM
December TBD

CSA Budget	Mainline GL Description	Mainline GL Obj Code	PO Category	FY24 Budget	Supp Appropriation	FY24 Budget	Month												Balance			
							July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
21200020	CSA Svc 1a FC/NIE	579001	MAN (FCIE)				6.2.23	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 1b FC/Chr	579002	MAN (FCI)				6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 1c Res/Can	579004	MAN (RCDN or RCPA)				6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 1d Con/Ed	579005	MAN (ESCC)	65,000	(51,076)	13,924	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2a TR/CVE	579006	MAN (TR)	50,000	9,850	59,850	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2a1 TR/C	579006	MAN (TR)	50,000	(50,000)		6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2a1 TR/C	579007	MAN (TR)	25,000	(25,000)		6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2d FR/COMO	579007	MAN (FR)				6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2d FR/COMO	579009	MAN (FCOP)	20,000	20,156	40,156	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2e FR/COMO	579010	MAN (ES)	75,000	432,679	507,679	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2f Con/My	579011	MAN (CTR)	50,000	17,906	67,906	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2g SR/DP	579012	MAN (ADP)	50,000	37,927	87,927	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2h SR/DP	579013	WSS (SPS)	40,000	40,000	80,000	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 2i Psychsp	579015	MAN	55,526	55,526	111,052	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc 3 W/MarCom	579014	NON (COMM)	10,000	10,000	20,000	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200020	CSA Svc Miscellaneous Exp	579014	NON (COMM)	10,000	10,000	20,000	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
sub-total				385,000	448,007	833,007	21,120	89,301	6,075	1,340	10,548	27,420	15,346	397	6,600	19,776	396,689	Available balance of non-adm svcs				

ADMINISTRATIVE BUDGET

CSA Budget	Mainline GL Description	Mainline GL Obj Code	PO Category	FY24 Budget	Supp Appropriation	FY24 Budget	Month												Balance			
							July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
21200010	CSA Admin/Pur SVC	579001	MAN (FCIE)	1,500		1,500	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200010	CSA Admin Wat & Sup	579001	MAN (FCIE)	500		500	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
21200010	CSA Admin Regular Salaries	579001	MAN (FCIE)	23,764		23,764	6.28.23	6.30.23	7.10.23	7.12.23	7.20.23	7.26.23	7.31.23	7.31.23	8.14.23	8.16.23	8.18.23	8.18.23	8.18.23	12.08.23	12.08.23	0
sub-total				25,764		25,764	2,541	2,476	2,644	2,321	-	-	-	-	-	-	15,782	Available balance of Admin				
TOTAL				410,764	448,007	858,771											400,471	Overall Fund balance net POS				

Note:
Admin Expenses are actual, not based on POS

Disencumber POS
2539225, 26, 27, 31
per Claire Spaulding
need to create new POS
with different amts.



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
9	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
9	9/30/2023	10/24/2023	\$65,884.52	\$18,561.05	\$47,323.47
9	9/30/2023	10/24/2023	\$32,639.42	\$12,426.78	\$20,212.64
9	10/31/2023	11/15/2023	\$41,074.10	\$15,050.69	\$26,023.41
6	11/30/2023	12/6/2023	\$67.86	\$16.28	\$51.58
Pool Reimbursement Expenditure Totals(With WRAP)			\$139,665.90	\$46,054.80	\$93,611.10
Remaining CSA Balance (With WRAP)			\$689,709.54	\$225,124.67	\$464,584.87

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

Period End Date	Date Filed	Total Amount	Local	State
10/31/2023	11/15/2023	\$41,074.10	\$15,050.69	\$26,023.41
11/30/2023	12/6/2023	\$67.86	\$16.28	\$51.58
Pool Reimbursement Expenditure Totals(NON-WRAP Only)		\$139,364.40	\$45,910.17	\$93,454.23
Remaining CSA Balance (NON-WRAP only)		\$646,298.04	\$204,300.30	\$441,997.74

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
11/30/2023	12/6/2023	\$0.00	\$0.00	\$0.00
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

12.06.23 JAS

FY24

CSA Budget	Munis GL Description	Munis GL Obj code	PO category	Approved State budget	Projected Amts used for Supp Request to State	Original FY24 Sppimntl budget	Approp.	FY24 Revised Budget
				231,586				
21200020	CSA Svc 1a FCIVE	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)	44,935	13,924	65,000	(51,076)	13,924
21200020	CSA Svc 2a TrFCIVE	579005	MAN (TF4E)	34,565	59,850	50,000	9,850	59,850
21200020	CSA Svc 2a1 TrFC	579006	MAN (TF)	34,565		50,000	(50,000)	
21200020	CSA Svc 2e FmFCIVE	579007	MAN (FF4E)	17,283		25,000	(25,000)	
21200020	CSA Svc 2f FmFCMO	579008	retired category					
21200020	CSA Svc 2e FmFCMILL	579009	MAN (FFOP)	13,826	40,196	20,000	20,196	40,196
21200020	CSA Svc 2f Commty	579010	MAN (CBS)	51,848	507,679	75,000	432,679	507,679
21200020	CSA Svc 2f1 Trans	579011	MAN (CSTR)		17,906		17,906	17,906
21200020	CSA Svc 2g SPED Pv	579012	MAN (ADP)	34,565	87,927	50,000	37,927	87,927
	CSA Svc 2i PsyHosp				55,526		55,526	55,526
	Adj for Non-mandated actual exps							
	sub-total			231,586	783,008	335,000	448,008	783,008
21200020	CSA Svc 2h St w/DB	579013	WSS (SPS)	43,713	40,000	40,000		40,000
21200020	CSA Svc 3 NoManCom	579014	NON (COMM)	19,220	10,000	10,000		10,000
21200020	CSA Svc Miscellaneous Exp							
	sub-total				385,000	448,008		833,008
21200010	CSA AdminPur SVC				1,500			1,500
21200010	CSA Admin Mat & Sup				500			500
21200010	CSA Admin PT Salaries				23,764			23,764
	sub-total				25,764			25,764
	TOTAL ORIGINAL CSA ADOPTED BDGT				410,764			858,772

New CSA Bdgt after Supplemental

Munis Bdgt allocation by %	
579004	19.40%
579005	14.93%
579006	14.93%
579007	7.46%
579009	5.97%
579010	22.39%
579012	14.93%
1	

CALCULATIONS FOR SUPPLEMENTAL APPROPRIATION REQUEST	
Mandated Svcs Only	
Total projected exp w/supplemental request	783,008
Less Original Exp. Approp to Clarkes Bdgt	(335,000)
	448,008
	additional expense approp needed
Total projected State Rev w/supplemental request	533,434
Less Original State Rev Approp Bdgt	(174,301)
	359,133
	additional state revenue approp needed
Total projected Local Rev w/supplemental request	249,574
Less Original Local Rev Approp Bdgt	(160,700)
	88,874
	additional local revenue approp needed