

**CLARKE COUNTY CPMT MEETING MINUTES****July 23, 2024****Attendees**

Nadia Acosta	CSA Coordinator
Jennifer Parker	DSS Representative
Terri Catlett	BOS Representative
Jerry Stollings	CSU Representative and CPMT Chair
Tavan Mair	Private Provider Representative
Leea Shirley	VDH Representative and CPMT Vice Chair
Denise Acker	CSB Representative

**Absent**

David Ash	Parent Representative
Frank Moore	CCPS Representative

**Virtual**

---

Ms. Leea Shirley called the meeting to order at 2:02PM. Ms. Nadia Acosta stated that she had gotten some more accurate reports since the packet had been published and distributed those new reports. Mr. Jerry Stollings made a motion to approve the agenda, and Ms. Jennifer Parker seconded the motion. All members voted in favor.

**Old Business:**

1. Ms. Denise Acker made a motion to approve the June 25, 2024 CPMT minutes and Mr. Tavan Mair seconded the motion. Ms. Terri Catlett abstained from the vote, as she had been absent from that meeting. All other members voted in favor.
2. There were no agency updates.
3. Ms. Acosta reported that efforts to recruit a new parent representative to FAPT were continuing. Ms. Acosta reported that an advertisement for the position had been put on the Clarke County CSA website and an advertisement would be put in Clarke County's E-Newsletter. Ms. Acosta and Ms. Parker reported that Ms. Shirley had offered to hang a flyer advertising for the parent representative position in the Clarke County Department of Health and that a similar flyer was already hanging in the lobby of DSS.

**New Business:**

1. Ms. Acosta reported that it had recently been brought to her attention that Ms. Catlett was unable to serve either as the vice-chair of CPMT or as the chair of CPMT, as it would be

considered a conflict of interest with her position on the Clarke County Board of Supervisors. Ms. Acosta reported that Ms. Parker had offered to take over any vice-chair duties until CPMT had made a final decision. Ms. Parker made a motion to remove the Board of Supervisors representative from the CPMT chair rotation and have the Community Services Board representative (Ms. Acker at this time) simply be moved up a year. Ms. Catlett seconded the motion. All members voted in favor. Ms. Acker will be the CPMT vice-chair for FY25 and will be chair for FY26.

2. Ms. Shirley and Mr. Stollings stated that as the June 25, 2024 minutes had detailed notes on CPMT's discussion after the audit report, those could be sent in as CPMT's official response to the audit report. Ms. Shirley asked that Ms. Acosta send a draft of the official response to the audit report to CPMT for approval before sending the official response to OCS.
3. Ms. Acosta reported that FAPT had made some requests that they felt would better serve the community. Ms. Shirley reported that at a previous meeting with her, Mr. Stollings, Ms. Acosta, and Ms. Parker, the requests had already been partially discussed, but that the official decisions on the requests would be handled that day.
  - a. Ms. Acosta reported that FAPT requested a change in dates for uniformity and to better accommodate working parents' schedules. Ms. Acosta reported FAPT specifically requested the second Tuesday of each month from 9AM-3PM for the date.
  - b. Ms. Acosta reported that FAPT understood the state policy that emergency funding requests must be brought to FAPT within 14 days. Ms. Acosta reported that FAPT was requesting approval for virtual FAPT meetings for these emergency funding requests only. Ms. Shirley reported that allowance of virtual meetings was not up to CPMT, but was based on each county's interpretation of the Code of Virginia. Mr. Stollings stated that it felt like each locality had different policy when it came to virtual meetings and gave the example that emergency requests were brought to FAPT through email in Page County. Ms. Shirley reported that previously the county administrator, Mr. Chris Boies, had come to CPMT and stated that public bodies were not allowed to have virtual meetings according to Clarke County's interpretation of the Code of Virginia. Ms. Parker stated that as OCS had given guidance that FAPT was not considered a public body, that she would reach out to Mr. Boies to see if FAPT could be granted an exception for the virtual meetings only in the case of emergency funding requests. Ms. Shirley stated that Mr. Boies should also be asked to come to the August 2024 CPMT meeting to speak about this with CPMT directly. Ms. Shirley asked Ms. Acosta to pass this information on to FAPT and state that the official decision would be given from Mr. Boies.
  - c. Ms. Acosta reported that FAPT was requesting that the CPMT chair provide a brief explanation of funding authorization denials, for cases in which the service recommendation is in line with both OCS and local policy. Ms. Shirley stated that

- passing on information on funding authorization denials was the CSA Coordinator's responsibility.
- d. Ms. Acosta reported that FAPT was requesting a Department of Health representative to FAPT to better serve the community and potentially assist with problems meeting quorum. Ms. Shirley stated that at this time, there were no Department of Health staff available to be appointed to FAPT. Neither Mr. Stollings nor Ms. Shirley felt that a Department of Health representative was necessary, especially as none of the surrounding localities had a Department of Health representative on FAPT. Ms. Parker suggested some alternatives like reaching out to the Laurel Center and the Virginia Victim Witness program to see if they were interested and available to serve on FAPT. Ms. Acosta stated that some other localities had a Court Appointed Special Advocate (CASA) representative on FAPT, but Ms. Parker stated that CASA was not present in Berryville, unfortunately. All the members agreed that a law enforcement representative to FAPT might make a hostile environment for the families, preventing good service planning. Ms. Parker stated that when previously asked for a law enforcement representative to FAPT several years ago, the Clarke County Sheriff's Office had not had any available staff as well. Ms. Shirley asked Ms. Acosta to look into the other options mentioned by Ms. Parker for a new FAPT representative and to continue recruitment efforts for the parent representative.
  - e. Ms. Acosta reported that FAPT was requesting semi-annual joint meetings to continue to evaluate how the Clarke County CSA program was doing and how to better serve the community. Ms. Shirley stated that CPMT was in agreement with the need for semi-annual meetings, but that it would be best for CPMT to at least begin re-writing policy before scheduling a meeting. Ms. Shirley requested that Ms. Acosta send out a new survey for a CPMT policy work session with more than two or three dates and to limit the time to two-hour blocks to best accommodate schedules. Ms. Parker stated that as the strategic planning meeting in April did not have full FAPT participation, she hoped that the semi-annual meetings would have full FAPT participation. Ms. Parker stated that OCS also required mandatory training, and that the training and the semi-annual meetings could be combined. Ms. Acosta stated that Ms. Shirley had told her that OCS had sent some people in person to do a training for CPMT and FAPT in Shenandoah County, and that requesting an in-person training for Clarke County CPMT and FAPT was on Ms. Acosta's to-do list. Ms. Shirley stated that a set date for the semi-annual meeting/training should be postponed until the policy work session date is set.

### **Financial Report:**

Ms. Acosta presented the financial report for FY24 and the financial report for FY25. Ms. Shirley asked for clarification on the actual expenditures and the projected expenditures for FY24. Ms. Acosta reported that at this time, based on both year-to-date expenditures and

invoices that had not been paid/reported, the expenditures for FY24 are expected to total \$561,214. Ms. Acosta reported that OCS had allocated Clarke County CSA a base amount of \$368,539. Ms. Acosta reported that based on both encumbrances for FY25 to date and the amount of money spent for FY24/the utilization rate of FY24, she expected that there would be a small supplement needed. Ms. Shirley asked for more clarification on the calculations. Ms. Shirley also asked for a more detailed breakdown of an expected supplement based on the different match rates for different services so that CPMT would know exactly what would need to be requested from Clarke County and OCS once a supplement was found to be necessary. There were no other questions from the team.

**Utilization Management/Continuous Quality Improvement:**

Ms. Acosta presented the Continuous Quality Improvement reports for Clarke County CSA. Ms. Acosta reported that in FY24, there was a count of 24 unique cases that were served. Ms. Acosta stated that the average expenditure per child was on a steady increase, with FY24 having an average expenditure per child of \$20,504. Ms. Acosta reported that Clarke County CSA had a better outcome rate than the average statewide outcome rate based on the CANS: the average statewide outcome rate had 44.6% of cases showing improvement, 20.8% of cases showing no change, and 34.6% of cases showing decline. Clarke County CSA shows that 68% of cases show improvement, 20.8% of cases show no change, and only 24% of cases show decline. There were no questions from the team.

**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 9 cases, 1 emergency funding request, and 1 appeal was reviewed. Ms. Acker made a motion to approve the cases as discussed in closed session and deny the following requests: case #382 for play therapy and case #384 for a parental capacity evaluation and a mental health/substance use evaluation. Ms. Parker seconded the motion. All members voted in favor.

Ms. Parker made a motion to adjourn the meeting, and Ms. Acker seconded the motion. All members voted in favor. Meeting adjourned at 4:28PM.

**Next Meeting: August 27, 2024**