

**CLARKE COUNTY CPMT MEETING MINUTES****August 27, 2024****Attendees**

Nadia Acosta	CSA Coordinator
Jennifer Parker	DSS Representative
David Ash	Parent Representative
Tavan Mair	Private Provider Representative
Leea Shirley	VDH Representative and CPMT Vice Chair
Denise Acker	CSB Representative

**Absent**

Frank Moore	CCPS Representative
Terri Catlett	BOS Representative
Jerry Stollings	CSU Representative and CPMT Chair

**Virtual**

---

Ms. Leea Shirley called the meeting to order at 2:06PM. Ms. Denise Acker made a motion to approve the agenda, and Ms. Jennifer Parker seconded the motion. All members voted in favor.

**Old Business:**

1. Ms. Acker made a motion to approve the April 23, 2024 minutes. Mr. Tavan Mair seconded the motion. All members voted in favor.
2. Ms. Parker reported that she was currently hiring for both Benefits and Services staff at this time. There were no other agency updates.
3. Ms. Acosta reported that in August, a family had stated they were interested in being parent representatives to FAPT. However, as their case was closing effective 08/31/2024, it was too soon to their case closing to appoint them. Additionally, both parents work very heavy schedules and it is uncertain if they would be able to attend the meetings based on their work schedules. Ms. Acosta will follow up with this family in 6-8 months if a parent representative is not appointed before then. Ms. Parker reported that one of the members of the DSS Board of Supervisors had offered to advertise for the parent representative on behalf of Clarke County CSA as well.

**New Business:**

1. Ms. Acosta reported that the current private provider representative has been out of state for work and has not attended either virtually or in person. The private provider representative is expected to be out of state until at least October. Ms. Acker suggested

that the private provider representative look into procuring an alternate representative for regular attendance until the current private provider representative will be able to attend. Ms. Acker stated that Ms. Acosta ensure that all alternative representatives as appointed are able to attend FAPT should the primary representative be unable to attend.

2. Ms. Acosta reported that at the previous meeting, whether virtual emergency FAPTs were permissible had been believed to be a county administrator decision. Ms. Parker reported that when she had spoken to the Clarke County Administrator, he had deferred the decision back to CPMT, as FAPT is not considered a public body and therefore not subject to the Code of Virginia. Ms. Shirley and Ms. Acker discussed why a virtual emergency FAPT meeting would be needed. Ms. Parker brought up the concern of ensuring confidentiality in the virtual emergency meetings. Ms. Acker and Ms. Parker stated that for a virtual emergency FAPT meeting, each case would require a separate call and that Ms. Acosta would need to ensure that the links were not shared. Ms. Shirley stated that Ms. Acosta would also need to put extra security on the virtual links. Ms. Parker stated that while she was in favor of the virtual emergency FAPT meetings, she wanted to request that the transfer from 2 half-days of FAPT meetings to 1 full day of FAPT meetings was postponed until the new year due to staffing issues. Ms. Acosta presented an update to the Policy and Procedures manual which covered specific policies for how virtual emergency FAPT meetings were to be conducted. Ms. Acker made a motion to approve the use of virtual meetings for emergency funding requests for FAPT effective September 1<sup>st</sup>, 2024. Ms. Parker seconded the motion. All members voted in favor.
3. Ms. Acosta presented an update to the Policy and Procedures manual regarding including FAPT minutes in the closed session consent agenda. Ms. Shirley wanted to know why it was for FAPT minutes versus requiring IFSPs and allowing identifiable information. Ms. Shirley stated that this was the only county that she was on CPMT for that did not allow identifiable information to be presented to CPMT. Ms. Acosta and Ms. Acker stated that not allowing identifiable information to be presented to CPMT had been a decision made several years ago after a complaint. Ms. Acosta stated that the update presented was a suggestion based on how the members of CPMT felt that having the FAPT minutes with the consent agenda was. Mr. Ash stated that he felt that the FAPT minutes helped. Ms. Acker stated that she felt that the FAPT minutes helped and that she felt that she did not need identifying information with the FAPT minutes. Ms. Acker asked if the FAPT minutes could be sent to CPMT as soon as possible after FAPT, rather than with the CPMT packet and agenda. Ms. Parker made a motion to approve the update to the Policy and Procedures manual as presented. Ms. Acker seconded the motion. All members voted in favor.
4. Ms. Acosta presented a draft of the Quality Improvement Plans required for Clarke County CSA after the OCS Audit of the Clarke County CSA program. Ms. Acosta stated that the QIP was due to OCS on 08/29/2024. Ms. Shirley requested that all CPMT

members give Ms. Acosta any concerns or edits they wanted to the QIP by the end of the day on Wednesday, 08/28/2024. Ms. Shirley requested that Ms. Acosta change the language from “will” to “should.” Ms. Shirley stated she would sign the QIP on 08/29/2024 so it would be sent in on time.

5. Ms. Acosta presented a rough timeline and suggestion for how the internal file review as suggested by OCS be completed. Ms. Shirley asked if there was a document that contained what each file should have. Ms. Acker offered to reach out to the Utilization Review specialist for Warren County, as he had a document like what Ms. Shirley was requesting. Ms. Parker asked Ms. Acosta to look into whether the state was doing utilization review of children in residential facilities. Ms. Acker stated that she believed that each member of CPMT should not review open cases that were case managed by their respective agencies. Ms. Acker and Ms. Shirley stated that at this point, case review needed to be done significantly more than once a year to ensure things were in order; once things have been able to go smoothly for a while, then the amount of internal file reviews could taper down. Ms. Shirley requested that Ms. Acosta provide a schedule for internal file review next CPMT. Ms. Shirley and Ms. Acker requested that Ms. Acosta provide an updated open case list with who the case managing agency was and what the mandate for the case was within the next week, so that CPMT members could begin reviewing case files as they had availability.

### **Financial Report:**

Ms. Acosta presented the financial report for FY24 and the financial report for July in FY25. Ms. Shirley suggested that Ms. Acosta reach out to Winchester CSA Office to get some guidance on how they did financial reports. There were no other questions from the team.

### **Utilization Management/Continuous Quality Improvement**

Ms. Acosta presented the Continuous Quality Improvement reports for Clarke County. In FY24, Clarke County CSA served 27 children. Clarke County's effective match rate was 38.6%. The average expenditure per child went up from \$18,032 in FY23 to \$20,385 in FY24. 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 5 cases was reviewed. Case #350 has the service of Badges approved, but only under the understanding that Badges is entry-level mentoring instead of therapeutic mentoring. Case #344 had the service of residential daily rate approved only until September

Children's Services Act  
Clarke County, Virginia



30<sup>th</sup>, 2024; CPMT will review the case again at the September meeting and is requesting the case manager come to CPMT to give more clarity and information on the case. Case #344's requested service of residential education was denied as the residential education provider has not yet signed a contract with Clarke County CSA; if Clarke County Public Schools have a contract with the residential education provider, then the residential education service is approved through September 30<sup>th</sup>, 2024. All other requests were approved. Ms. Acker made a motion to approve the cases as discussed in closed session and listed above. Ms. Parker seconded the motion. All members voted in favor.

Ms. Parker made a motion to adjourn the meeting. Ms. Acker seconded the motion. All members voted in favor.

Meeting adjourned at 4:18PM.

**Next Meeting: September 24, 2024**

# Closed Meeting Motions and Certification

At 3:11 PM, Denise Acker

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>			✓		
<i>Tavan Mair</i>				✓	
<i>Frank Moore</i>			✓		
<i>Jennifer Parker</i>				✓	
<i>Leea Shirley</i>				✓	
<i>Terri Catlett</i>			✓		
<i>David Ash</i>		✓			

At 4:15 PM, 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>Tavan Mair</i>				✓	
<i>Frank Moore</i>			✓		
<i>Jennifer Parker</i>	✓				
<i>Leea Shirley</i>				✓	
<i>Terri Catlett</i>			✓		
<i>David Ash</i>		✓			

Clarke 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.

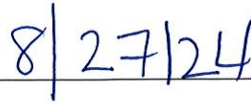
NOW, THEREFORE BE IT RESOLVED, that the Clarke County Community Policy and Management Team hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the 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>Tavan Mair</i>	✓			
<i>Frank Moore</i>			✓	
<i>Jennifer Parker</i>	✓			
<i>Leea Shirley</i>	✓			
<i>Terri Catlett</i>			✓	
<i>David Ash</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.

A handwritten signature in blue ink, appearing to be the initials 'JA' with a stylized flourish.

Chair

A handwritten date in blue ink, '8/27/24', written on a horizontal line.

Date