

Clarke County CPMT Agenda  
January 25, 2022  
2:00 PM  
Clarke County Government Center

OPEN SESSION

1. Approve minutes from December 20, 2021
2. Fiscal Agent roles and responsibilities
3. Coordinator succession plan
4. FAPT Chairperson
5. Financial – Dec payment report

CLOSED SESSION

Consent Agenda: 2 cases

Next Meeting: February 22, 2022

# CLARKE COUNTY CPMT MEETING MINUTES

## December 20, 2021

### Attendees

Denise Acker	Northwestern Community Services
Katherine Webster	CSA Coordinator
Frank Moore (virtual)	Clarke County Public Schools
Jerry Stollings	26 <sup>th</sup> District Court Services Unit
Jennifer Parker	Clarke County DSS
James Willis	Parent Representative
Leea Shirley	VDH Representative

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Denise called the meeting to order at 2:03 p.m. The meeting was conducted in person at the Clarke County Government Center, with Frank joining virtually via Google Meet.

### Old Business:

Jen made a motion to approve the minutes from November; James seconded the motion.

### New Business:

1. A new recurring date and time was set for CPMT meetings, starting January 25, 2022. Meetings will be held the 4<sup>th</sup> Tuesday of each month from 2pm – 4pm in the AB room of the Clarke County Government Center. This will allow for better process flow with cases coming from FAPT.
2. The team reviewed recent changes made to the CPMT by-laws. Section 8 under article III was removed, which will allow CPMT to change its membership make up as needed. Leea made a motion to accept the updated by-laws and James seconded the motion. Members voted and the motion carried.
3. The team reviewed the CSA strategic plan and updated some details and timelines.
4. The team reviewed the rotating chairperson schedule which designates a chair and vice chair for each year through 2027. As it is designed, the vice chair position will be filled by the following years chairperson.
5. Katherine presented members with a description of the private provider role on CPMT. There were no questions or changes to the write up. Dr. Laura Dabinette is a member of the DSS board and had asked for something to distribute amongst her and her husband's colleagues. Katherine will pass the information along to her.
6. Katherine shared an email exchange between herself and Scott Reiner of OCS with some questions about HB2212. At the most recent statewide CSA coordinators meeting, Scott described efforts from OCS to obtain funding for full time coordinator's positions in every locality, as well as a minimum \$50,000 administrative budget for every locality. This would be a substantial increase in Clarke and Katherine wanted CPMT to be aware of it. The team discussed sharing the information with the Board of Supervisors, but decided to wait until the state assembly is back in session to watch the movement of the bill next year.

**Financial Update:**

Katherine provided the team with payment reports from October and November. There were no questions about the reports.

**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 sent out before the meeting. Jerry made a motion to leave closed session and Leea seconded.

**Next meeting:  
January 25, 2022 at 2:00 p.m.**

**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**

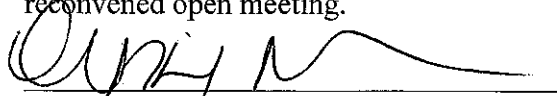
	MOTION BY	SECOND	ABSENT/ ABSTAIN	AYE	NAY
<i>Denise Acker</i>				✓	
<i>Jerry Stollings</i>				✓	
<i>Jennifer Parker</i>				✓	
<i>Terri Catlett</i>			✓		
<i>Leea Shirley</i>		✓		✓	
<i>Frank Moore</i>				✓	
<i>James Willis</i>	✓			✓	

**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>James Willis</i>	✓			

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on 12-20-2021 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

12/20/21  
Date

Code of Virginia  
Title 2.2. Administration of Government  
Chapter 52. Children's Services Act

### **§ 2.2-5204. Community policy and management team; appointment; fiscal agent.**

Every county, city, or combination of counties, cities, or counties and cities shall establish a community policy and management team in order to receive funds pursuant to this chapter. Each such team shall be appointed by the governing body of the participating local political subdivision establishing the team. In making such appointments, the governing body shall ensure that the membership is appropriately balanced among the representatives required to serve on the team in accordance with § [2.2-5205](#). When any combination of counties, cities or counties and cities establishes a community policy and management team, the board of supervisors of each participating county or the council in the case of each participating city shall jointly establish the size of the team and the type of representatives to be selected from each locality in accordance with § [2.2-5205](#). The governing bodies of each participating county and city served by the team shall appoint the designated representatives from their localities. The participating governing bodies shall jointly designate an official of one member city or county to act as fiscal agent for the team.

The county or city that comprises a single team and the county or city whose designated official serves as the fiscal agent for the team in the case of joint teams shall annually audit the total revenues of the team and its programs. The county or city that comprises a single team and any combination of counties or cities establishing a team shall arrange for the provision of legal services to the team.

1992, cc. 837, 880, § 2.1-750; 2001, c. [844](#).

#### FISCAL AGENT

The City of Winchester is the fiscal agent for funds provided under the Children's Services Act ("CSA"). The City Manager, or his designee, shall oversee the overall administration in accordance with state and local policy. An audit shall be provided. Additionally, the City of Winchester shall be responsible for hiring, training, and supervising such staff as is necessary to schedule and coordinate FAPT, CPMT and other meetings, produce minutes, perform data entry and analysis, produce reports, monitor compliance, and conduct other duties as needed in support of the CSA process.

#### COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)

Short and sweet from Norfolk ..... The Director of Finance is the designated Fiscal Agent for CPMT and is responsible for matters associated with the receipt and disbursement of funds, accounting, and financial reporting standards as required by the various entities and annual audits.

## FAPT Chair role and responsibilities; responses from other localities

### Frederick County:

- The term for the FAPT Chair shall be three months. If the FAPT Chair is unable to attend a meeting, they must make arrangements for another regular FAPT member to be Acting Chair, and notify the CSA Coordinator. The minimum requirements for FAPT members before they are eligible to serve as FAPT Chair shall be attendance at ten FAPT meetings. Private Provider and Parent Representatives are excluded from eligibility to be FAPT Chair. In the event that all participating FAPT members are necessary to maintain a quorum, the CSA Coordinator may serve as Chair.

### City of Norton:

#### B. FAP Team

1. The FAP Team shall elect a chairperson shall preside at meetings; schedule FAP Team meetings; and represent the FAP Team at Policy Board meetings (unless a coordinator is available to perform these functions); and perform other duties assigned by the FAP Team or by the Policy Board.
2. A vice chairperson shall be elected by the FAP Team who shall, in the absence of the chairperson, perform the duties of the chairperson and any other duties assigned by the FAP Team or by the Policy Board.
3. The FAP Team shall elect a secretary who shall assure that accurate records are maintained.
4. The FAP Team shall elect its officers at the last regularly scheduled meeting of each fiscal year.
5. The term of office for each officer shall be one year. No officer may serve more than two consecutive terms in the same office.

### Radford:

#### VI. FAPT Members Roles and Responsibilities

The FAPT Chair position will rotate each fiscal year (July – June) as follows:

27th District Juvenile Court Services Unit  
Radford City School  
New River Valley Community Services  
Radford City DSS

Due to the nature of the Chair position, the Family Representative and the Community Representative do not serve in this role.

Other members may be appointed at the discretion of the CPMT.

The quorum for all FAPT meeting shall be fifty percent of the members including the Chair.

If the Chairperson is unavailable to attend a meeting, the person representing the succeeding agency will assume the responsibility for Chairperson for that meeting.

The FAPT Chair person is responsible for calling the meeting to order, following the agenda, welcoming guests, explaining the FAPT proceedings, scheduling reviews, signing purchase orders to signify FAPT approval, presenting requests for services and expenditures at CPMT and serves as a liaison to the CPMT.

**EXPENDITURE REPORT****Reporting Period: December 2021****Print Download To Excel Export Data?**

PART 1 - EXPENDITURE DESCRIPTION REPORT							
	Expenditure Description	MatchRate	Expenditure	Refunds	NetExpenditures	LocalShare	StateShare
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
1d	Non-Mandated Services/Residential/Congregate	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e	Educational Services - Congregate Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a	Treatment Foster Care - IV-E	0.4797	\$2,500.00	\$0.00	\$2,500.00	\$1,199.25	\$1,300.75
2a1	Treatment Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a2	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
2b1	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	\$528.36	\$0.00	\$528.36	\$253.45	\$274.91
2f	Community - Based Services	0.2399	\$2,570.00	\$323.31	\$2,246.69	\$538.98	\$1,707.71
2f1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g	Special Education Private Day Placement	0.4797	\$1,184.15	\$0.00	\$1,184.15	\$568.04	\$616.11
2h	Wrap-Around Services for Students With Disabilities	0.4797	\$300.00	\$0.00	\$300.00	\$143.91	\$156.09
2i	Psychiatric Hospitals/Crisis Stabilization Units	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Non-Mandated Services/Community-Based	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total</b>		<b>\$7,082.51</b>	<b>\$323.31</b>	<b>\$6,759.20</b>	<b>\$2,703.63</b>	<b>\$4,055.57</b>

**PART 2 - EXPENDITURE REFUND DESCRIPTION**

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	10	\$0.00
Parental Co-Payments	20	\$0.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	\$0.00
Child Support Collections through DCSE	40	\$323.31
Pool prior-reported expenditures re-claimed under IV-E	50	\$0.00
Other (Please specify):	90	\$0.00
<b>TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).</b>		<b>\$323.31</b>

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