

Clarke County CPMT Agenda
February 22, 2022
2:00 PM
Clarke County Government Center

OPEN SESSION

1. Approve minutes from January 25, 2022
2. FAPT Chairperson
3. MOU template
4. HB 427; SB 435
5. CSA Conference Survey
6. Financial – January payment report

CLOSED SESSION

Consent Agenda: 3 cases

Next Meeting: March 22, 2022

CLARKE COUNTY CPMT MEETING MINUTES

January 25, 2022

Attendees

Katherine Webster	CSA Coordinator
Frank Moore	Clarke County Public Schools
Jennifer Parker	Clarke County DSS
Leea Shirley	VDH Representative
Terri Catlett	BOS Representative
Brenda Bennett	Director of Joint Administrative Services
Emily Johnson	Accountant, JAS
Sharon Keelor	Clarke County Treasurer, CSA Fiscal Agent
Chris Boies	Clarke County Administrator

Jen called the meeting to order at 2:02 p.m. The meeting was conducted in person at the Clarke County Government Center.

Old Business:

Leea made a motion to approve the minutes from December; Frank seconded the motion.

New Business:

1. The team discussed the role and responsibilities of the fiscal agent for CSA. Jen explained that in other localities, the fiscal agent responsibilities lie with the finance director for that locality. This is because the role of the CSA fiscal agent is to monitor fund balance, reporting, receipt and disbursement of funds, and standards associated with the financial implementation of CSA. Historically, the treasurer has performed this role for Clarke County. However, the treasurer does not have access to the appropriate software programs to fulfil these duties. In the past, the information the treasurer required was transmitted to her but this process seemed redundant and needlessly complicated. The team and guests present discussed the benefits of changing the fiscal agent to the county finance director. Terri nominated the Director of Joint Administrative Services to perform the duties of fiscal agent for Clarke CSA. Leea seconded the nomination. CPMT members voted in favor of the motion. CPMT members also voted in favor of adopting the following language to be added to the local policy and procedure manual:

“The Director of Joint Administrative Services 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.”

Brenda, Chris, Emily, and Sharon left the meeting after this agenda item concluded.

2. Katherine discussed the idea of determining a succession plan for the coordinator position. A question was posed to the state-wide coordinators group about what role could handle the day-to-day business of local offices in the event that the coordinator was unavailable for a period of time. Given that the Clarke CSA office has only 1 half-time position dedicated to CSA but is housed under the local DSS office, the team decided that training the

administrative coordinator at Clarke DSS would be the most viable option. Katherine will work on writing up the details of the plan, as well as training the administrative coordinator. The final plan will come back to CPMT for approval.

3. The team reviewed information provided by other localities to institute the role of a FAPT chairperson. Katherine shared how challenging it is to perform all the duties of the CSA coordinator while also running the FAPT meetings. Duties of the FAPT chairperson would include: welcoming guests, explaining the FAPT process, taking notes of the FAPT members discussion, facilitating discussion among the family and FAPT members, and watching time limits. CPMT members suggested a rotating schedule every 6 months. Katherine will bring the idea to the next FAPT meeting, incorporate their feedback, and write up a role competency for CPMT to review at the February meeting.

Financial Update:

Katherine provided the team with payment reports from December. 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 2 cases was sent out before the meeting. Frank made a motion to leave closed session and Terri seconded.

**Next meeting:
February 22, 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 1/25/22 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. F. Moore
 Vice-Chair

1/25/22
 Date

1. The FAPT shall designate a Chairperson to represent the FAPT at CPMT meetings (unless a coordinator is available to perform this functions); and perform other duties assigned by the FAPT or by the CPMT.
2. A Vice Chairperson shall be designated by the FAPT who shall, in the absence of the Chairperson, perform the duties of the Chairperson and any other duties assigned by the FAPT or by the CPMT.
3. Due to the nature of the Chairperson and Vice Chairperson position, the Family Representative shall not serve in this role.
4. The FAPT Chairperson is responsible for taking meeting minutes, following the agenda, assuring punctuality during the meeting, and facilitating the FAPT members' discussion during the meeting. **Other duties as assigned?**
5. The term of office for each officer shall be 3 months. No officer may serve more than two consecutive terms in the same office.

CSA Statewide Coordinator Legislative Committee Analysis: HB 427 and SB 345

<p>Bill Number: HB 427, SB 435</p>	<p>Title: HB 427 - Children's Services Act; community policy and management teams and family assessment, etc.</p> <p>SB 435 - Children's Services Act; parent representatives, community policy and management teams.</p>
<p>URL: HB 427 - https://lis.virginia.gov/cgi-bin/legp604.exe?221+ful+HB427H1 SB 435 - https://lis.virginia.gov/cgi-bin/legp604.exe?ses=221&typ=bil&val=sb435</p>	
<p>Bill Summary: Eliminates restrictions on staff from the core agencies (Social Services, Community Service Board, public school district, court services unit) from also serving as parent representatives</p> <p>Requires that the State Executive Council compile a report of best practices used by localities for “including and elevating parent voices within CPMTs and FAPTs, particularly parents and caregivers with lived experience in child welfare, juvenile justice, special education, or behavioral health services, for distribution to local Children's Services Act programs.”</p>	
<p>Bill Benefits</p> <ul style="list-style-type: none"> • Both expands size of and the candidate quality of the pool of candidates for this seat. 	
<p>Bill Concerns</p> <ul style="list-style-type: none"> • The mandated report may not produce any actionable information. 	

Additional comments or guidance:

SB 435 passed the Senate, and will head to the House of Delegates for approval vote.

Original questions:

Are your CPMT members interested in participating in a pre-conference workshop tailored for their needs at the annual CSA conference?

If so, how many of your CPMT members would be willing to participate?

The workshop would be held potentially on a Monday afternoon (2 p.m.- 5 p.m.), and there is no additional cost for the pre-conference registration.

Clarifying questions:

Would this be a virtual or in-person conference? In-person

If in person, where? Tentatively at the Hotel Roanoke

Would CPMT members have to pay for this as an extra cost? As of now, if CPMT members register for the conference in addition to the pre-conference event, there is no additional cost for the pre-conference. However, if CPMT members intend to only register for the pre-conference, there will be a nominal fee assessed (TBD).

Would they have to be signed up for the regular conference to do this? See previous answer.

EXPENDITURE REPORT**Reporting Period: January 2022****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	\$5,000.00	\$0.00	\$5,000.00	\$2,398.50	\$2,601.50
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	\$1,488.00	\$0.00	\$1,488.00	\$713.79	\$774.21
2f	Community - Based Services	0.2399	\$7,830.50	\$2,045.68	\$5,784.82	\$1,387.78	\$4,397.04
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	\$4,499.77	\$0.00	\$4,499.77	\$2,158.54	\$2,341.23
2h	Wrap-Around Services for Students With Disabilities	0.4797	\$450.00	\$0.00	\$450.00	\$215.87	\$234.13
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
	Total		\$19,268.27	\$2,045.68	\$17,222.59	\$6,874.48	\$10,348.11

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	\$1,060.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	\$0.00
Child Support Collections through DCSE	40	\$985.68
Pool prior-reported expenditures re-claimed under IV-E	50	\$0.00
Other (Please specify):	90	\$0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$2,045.68

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