BY-LAWS

CLARKE COUNTY COMMUNITY POLICY AND MANAGEMENT TEAM

Article I – Name

The name of this Consortium shall be the Clarke County Community Policy and Management Team, herein referred to as the CPMT.

Article II – Intent and Purpose

The purpose of the CPMT is to adhere to the intent of CSA and shall be to create, maintain and manage a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families (COV§2.2-5200)

The purpose of this law is to:

1. Ensure that services and funding are consistent with the Commonwealth's policies of preserving families and providing appropriate services in the least restrictive environment, while protecting the welfare of children and maintaining the safety of the public;
2. Identify and intervene early with young children and their families who are at risk of developing emotional or behavioral problems, or both, due to environment, physical or psychological stress;
3. Design and provide services that are responsive to the unique and diverse strengths and needs of troubled youths and families;
4. Increase interagency collaboration and family involvement in service delivery and management;
5. Encourage a public and private partnership in the delivery of services to troubled and at-risk youths and their families; and
6. Provide communities flexibility in the use of funds and to authorize communities to make decisions and be accountable for providing services in concert with these purposes. (COV§2.2-5200)

Article III – Membership

Conditions and Standards relating to membership are determined by state law and by local government directive enacted in accordance with state law which provide as follows:

1. The membership of the CPMT shall meet the requirements of the COV§2.2-5201 and be appointed by the Board of Supervisors of Clarke County. The membership shall

include, at a minimum, the local agency heads or their designees who have the authority to make policy and approve funds from the following community agencies: Community Services Board, Juvenile Court Services Unit, Department of Health, Department of Social Services, the local school division and an elected or appointed official of the local governing body, or his/her designee. The CPMT shall also include a representative of a private organization or association of providers for children or family services if such organizations or associations are located within the county. The CPMT shall also include a parent representative who may be employed by a public or private program that receives funds from the locality's CSA pool funds, provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children.

2. Any person who serves on a CPMT who does not represent a public agency shall be required to file a statement of economic interest as set out in the Code of Virginia, Section 2.1-639.15 of the State and Local Government Conflict of Interest Act.
3. Persons serving on the CPMT who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in §2.2-3101 of the State and Local Government Conflict of Interest Act, or a fiduciary interest." (COV § 2.2-5205)
4. Agency heads or their designees of Code-mandated organizations shall be permanent members of the CPMT.
5. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
6. The local governing body shall appoint parent and private provider representatives for a one year term. Parent and private provider representatives are eligible for reappointment. The private provider and parent representatives cannot sit on the FAPT and CPMT simultaneously. The CPMT will request review of the appointments annually in November**.**
7. Any member of the CPMT who fails to personally attend or send a-designee to at least 75% of the regularly scheduled CPMT meetings within any calendar year may be reported to the local appointing authority by the CPMT.

Article IV – Powers and Duties

The CPMT, as a governmental entity of the County of Clarke, and as creation of state law, having been mandated by the General Assembly, shall be subject to state and local laws and regulations established to regulate its functioning, and shall have the general powers, duties and responsibilities of a CPMT as outlined in Section 2.2-5206 of the Code of Virginia, as amended. The CPMT shall manage the cooperative effort in the community to better serve the needs of troubled and at-risk youths and their families and to maximize the use of state and community resources. The team shall:

1. Develop interagency policies and procedures to govern the provision of services to children and families in Clarke County. The CPMT will review policies and procedures every three (3) years or sooner, based on state mandates.
2. Develop interagency fiscal policies governing access to the state pool of funds by the eligible populations including immediate access to funds for emergency services and shelter care.
3. Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay.
4. Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in Clarke County including the development of community based services as established under §16.1-309.3.
5. Establish policies governing referrals and reviews of children and families to the family assessment and planning team (FAPT) or a collaborative, multidisciplinary team and a process to review the teams' recommendations and requests for funding.
6. Establish quality assurance and accountability procedures for program utilization and funds management.
7. Establish procedures for obtaining bids on the development of new services.
8. Manage funds in the interagency budget allocated to Clarke County from the state pool of funds, the trust fund, and any other source.
9. Authorize and monitor the expenditure of funds by each FAPT or a collaborative, multidisciplinary team process approved by the Board of Supervisors.
10. Submit grant proposals that benefit Clarke County and enter into contracts for the provision or operation of services upon approval of the participating governing bodies.
11. Serve as the community's liaison to the Office of Comprehensive Services for At-Risk Youth and Families, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system, including the consideration of realignment of geographical boundaries for providing human services.
12. Collect and provide uniform data to the State Executive Council as requested by the Office of Comprehensive Services for At-Risk Youth and Families in accordance with subdivision D 18 of §2.2-2648.
13. Review and analyze data in management reports provided by the Office of Comprehensive Services for At-Risk Youth and Families in accordance with subdivision D 18 of §2.2-2648 to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through the Comprehensive Services Act program. The CPMT shall also review local and statewide data provided in the management reports on the number of children served, children placed out of state, demographics, types of services provided, duration of services, service expenditures, child and family outcomes, and performance measures. Additionally, teams shall track the utilization and performance of residential

placements using data and management reports to develop and implement strategies for returning children placed outside of the Commonwealth, preventing placements, and reducing lengths of stay in residential programs for children who can appropriately and effectively be served in their home, relative's homes, family-like setting, or their community.

14. Administer Funds pursuant to §16.1-309.3.

15. Have authority, upon approval of the participating governing bodies, to enter into a contract with another CPMT to purchase coordination services provided that funds described as the state pool of funds under §2.2-5211 are not used.

16. Submit to the Department of Behavioral Health & Developmental Services information on children under the age of 14 and adolescents aged 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to Article 2 (§ 37.2-403 et seq.) of Chapter 4 of Title 37.2, exclusive of group homes, was sought but unable to be obtained by reporting entities. Such information shall be gathered from the FAPT or participating community agencies authorized in § 2.2-5207. Information to be submitted shall include:

    a. The child or adolescent's date of birth.

    b. Date admission was attempted, and

    c. Reason the patient could not be admitted into the hospital or facility.

17. Establish policies for providing intensive care coordination services for children who are at-risk of entering, or are placed in, residential care through the Comprehensive Services Act program, consistent with guidelines developed pursuant to subdivision D 22 of §2.2-2648. The county shall annually audit the total revenues of the team and its programs. The county shall arrange for the provision of legal services to the team. COV § 2.2-5210. Utilizing a secure electronic database, the CPMT and the FAPT shall provide the Office of Comprehensive Services for At-Risk Youth and Families with client-specific information from the mandatory uniform assessment and information from the mandatory uniform assessment and information in accordance with subdivision D 11 of §2.2-2648.

18. Establish appropriate number of Family Assessment Teams and ensure appropriate membership includes Juvenile Court Services Unit, Department of Health, Department of Social Services, Community Service Board, Local School Division, parent representative, and other representatives, as specified in the Code of Virginia CSA language. The CPMT shall appoint parent and private provider representatives for a two-year term. The CPMT will review the appointments in May of the even numbered years.

Article V – Officers of the CPMT

Section I

The Chairmanship and Vice-Chairmanship of the CPMT are assigned to members according to an established rotation with the term of office beginning on the first day of July and running for one year.

Section II

The duties of the Chairperson shall be:

1. To preside at all meetings of the CPMT.
2. To appoint committees necessary for operation of the CPMT.
3. To work closely with the FAPTs and the CSA Coordinator.
4. To keep the State Executive Council and the Board of Supervisors informed of the activities of the local CPMT.
5. To submit the CSA budget to the Board of Supervisors on an annual basis
6. To monitor and sign off on all CSA purchase orders and payments
7. To perform any other duties determined by the CPMT.

Section III

The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson and any other duties assigned by the CPMT.

Section IV

The CPMT shall arrange for minutes to be kept and maintained and available for public review upon request.

Section V

The CPMT shall fill any vacancy occurring among the Officers.

Article VI – Meetings

Section I

Regular meetings shall be held at a time to be determined by the CPMT and published by Clarke County Government.

Section II

Special meetings of the CPMT may be called by the Chairperson or upon written request of three members.

Section III

A quorum for all CPMT meetings shall be a simple majority of the appointed members.

Article VII – Rules of Order

Meetings will generally be conducted informally with decisions reached by consensus. Should consensus not be achieved, Robert's Rules of Order, Newly Revised (RONR) will be invoked. Any voting member may also request RONR be used in conducting business of the CPMT.

Article VIII – Confidentiality

Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the FAPT and whose case is being assessed by this team or reviewed by the CPMT shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential. COV § 2.2-5210

Utilizing a secure electronic database, the CPMT and the FAPT shall provide the Office of Comprehensive Services for At-Risk Youth and Families with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § 2.2-2648.

Article IX – Amendments

The terms and provisions of the by-laws of the CPMT may be amended at any regular meeting of the CPMT by two-thirds vote of those present and voting, given that notice of the proposed amendment was submitted to all members in writing two weeks prior to the meeting. The by-laws will be reviewed on an annual basis.

Approved by CPMT on _____

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Chairperson