

# 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

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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.**