

CLARKE COUNTY CPMT MEETING MINUTES

February 22, 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

Jen called the meeting to order at 2:15 p.m. The meeting was conducted in person at the Clarke County Government Center.

Old Business:

Terri noted that there could be a sentence rephrased for clarity in the January minutes. Katherine made to correction, changing “Historically, the treasurer has performed this role for Clarke County” to “Historically, the Clarke County treasurer has performed this role for Clarke County CSA”. Leea made a motion to approve the amended minutes from January; Frank seconded the motion.

New Business:

1. The team reviewed language for the role of the FAPT Chairperson. Katherine explained that the FAPT members made some minor changes from what CPMT recommended in January. Katherine also provided an example of a form to help guide the FAPT Chair as they take notes during the meetings. CPMT voted to add a FAPT chairperson in January, so the new role description will be added to the local policy and procedure manual.
2. Katherine discussed the desire to have a version of the local contract for services that is shortened or a template MOU/MOA for non-clinical services like daycare, drug testing, and one-time evaluations. The statewide CSA coordinators group did not have any examples. Leea stated that the Virginia Health Department has a MOA with Valley Health for testing that could be altered to fit the needs of CSA and she will share that with Katherine. Terri suggested the Mike Legge, purchasing manager for Clarke County also might be a good resource. Katherine will reach out to Mike and OCS to see if either has any more suggestions.
3. CPMT members reviewed HB427/SB435, which is proposing to change the requirements for parent representatives on both FAPT and CPMT. The proposed language will loosen the restrictions for those who work in child-serving agencies, and recommend that parent representatives have “lived experience” with the CSA process or special education system. Katherine noted that the current FAPT parent representative does not meet these proposed criteria, but that since the criteria are “recommended” rather than “required”, she can continue to serve in her position if the bills pass.
4. Katherine provided team members with questions proposed by OCS about the upcoming CSA conference. CPMT members answered the questions and Katherine will relay those answers back to OCS.

Financial Update:

Katherine provided the team with payment reports from January. There was some discussion about the large jump in total payments from December. Katherine noted that two large payments for a private day school are now being paid monthly. In addition, one vendor submitted invoices for 6 months of charges at once.

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. Frank made a motion to leave closed session and Terri seconded.

**Next meeting:
March 22, 2022 at 2:00 p.m.**