

CLARKE COUNTY CPMT MEETING MINUTES

March 22, 2022

Attendees

Katherine Webster	CSA Coordinator
Frank Moore	Clarke County Public Schools
Jennifer Parker	Clarke County DSS
Leea Shirley	VDH Representative
Jerry Stollings	CSU Representative
James Willis (virtual)	Parent Representative

Jen called the meeting to order at 2:01 p.m. The meeting was conducted in person at the Clarke County Government Center, with James joining virtually via Google Meet.

Old Business:

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

New Business:

1. 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. She received a few examples in the past month and will continue to work on development of this document. Katherine will present a draft to CPMT at the April meeting for their review.
2. Katherine reviewed the audit requirement for FAPT and CPMT members to complete training on their roles. At the CSA retreat in November, the teams were provided with a list of trainings available on the Virginia Learning Center and directions on how to access them. 2 FAPT members have completed the trainings. Katherine will re-send the list and directions to both teams.
3. At both FAPT meetings in March, families requested help funding summer camps for their eligible children. A list of camps was provided and reviewed by FAPT, who recommended funding 2 therapeutic camps for 2 of the children. Katherine discussed the idea with CPMT, and members agreed that as long as the IFSP aligned with the recommendations, the camps could be funded.
4. Katherine described some issues she is having with a few select vendors, including late invoice submission, missing reports, and challenging communication. CPMT agreed to send a letter to all vendors, restating the expectations and terms agreed to in the contract. Katherine will draft the letter, Jen will review and sign it. James noted that in certain cases, it may be beneficial to engage the parents to encourage the vendors to submit timely invoices and reports.
5. Jen discussed upcoming DSS events that Clarke CSA will be participating in and invited the CPMT members to attend representing their agencies. Katherine will reach out to Denise, Jerry, and Leea with more information on the events.

6. Katherine provided the team with the formal request and response from OCS on a supplement for Clarke's WRAP budget. There was some discussion about how to avoid the same issues next fiscal year. Katherine and Brenda (fiscal agent) are working on how to adjust the budget for the remainder of this fiscal year.
7. Denise announced that Northwestern CSB is now working out of the Berryville office at 309 W Main St. Services provided at this location include medication management, intake assessments, and case management services. Children are served on Mondays and Tuesdays, and adults are served on Fridays. Dr. Higgins and Dr. Goshen will be seeing clients. All Northwestern clients who are Clarke residents will be getting services at this location, instead of the Braddock St office in Winchester.

Financial Update:

Katherine provided the team with payment reports from February, there were no questions about the report.

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 9 cases was sent out before the meeting. Frank made a motion to leave closed session and Leea seconded.

**Next meeting:
April 26, 2022 at 2:00 p.m.**