

**POWHATAN COUNTY CHILDREN'S SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM**

DATE: June 22, 2023

The meeting was called to order on June 22, 2023, at 9:01 a.m. Les Saltzberg chaired the meeting.

Present:

- Les Saltzberg/Chair, CSB
- Kara Brooks, Private Provider
- Charla Schubert/Treasurer, Finance Director
- Bret Schardein, Interim County Administrator
- Meghan Carroll, DSS
- Vicki Stamps/Secretary, Health Department
- Dr. Lynn Clayton-Prince/Vice-Chair, Schools
- Cathy James, Parent Rep.
- Audra Morris, Children's Services (CS) Manager

Absent:

- Danny Smith, Sheriff's Department
- Tracy King, CSU
- Katie Wojcicki, FAPT Chair

1. Audra Morris added CPMT Parent Rep and Rosters to the Admin Items.
2. On a motion by Charla Schubert and seconded Lynn Clayton-Prince the Consent Agenda items were approved as presented or amended: a.) March 23, 2023, CPMT Minutes, b.) Pool Reports – MARCH, APRIL, & MAY 2023, and c.) IEPs.

3. FINANCIALS – FY '23:

County Budget for CSA Services: \$ 2,000,000

State Allocations: (total State Allocations: \$1,807,997)

-Medicaid Match: Thru JAN 2023	\$	28,115
-CSA Services Allocation: \$1,770,950 mandated & \$15,674 protected/non-mandated	\$	1,956,223
-CSA Wrap-Around Allocation: \$21,373	\$	13,981
-PSSF FY23: \$18,000 svcs & \$715 Mthly CW Visits/Staff	\$	16,652.75 FINAL

-A Supplement will be submitted as necessary by Audra Morris

ADMINISTRATIVE ITEMS:

- a.) Audra Morris informed the Team of the 2023 CSA Service Gap Survey results. The top five services included ABA, MST, Foster Homes, SPED related services, and school-based mental health services. The Team discussed how providers available for Speech Therapy, OT, 1:1 in the school setting are very difficult to find. The Team also discussed how Powhatan County Public Schools (PCPS) has full-time Social Worker, a Powhatan DSS Family Services Worker based in the schools, and the schools are fully committed to maintaining and increasing mental health services in the schools. PCPS is currently working w/CSB to provide MH services in the school for Fall of 2023. Audra Morris informed the Team that the CS Fiscal Specialist continues to search for evidence-based service providers; however, there is a definite lack of available providers statewide. Foster homes are also difficult to obtain for hard-to-place youth including teens, even when their placement in foster care is at no fault of their own.
- b.) Audra Morris provided the Team with an updated FAPT - Abbreviated Referral Process (copies available upon request). PCPS requested this more in-depth process to ensure appropriate and timely access to the FAPT and/or community-based services through CSB.

- c.) Audra Morris reminded the Team of the updated CPMT officers and schedule for FY24 (meetings posted on Powhatan County website).
- d.) Audra Morris requested approval of the updated FAPT Roster, effective 7/1/23.
- e.) Audra Morris provided the Team with the FY24 CSA Local Annual Risk Assessment Survey (due 7/14/23). The Team discussed the survey, determined the appropriate submission, and designated Audra Morris to complete the online survey no later than 7/14/23.
- f.) Audra Morris provided the completed Congregate Care Survey Results (copies available upon request) provided by the OCS.
- g.) Audra Morris noted the addition of a three-minute public comment period at the beginning and end of every CPMT meeting. Audra explained the public has always had the ability to attend CPMT and make public comment; however, it has never been on the official agenda as it should be, therefore this addition has been added.
- h.) Audra Morris informed the Team of two applicants for CPMT Parent Rep and requested a recommendation from the Team. Cathy James left the meeting for the discussion and the Team agreed to have a separate vote on this Administrative Item.

Audra clarified that the Team has always discussed new, first-time applicants and makes recommendations for the Board of Supervisors information. The Team discussed that Ms. Cathy James (current Parent Rep) is eligible to serve an additional two-year term and the new applicant is Mr. Stephen Hancock may be eligible; however, some clarification of application information was necessary to fully determine eligibility.

Per Code 2.2-5205, OCS Admin Memo 22-07, and OCS guidance (copies available upon request), there is NO difference between a DSS employee as a CPMT Parent Rep vs. a CSB Board Member. Both the DSS and CSB are core participating agencies of CSA. Scott Reiner/OCS Director did provide concerns w/regards to a participating agency Board member. However, these documents ensure eligibility for either applicant's appointment as a CPMT Parent Rep.

The OCS provided CPMT Parent Rep job description (copies available upon request) states "Preference should be given to a parent of a consumer or former consumer of services from a public child serving agency", requiring clarification from Mr. Hancock. Bret Schardein will reach out to Mr. Hancock prior to the Board of Supervisors meeting in July 2023.

The CPMT welcomes any applicant who meets the Parent Rep qualifications and is ready and willing to work with the CPMT and CSA to create a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of at-risk youth and their families. CPMT works diligently to maintain high standards of sound fiscal accountability and responsible use of taxpayer funds, while continually improving the performance of CSA.

On a motion by Kara Brooks, seconded by Lynn Clayton-Prince, and carried by the majority of members present; CPMT voted to recommend Cathy James be reappointed for a second term as the CPMT Parent Rep. Cathy James/Parent Rep and Les Saltzberg/CSB abstained. The CPMT made this recommendation based on the information in the applications received; as well as Cathy's first term experience. Cathy has proven extensive knowledge of Medicaid funding, ID/DD Waiver services, and other community resources. This proven experience on the Team has been extremely beneficial to parents, CPMT, and CSA overall. Her knowledge has provided referral opportunities to Medicaid or participating agency (DSS, CSB, PCPS, & CSU) resources, therefore bypassing CSA funding.

- i.) Audra Morris provided the Team with the current and proposed ALL and IEP Only Consent forms. The Team discussed the recommended changes intended to provide families with concise, easy to understand documents that enable full and informed consent for access to CSA.

All item presented and/or amended and approved, change full local policy/procedures and/or by-laws as necessary.

The financial and additional administrative items were reviewed and on a motion by Vicki Stamps and seconded by Kara Brooks, all items were approved as presented or amended.

Public Comment Period: The Team agreed to allow Ms. K. Halvorsen to provide public comment prior to the Closed Session, rather than her having to wait until the end of the meeting. Ms. Halvorsen addressed the CPMT, requesting assistance in helping her obtain the funding necessary for her son to be placed into a Special Education Private Day placement. The Team thanked her for her comments.

4. Les Saltzberg moved that CPMT go into Closed Session in accordance with the Code of Virginia 2.2-3711(A) (4) for the protection of the privacy of individuals in personal matters not related to public business. The Team approved.
 - a. Case Reviews, service plans, FAPT/CPMT/IFSP/FC Plan Review/Funding Tables, case updates, purchase order requests, additional approvals, FAPT email approvals, parental co-pays, and any other case specific information were discussed.
5. Les Saltzberg moved that the CPMT open meeting be reconvened. The Team approved.
6. Les Saltzberg moved that CPMT certify in accordance with the Code of VA 2.2-3712(D); during the Closed Session only public business matters lawfully exempted from open meeting requirements of the Freedom of Information Act and only such public business matters as were identified in the motion for the Closed Session were discussed. The Team approved.
7. Upon a motion by Cathy James, seconded by Vicki Stamps, and carried by the majority of members present, all cases were approved as presented or amended during closed session.

<u>Name</u>	<u>Vote</u>
Meghan Carroll	Aye
Vicki Stamps	Aye
Bret Schardein	Aye
Cathy James	Aye
Les Saltzberg	Aye
Charla Schubert	Aye
Kara Brooks	Aye
Lynn Clayton-Prince	Aye

9. The CPMT meeting adjourned at 11:18 a.m. The CPMT's next regular meeting will be August 24, 2023.

These minutes were approved at the 8/24/23 CPMT meeting with a vote of 10/10 of the participating quorum.

Meghan Carroll
Powhatan CPMT Attending Officer or Member

Vicki R. Stamps
Powhatan CPMT Attending Officer or Member

