

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

DATE: September 28, 2023

The meeting was called to order on September 28, 2023, at 9:02 a.m. Audra Morris chaired the meeting.

Present:

Les Saltzberg, CSB
Kara Brooks, Private Provider
Charla Schubert, PC Finance Director/Treasurer
Meghan Carroll, DSS/Secretary
Danny Smith, Sheriff's Department
Tracy King, CSU
Cathy James, Parent Rep.
Audra Morris, Children's Services (CS) Manager

Absent:

Vicki Stamps, Health Department/Vice-Chair
Dr. Lynn Clayton-Prince, Schools/Chair
Bret Schardein, County Administrator
Heather Morgan, FAPT Chair

1. Public Comment Period: None
2. On a motion by Tracy King and seconded Charla Schubert the Consent Agenda items were approved as presented or amended: a.) August 24, 2023, CPMT Minutes, b.) Pool Report – AUGUST, 0-July & all Aug were FY23, and c.) IEPs.

3. FINANCIALS – FY '23:

<u>County Budget for CSA Services: \$ 2,000,000</u>	<u>Expenditures & Encumbrances</u>
<u>State Allocations: (total State Allocations: \$1,807,997)</u>	
-Medicaid Match: Thru JAN 2023	\$ 28,115
-CSA Services Allocation: \$1,770,950 mandated & \$15,674 protected/non-mandated	\$ 1,917,302.13 FINAL
-CSA Wrap-Around Allocation: \$21,373	\$ 12,406.13 FINAL
-PSSF FY23: \$18,000 svcs & \$715 Mthly CW Visits/Staff	\$ 16,652.75 FINAL
-Supplement #1 requested and approved	\$ 130,589.13
-Supplement #2 requested and approved (obtain signatures)	\$ 3,500.00

FINANCIALS – FY '24:

<u>County Budget for CSA Services: \$ 2,300,000</u>	<u>Expenditures & Encumbrances</u>
<u>State Allocations: (total State Allocations: \$1,755,022)</u>	
-Medicaid Match: Only completed thru JAN 2023	\$ -
-CSA Services Allocation: \$1,710,173 mandated & \$15,674 prot/non-mand.	\$ 2,682,915 (AS OF 9/26/23)
-CSA Wrap-Around Allocation: \$29,175	\$ 7,308
-PSSF FY24: \$18,000 svcs & \$715 Mthly CW Visits/Staff (\$715 transferred to BL855)	\$ 15,491

Admin Budget Plan FY24 APPROVAL (to be used to offset local cost of CSA personnel) \$ 23,692

ADMINISTRATIVE ITEMS:

- a.) Audra Morris provided the Team with additional CQI reports for FY23 which included the State OCS, Local Government, and the local CSA office reconciliation reports where were all exact to the penny (copies available upon request).
- b.) Audra Morris requested CPMT approve cases for review for the OCS Audit in accordance with OCS Audit Team training guidance (51-100 cases=10 reviewed-copy available upon request). CPMT agreed that this is an appropriate methodology as 53 cases were served under CSA for FY23. The methodology for pulling the cases will be based on the general percentages of cases managed by each core participating agency. Samples will be pulled from different case types to ensure equal representation. Audra will provide case numbers to another employee who will highlight the numbers to be pulled to ensure there is no bias. The Team also discussed having the Fraud Risk Questionnaire completed by one CPMT Rep, one FAPT Rep, and Audra Morris/CSA. Les Saltzberg/CSB will complete the questionnaire for CPMT as he was the CPMT Chair during FY23, Katrell Dixon/CSU will complete the questionnaire for FAPT. These are to be completed by 10/20/23 and forwarded to Audra to maintain. Audra will reach out for additional information needed by Team members/agencies for the Self-Assessment audit due 11/30/23.
- c.) Audra Morris updated the Team on Private Day education rates. Since the budget has now been adopted, the 2% cap is no longer in place. Audra explained she and her team are working to ensure they have the most up-to-date rates and completing appropriate purchase orders (Admin Memo #23-09 available upon request).
- d.) Audra Morris provided the Team with information for the PSSF Grant for 2025-2029. Audra explained it is time to complete the new plan application for the 5-year period and requested approval to use the Community Action Agency community needs assessment recently completed. The Team agreed this program would remain under Children's Services/Audra Morris' management. Audra also requested using the FAPT, Meghan Carroll/DSS Director, the Cathy James/CPMT Parent Rep, a private provider (JRTS if available) who has used PSSF funds creatively w/positive outcomes, and the participation of a youth who received funding under PSSF (if available) as the work group to complete the plan and application process. In addition, Audra requested each agency answer the questions as applicable from the 8 variables used to determine locality funding. The Team agreed to provide the information by 10/15/23.

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

The financial and administrative items were reviewed and on a motion by Les Saltzberg and seconded by Cathy James, all items were approved as presented or amended.

4. Audra Morris 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. Audra Morris moved that the CPMT open meeting be reconvened. The Team approved.
6. Audra Morris 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 Danny Smith, seconded by Kara Brooks, and carried by the majority of members present, all cases were approved as presented or amended during closed session.


<u>8. Name</u>	<u>Vote</u>
Meghan Carroll	Aye (Meghan Carroll abstained from participation & voting on case #627)
Cathy James	Aye
Les Saltzberg	Aye
Charla Schubert	Aye
Kara Brooks	Aye
Tracy King	Aye
Danny Smith	Aye

9. Public Comment Period: None

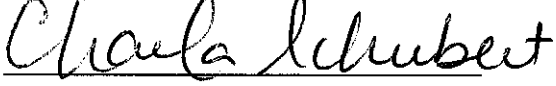
10. Tracy King informed the Team the VJCCCA Plan is in the completion process with a decision to use 3rd Millenium classes to serve youth. Tracy King will provide the plan for approval as soon as the final is obtained. Kara Brooks also mentioned 3rd Millenium provides parent classes free of charge!

11. The CPMT meeting adjourned at 10:35 a.m. The CPMT's next regular meeting will be October 26, 2023.

These minutes were approved at the 10/26/23 CPMT meeting with a vote of 8 / 8 of the participating quorum.



 Powhatan CPMT Attending Officer or Member



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