

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

**DATE: October 26, 2023**

The meeting was called to order on October 26, 2023, at 9:00 a.m. Lynn Clayton-Prince chaired the meeting.

**Present:**

Les Saltzberg, CSB  
Kara Brooks, Private Provider  
Charla Schubert, PC Finance Director/Treasurer  
Sharon Bartley for Meghan Carroll, DSS/Secretary  
Danny Smith, Sheriff's Department  
Dr. Lynn Clayton-Prince, Schools/Chair  
Bret Schardein, County Administrator  
Tracy King, CSU (via phone)  
Audra Morris, Children's Services (CS) Manager

**Absent:**

Vicki Stamps, Health Department/Vice-Chair  
Cathy James, Parent Rep.  
Heather Morgan, FAPT Chair

On a motion by Les Saltzberg and seconded by Kara Brooks, the Team approved Tracy King's participation via telephone.

1. Public Comment Period: None
2. On a motion by Bret Schardein and seconded Charla Schubert the Consent Agenda items were approved as presented or amended: a.) September 28, 2023, CPMT Minutes, b.) Pool Report-September 2023-all FY24, & c.) IEPs.

**3. FINANCIALS – FY '24:**

<u>County Budget for CSA Services: \$ 2,300,000</u>	<u>Expenditures &amp; 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.	\$ 2,916,412
-CSA Wrap-Around Allocation: \$29,175	\$ 12,406
-PSSF FY24: \$18,000 svcs & \$715 Mthly CW Visits/Staff (\$715 transferred to BL855)	\$ 14,607

**ADMINISTRATIVE ITEMS:**

- a.) The Team was provided the full Policy & Procedure Manual prior to the meeting. The Team discussed the changes and Audra Morris requested approval of the manual which will rescind and replace all previous versions (copy available upon request).
- b.) Audra Morris provided updates for the CSA Audit preparation. Audra informed the Team all requested Fraud Risk Questionnaires have been submitted for the audit. Audra discussed the potential development of new family support services through CSB and explained to the Team that she and Les Saltzberg would finalize this upon CPMT's request. The Team agreed to move forward with the development of services that would support the success of our youth and families. Audra also informed the Team she would provide the full FY23 CQI report during the November 16, 2023, CPMT meeting, and the Team requested comparison to Dinwiddie, Fluvanna, Goochland, and New Kent when completing the report. Audra will reach out as needed for additional information required by Team for the Self-Assessment audit due 11/30/23.

c.) Tracy King presented the new VJCCCA Plan for CPMT approval. Tracy informed the Team of the \$10,524 funding available for FY24 and explained they will be using 3<sup>rd</sup> Millennium course work for youth and families. Tracy explained the courses are evidence-based and accepted by the courts. They will use other specialized programs on a case-by-case basis. Tracy explained 3<sup>rd</sup> Millennium also has free courses for parents. Tracy explained a few clerical edits are necessary to the plan and she will provide the final copy to Audra for the CPMT minutes package upon completion. Audra Morris informed the Team Children's Services also refers to 3<sup>rd</sup> Millennium.

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 Bret Schardein, all items were approved as presented or amended.

- 4. Lynn Clayton-Prince 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. Lynn Clayton-Prince moved that the CPMT open meeting be reconvened. The Team approved.
- 6. Lynn Clayton-Prince 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 Charla Schubert, seconded by Les Saltzberg, 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>
Sharon Bartley for Meghan Carroll	Aye
Lynn Clayton-Prince	Aye
Les Saltzberg	Aye
Bret Schardein	Aye
Charla Schubert	Aye
Kara Brooks	Aye
Tracy King	Aye
Danny Smith	Aye

9. Tracy King informed the Team of the newly hired Supervisor for CSU. Alisha Winston will be in Nottoway but will supervise and serve as back-up for Powhatan. Tracy will bring Alisha to the November CPMT to meet the Team.

10. Public Comment Period: None

11. The CPMT meeting adjourned at 10:05 a.m. The CPMT's next regular meeting will be November 16, 2023.

These minutes were approved at the 11/16/23 CPMT meeting with a vote of 6 / 6 of the participating quorum.

Charla Schubert  
Powhatan CPMT Attending Officer or Member

Les Saltzberg  
Powhatan CPMT Attending Officer or Member