

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

DATE: February 24, 2022

1. The meeting was called to order on February 24, 2022 at 9:08 a.m. Audra Morris chaired the meeting.

Present:

Danny Smith/Sheriff's Department (via phone)
Dr. Lynn Clayton-Prince/Secretary, Schools
Tracy King/CSU
Phoebe Wright for Sharon Bartley/Chair, DSS
Kara Brooks/Private Provider
Cathy James/Parent Rep.
Audra Morris, Children's Services Manager
Cori Ford/11th District CSU Supervisor – guest
Erin Jordan/PCPS - guest

Absent:

Les Saltzberg/Vice-Chair, CSB
Vicki Stamps/Health Department
Ned Smither /County Administrator
Charla Schubert/Treasurer, Finance Director
L. Katrell Dixon/FAPT Chair

2. On a motion by Tracy King and seconded Cathy James, the Consent Agenda items were approved as presented or amended: a.) 1.27.2022 CPMT Minutes and b.) Pool Report-January 2022.

3. **FINANCIALS – FY '22:**

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

State Allocations: (total State Allocations: \$2,003,542)

Expenditures & Encumbrances

-Medicaid Match: July & August 2021	\$ 6,905
-CSA Services Allocation: \$1,954,468 mandated & \$27,701 protected/non-mand.	\$ 1,703,757
-CSA Wrap-Around Allocation: \$21,373	\$ 27,445
-PSSF FY22: \$18,000 svcs & \$715 Mthly CW Visits/Staff	\$ 15,147
-PSSF COVID FY22 & FY23 funds (100% Federal to be used by 9/30/22) Initial Alloc: \$11,435:	\$ 0

Audra Morris obtained the Team approval to apply for any available PSSF funds for FY23.

ADMINISTRATIVE ITEMS (copies available upon request):

a.) Audra Morris provided the new Contract and Addendum for Evidence Based Service providers. The new contract will be good through 6/30/24.

b.) Audra Morris requested approval of the following to Policy Section II: Financial Policies and Procedures, D. Contracts:

CPMT is authorized to approve ~~community based and one-time funded~~ services totaling less than \$5,000 per provider, per fiscal year; as is necessary to fulfill the intention of the CSA without a contract as long as providers are licensed as necessary to provide such services.

CPMT is authorized to approve daycare assistance, ~~transportation, respite, and other one-time services such as psychological evaluations, parents capacity evaluations, etc. (providers who would not be required to participate in FAPT);~~ as is necessary to fulfill the intention of the CSA, without a contract as long as providers are licensed as necessary to provide such services.

The approval of this policy section also approves this addition as is necessary in any other policy/procedure section and/or by laws.

c.) Audra Morris requested approval of the following to Policy Section II: Financial Policies & Procedures, Item C: Expenditure of Funds:

Reaching a quorum via an email vote is an allowable form of approval for the FAPT. FAPT participation and agreement in the planning process is allowable whether in person, or by written information, by phone, virtual, and/or other computerized data. CPMT participation and agreement is allowable whether in person, by phone, virtual, and/or other computerized data so long as a minimum of three voting members are present during the meeting allowing for a public meeting.

The approval of this policy section also approves this addition as is necessary in any other policy/procedure section and/or by-laws.

The financial and administrative items were reviewed and on a motion by Cathy James and seconded by Tracy King, 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 Tracy King, seconded by Kara Brooks, and carried by the majority, all cases were approved as presented or amended during closed session.

<u>Name</u>	<u>Vote</u>
Phoebe Wright for Sharon Bartley	Aye
Kara Brooks	Aye
Lynn Clayton-Prince	Aye
Danny Smith	Aye
Tracy King	Aye
Cathy James	Aye

8. The CPMT meeting was adjourned at 10:37 a.m. The CPMT's next regular meeting will be held on April 28, 2022.

These minutes were approved at the 4/28/2022 CPMT meeting with a vote of 8/10.

Cathy James
Powhatan CPMT Attending Officer or Member

Lynn Clayton-Prince
Powhatan CPMT Attending Officer or Member