COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT) MINUTES

May 17, 2022 2:00 PM

WARREN COUNTY GOVERNMENT CENTER – CAUCUS ROOM

Board Members Present: Mr. Robertson, Mr. Hirsch, Mr. Stollings, Ms. Shirley, Ms. Cullers, Ms. Heritage, Mr. Martz, Ms. Cook

Staff: Ms. Amankrah, CSA Coordinator

Guests: Major Driskill, Captain Cline (will be voted in as members of the board after six months if all parties agree this is beneficial for WCSO, FRFP & CPMT)

FAPT Representative: None

Recording Secretary: Ms. Breeden

Call to Order: The meeting was called to order by Mr. Hirsch at 1:35 pm. (All members were contacted at least 30 minutes prior to the meeting starting, all that were able to attend the 2:00 pm were still able to be in attendance.)

Adoption of Agenda: Ms. Heritage made a motion to approve the agenda, Ms. Shirley seconded the motion. Motion Approved

Approval April 2022 Minutes: Mr. Stollings made a motion to approve the minutes as written, Ms. Cullers seconded the motion. Motion Approved

Public Comment: Is intended as an opportunity for the public to give input on relevant issues and not intended as a question-and-answer period. *There were no comments from the public. (This was verified at both the beginning of the meeting and at 2:00 pm since the meeting started early.)*

Financial Report:

Mr. Robertson presented the financial statement. Mr. Robertson noted this is the second month in a row that the budget has been under projection but realizes that this is the exception, it is expected to return to normal soon. CPMT will be in shortfall, therefore, the transfer of $140,000 (local) and $260,000 (state) for a total of $400,000 is before the Board of Supervisors. The financial report led to a discussion of community mentoring and how that could be addressed. Major Driskill offered insight as to how the Sheriff's Department could be involved in this. Mr. Hirsch suggested adding community mentoring to the agenda for the next few months. Ms. Heritage and Major Driskill will look for paperwork or information used in the past.

Old Business:

Enhanced Maintenance: The team presented a highly informative PowerPoint regarding VEMAT and why Enhanced Maintenance exists. Thank you to Mr. Martz for presenting. Mr. Phillips was not in attendance; the team will meet again when they are able.

WC FAPT/CPMT Policy: There was a separate meeting with Ms. Amankrah, the following decisions were agreed upon: Mr. Martz will write a policy for Family First, Ms. Heritage will write a policy for UMUR, Mr. Stollings will write the policy regarding case management and meetings, Mr. Hirsch and Ms. Shirley will review CPMT policy. This is to complete prior to the August 2022 meeting.

Memo from Dr. Pandel: Ms. Shirley made a motion to accept the memo, created by Dr. Pandel, in full, including using the checklist with the FAPT supervisor being responsible to approve all documentation being submitted, beginning July 1, 2022; Ms. Cullers seconded the motion. Motion approved.

Case management assignments for court and parental referrals: CPMT will continue to email or call if there is a court and/or parent referral that needs to be assigned to a case manager and the CSA coordinator will keep a rotating list of record for these assignments.

FAPT IFSP-website and paperwork: This is a work in progress to get all necessary paperwork on the website.

Contract Approval- Restorative Youth Services: Ms. Amankrah emailed Ms. Jordan requesting her to come speak regarding the contract approval discussed in the April 2022 meeting, she is waiting for a response but during a previous discussion it was mentioned that it was up to the CPMT to allow or not allow the contract change. Ms. Amankrah will advise if there is further information.

Rate Increases for July 1: During the April 2022 meeting, it was agreed that Ms. Amankrah will present any increase that is 5% or more to CPMT. Ms. Amankrah presented EAS Winchester (10-30% increase), Intercept (8% increase), NCG (13% increase), NW (20-30% increase) and VA Home for Boys and Girls (22-35% increase). CPMT discussed each agency and why they may have the increase. CPMT agreed to table NCG. Ms. Shirley made a motion to approve all rate increases except for NCG which is tabled at this time, Ms. Cullers seconded the motion. Motion approved.

Rate setting for special education: Ms. Amankrah advised CMPT July 1 is the date the private day school rates can increase up to 2%. There are schools that are raising their rates more than 2%. Mr. Stollings made a motion that Ms. Amankrah can send a letter to schools raising their rates more than 2% that at this time CPMT can only pay the 2% increase and CPMT will know more July 1, 2022, regarding continuing contracts of locations raising rates more than the allotted 2%, Ms. Heritage seconded. Motion approved.

New Business:

Family team meeting alternative: Two meetings have been held using an alternative for FAPT. These are cases that did not require CSA funding, so CPMT suggested using Family First meetings instead. The paperwork required will be a consent, an address log and a template for the team leader to complete. Ms. Cullers made a motion to accept the above paperwork as well as the following steps to be followed: the Assistant Commonwealth Attorney will contact CSA, CSA office will convey the information to the most appropriate agency, the case manager & facilitator will be from the same agency and will have the family sign a consent, the case manager will complete the address log, CSA office will set up the meeting including the zoom link and the meeting invitation, the case manager and facilitator will staff before the meeting, the facilitator complete the template and provide to CSA coordinator, CSA coordinator will provide the information to the courts; Ms. Heritage seconded the motion. Motion approved. (CPMT would like this to be in effect prior to July 1, 2022.)

Chair Rotation: Mr. Hirsch suggests a two-year rotation, keeping the same order but ensuring CPMT chair and FAPT chair are not from the same agency.

Ms. Shirley made a motion to change the policy to a two-year chair rotation, assuring CPMT/FAPT chair are not the same agency, with the allowance of revisiting if there is a hardship, changing language regarding court services; Ms. Cullers seconded the motion. Motion approved.

Ms. Cullers made a motion to appoint the FAPT chair be appointed from WCPS for one year as of July 1, 2022, with CPMT appointing the chair each July 1, assuring CPMT/FAPT chair are not the same agency, Ms. Shirley seconded the motion the motion. Motion approved.

Adoption Assistance changes: Ms. Amankrah advised the VEMAT process is changing.

SLAT: There is a proposed guidance, but it has not yet been approved. Ms. Amankrah will share that information once she receives it.

Community Service Needs: There are no community service needs mentioned at this time.

Discussion/Updates:

Brown Bag Training: Wednesday, May 25, DSS & WCPS presenting BID and Foster Care at the Public Safety Building. Ms. Amankrah will send the flier today. June 29, 2022, will be at Northwestern.

Pending CPMT Items:

CQI – Continuous Quality Improvement – Deferred until COVID State of Emergency is lifted

FAPT Satisfaction Survey – Regional Online FAPT Survey/Parent Survey – Frederick County CSA Coordinator taking the lead on this project – December 2020: Deferred until COVID State of Emergency is lifted. CPMT will create a survey to verify CPMT is meeting all requirements.

Closed Session:

On a motion by Ms. Shirley, seconded by Ms. Heritage, and by the following vote, the Community Policy and Management Team entered into a closed session under the provisions of Section 2.2-3711(A)(4) for the protection of the privacy of individuals in personal matters not related to public business; he further moved discussion be limited to case reports of the Family Assessment and Planning Team (FAPT):

Mr. Robertson- aye, Mr. Hirsch- aye, Mr. Stollings- aye, Ms. Shirley- aye, Ms. Cullers- aye, Ms. Heritage- aye, Mr. Martz- aye

Certification by Individual Roll Call:
On a motion by Ms. Heritage, seconded by Mr. Stollings, and by the following vote, the Community Policy and Management Team certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(4) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body:

Mr. Robertson- aye, Mr. Hirsch- aye, Mr. Stollings- aye, Ms. Shirley- aye, Ms. Cullers- aye, Ms. Heritage- aye, Mr. Martz- aye

Approval of Matters Discussed in Executive Session:

On a motion by Mr. Stollings, seconded by Ms. Cullers, and by the following vote, the CPMT approved all FAPT case reports as discussed or amended in closed session:

Mr. Robertson- aye, Mr. Hirsch- aye, Mr. Stollings- aye, Ms. Shirley- aye, Ms. Cullers- aye, Ms. Heritage- aye, Mr. Martz- aye

MOTION TO ADJOURN:
On a motion by Ms. Cullers, seconded by Ms. Heritage, and by unanimous vote, the CPMT adjourned the meeting at 3:35 PM. Motion approved.