<u>CPMT Meeting 7/19/22</u>

Members Present:

Vicki Cook (Supervisor Fork District) – Jessica Amankrah (CSA Coordinator) – Katie Heritage (CPMT chair, NWCSB) – Matt Robertson (Finance Director) – Jerry Stollings (DJJ) – Leea Shirley (VDH) – Cheryl Cullers (Supervisor South River District)

Members Present Online:

Jon Martz (DSS)

Members Absent:

Lonnie Phillips

Call to Order:

Ms. Heritage called the meeting to order at 2:03 PM and was then opened by Ms. Cullers with a seconded motion by Mr. Stollings. The minutes for the previous meeting were approved shortly after.

Ms. Heritage stated that there as no public comment at this time.

The floor was then opened to Mr. Robertson to provide an update on the financial report for the end of FY 21-22, with which he commented that there will be approximately 7K left over and if any adjustments are needed they will be brought to CPMT but as of now things were "looking good to get to the end of the year.

Old Business:

Ms. Heritage opened old business with the Warren County FAPT CPMT Policy. Ms. Amankrah stated that she had spoken with Ms. Heritage who had been working with Dr. Pandel regarding the UM/UR. She has also talked to the FAPT team about them being responsible for looking at FAPT policies per CPMT's decision so that they are aware that they will be doing revisions and trying to set up a meeting before the next FAPT. Mr. Stollings asked Mr. Martz if he had any updates but none were provided at that time.

Ms. Heritage then moved to the topic of the Website and Paperwork forms that IT was working on for Case managers. Ms. Amankrah stated that Ms. Emily Ciarrochi (Deputy Clerk to the BOS) uploaded various forms, training videos, consent forms, and brown bag trainings to the County website under the CSA page and commended her for her hard work in getting them in. However, she has faced some difficulty with putting the budget sheet there due to formulas in the excel spreadsheet that do not compute with a PDF. After Ms. Amankrah offered suggestions to resolve this, Ms. Cook suggested that it be copied to a JPEG image instead of a PDF. Ms. Amankrah continued by stated these documents are password protected but not all. The CSA welcome to FAPT brochure is NOT password protected as well as other docs that the case managers wouldn't necessarily use.

The next topic Ms. Heritage moved to was Restorative Youth Services which is the contract that concerned the correct amount of insurance and if they needed more, but a decision was initially put off to August to see if they would be willing to get more. Ms. Amankrah stated that she has emailed the facility and that they will contact their insurance company, but she has yet to hear back from them.

Ms. Heritage then brought up rate increases with which Ms. Amankrah stated that they had tabled the NCG rate increases in May to get FPS's but looks like a 10% increase across the board for their services. Mr. Stollings asked if it needed to be approved or if it was just informative. Ms. Amankrah stated that it was just informative due to the amount of the increase. Ms. Cook then asked Mr. Robertson is this increase also increased the ceiling of the total County Budget. Mr. Robertson stated that it would not.

The next topic addressed by Ms. Heritage was Special Education rates. Ms. Amankrah stated that the spreadsheet is to be filled out by the Private Schools and have until August 15th to send that to CSA so it can be put in as a Purchase Order.

New Business:

Ms. Heritage asked for clarification on who the Vice-Chair as and Ms. Amankrah stated that it was Ms. Shirley.

Ms. Amankrah announced that the Board of Supervisors approved a part time position for the CSA office. She has spoken with HR and have created the job description so that it can be advertised but she does not see it on the County Website as of now. This person would be responsible for taking the minutes. Ms. Cullers mentioned that it was uncertain where they would be placed in the building, but Ms. Amankrah expressed that some ideas were in motion. She went on to say this individual would work 20 hours a week approximately and would work Tuesday, Wednesday, and Thursday to be available for various meetings.

The next topic was budget allocations and Ms. Amankrah stated that she has send out numerous memos just to inform on the budget for CSA, the wrap around budget, and the non-mandated budget so to show how much the state has allocated for Warren County.

Ms. Heritage then stated that invoices have to be in by August 5th from vendors and asked if letters have been sent. Ms. Amankrah stated that letters and emails have been sent out with the August 5th deadline and if they are not submitted by then, they will not be paid, and will also need approval.

Ms. Heritage then addressed the change to the Code regarding Parent Reps on FAPT. Ms. Amankrah stated that it is an official change in the Code of Virginia that addressed the difficulties of finding proper parent representations on FAPT teams and that employees could not be those reps, but that now has changed and is reflected in the code. Ms. Cullers asked if that change applied to both FAPT and CPMT. Ms. Amankrah stated that she was certain it had for

FAPT but was not certain about CPMT but said it most likely was but she would confirm. Ms. Heritage asked who the parent rep was for CPMT, and Ms. Amankrah stated that it was Ms. Philips.

Ms. Heritage asked if anyone present had any community needs that they would like to discuss. Ms. Amankrah stated that community needs have not been discussed for a few months but mentioned that homelessness and giving DSS access to the showers in the building where special services is also located.

Ms. Cullers then mentioned the upcoming Drug Court and the mentoring programs being offered in correlation to it and if those needs could be addressed on a CSA level for children or parents going through the Drug Court. Ms. Amankrah stated that only of they were already CSA clients, and that the only other way funding could be accessed is if the administrative budget doesn't have to be tied to a specific child. Mr. Stollings then commented that most of the adults that are involved in Drug Court generally have DSS involvement which could easily involve their children and DJJ, and further commented that they all tie together. He then stated that he would like to see connected entry points and therefore can have all organizations connected. Furthermore, Mr. Stollings then stated that one of the failings of Juvenile Drug Court was that they were focused on the child only which was flawed because the child had no real control over their environment and stated that all factors need to be properly addressed and not just the individual in Court. Ms. Heritage then suggested that Drug Court be the primary focus for the August Brown Bag. Mr. Martz via Zoom chat stated that he can chat with "Beth" and that the meeting is scheduled for August 24th.

Pending Items:

Ms. Heritage stated that CQI is on hold due to Covid and the state of emergency has been renewed on a federal level but not on a state level. Ms. Amankrah then commented on the new parental satisfaction survey currently being produced and passed around examples to everyone present. Ms. Heritage asked when these would be given to the parents after every contact or at the end of services etc. Ms. Amankrah commented on how these were distributed in the past and emphasized that it was on the OCS website that it could be changed or adjusted as it seemed fit.

Mr. Stollings stated that Frederick County has resumed this survey and expressed his enthusiasm for working on hit here as well. Ms. Heritage asked about the requirements of the survey and if it were part of the strategic plan. Ms. Amankrah said that it is part of the plan but it was not technically required. It was agreed that they would hold off on the survey until they knew exactly how they wanted to approach it with regards to distribution etc. However, Ms. Shirley stated that she did not want it to go to the case managers and that the survey would not technically be the case manager but who "we" are paying for such as the TFC agency and so on.

Ms. Heritage stated that the Covid State of Emergency was renewed for another 90 days but on a federal level but not a State Level and Ms. Amankrah did renewed Zoom for another year and dud express the convenience of having digital options and its benefits.

Ms. Heritage then moved the meeting into closed session at 2:41 PM and lasted until 2:58 PM and the meeting was then adjourned

Case session started at 2:41 PM

Close Session Ended at 2:58 PM