

**Albemarle CPMT  
Charlottesville CPMT  
VIRTUAL  
Joint Committee Meeting Minutes  
Wednesday  
August 18, 2021**

**Present:** Kevin Kirst, Erin Callas, Lori Allshouse, Beth Baptist, Sue Moffett, Misty Graves, Mary Stebbins, Ashley Marshall, Christa Galleo, Jennifer Wells, Neta Davis, Martha Carroll, Katie Ralston, Bob Roach and Kevin Wasilewski

**Absent:** Michelle Busby, Tarn Singh

Quorum for Albemarle: Yes  
Quorum for Charlottesville: Yes

*Neta Davis, Chair for Albemarle CPMT, called the meeting to order at 3:32 pm  
Neta Davis read the following statement:*

“This meeting is being held pursuant to and in compliance with Ordinance No. 20-A (16), An Ordinance to Ensure the Continuity of Government During the COVID-19 Disaster. The members who are electronically present at this meeting are... [Kevin Kirst, Erin Callas, Sue Moffett, Misty Graves, Katie Ralston, Ashley Marshall, Christa Galleo, Jennifer Wells, Neta Davis, Martha Carroll, Mary Stebbins, Rob Roach and Kevin Wasilewski]. The opportunities for the public to access and participate in the electronic meeting are posted on the Albemarle County website [www.albemarle.org/community/county-calendar](http://www.albemarle.org/community/county-calendar).”

**Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda including Minutes and Financial Reports**

**Presenter:** Chair

**Discussion/Summary:** Neta asked if there were any changes for the Agenda. Jennifer asked members to state their name when making motions. Hearing no motions Neta asked for a motion to approve the agenda and consent agenda

**Documents/Resources:** August Agenda, July minutes and July and Q4 financial reports

**Next Steps/Action(s) Taken:** Beth Baptist made a motion to approve the agenda and consent agenda for Charlottesville CPMT. Sue Moffett seconded. Neta asked if all in favor say aye. There were no members opposed. Lori Allshouse made a motion to approve the agenda and consent agenda for Albemarle CPMT. Mary Stebbins seconded. Neta asked if all in favor say aye. No members were opposed. Both motions were approved.

**Agenda Item: Presentation- 4<sup>th</sup> Quarter FY21 Kevin W and Bob Roach**

**Presenter:** Kevin Wasilewski for Albemarle and Bob Roach for Charlottesville

**Discussion/Summary:** Albemarle cases are slightly lower with a 6% decrease, but cost is up. Congregate care this year so far is \$700,000, last year it was at \$350,000 that match is 56% vs neutral matches of 45%-22% match. Difference in local increase has a lot to do with increase in congregate care in Albemarle County. Kevin asked for questions. July expenditures for FY22 is usually slow to submit. Mostly rental payments not much data for what we will see in FY22. Kevin asked for questions on that. Kevin will see us in the fall. Bob Roach is presenting for Charlottesville. The numbers in Charlottesville July FY21 the numbers are down. There have been a number of adoptions, they spiked in the middle of the fiscal year but have dropped. There was a spike in special ed in the schools. Number of unduplicated youths are at a 20% decrease from last year. The pandemic had an effect on numbers. School was not in session and they were not getting referrals. Bob asked if there are any specific questions. If he doesn't know the answer he will find out. Hearing none Bob left the meeting.

**Documents/Resources** sent out by email

**Next Steps/Action: informational**

**Agenda Item: Action-Approval of Provider Agreement Revisions-Albemarle and Charlottesville**

**Presenter:** Katie Ralston and Jennifer Wells

**Discussion/Summary:** Neta asked if there was any discussion on the provider agreement revisions for the Albemarle and Charlottesville.

**Documents/Resources** sent out by email

**Next Steps/Action: Martha Carroll made a motion to approve the provider revision for Albemarle. Erin Callas seconded. Neta asked all in favor to say aye. None opposed. Sue Moffett made a motion to approve the provider revisions for Charlottesville. Beth Baptist seconded. Neta asked all in favor to say aye. No members were opposed. Motions approved for Albemarle and Charlottesville.**

**Agenda Item: FAPT Update**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Katie said there wasn't much of an update for Charlottesville. They are looking at how FAPT might look going forward. Charlottesville local government is not going to be open before October. They are discussing whether meetings continue to meet virtually or will they go back to in person meetings. Overall FAPT is going pretty well. There is more parent participation meeting virtually. Jennifer said on the Albemarle side, she sent out the FAPT survey results to CPMT showing that there has been a significant decrease in surveys coming back because they were mailed vs handing out. The feedback they are getting is positive. Albemarle also continues meeting virtually and Jennifer is not sure when they would consider to start

meeting in person. Albemarle sent out provider satisfaction surveys in July. Charlottesville will start sending theirs out in September.

**Documents/Resources:** n/a

**Next Steps/Action(s) Taken:** informational

**Agenda Item: Review of Routine FC Expenses and FAPT Approve Expenses**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Jennifer asked if there were any question about the FC expense forms sent out for Albemarle? No questions this month

**Documents/Resources:** n/a

**Action:** n/a

**Agenda Item: CSA Coordinator Update**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Jennifer wanted to point out the Board and Commission form for Albemarle CPMT. The form is due to the BOS Clerk in early September. Jennifer took this form to Program to get their feedback. Most of Program's feedback was about the challenges they are facing. They listed out the five service gaps. They also wanted to note the impact that the pandemic has had on provider availability resulting in long wait lists. There is also a reduction of the number of providers that are available. Jennifer asked if we should include any feedback on milestones and accomplishments. Lori Allshouse asked if we looked through all the minutes, we could pull information from them. One good milestone are good conversations about the data over the past year. It should be considered a celebration how we pivoted to virtual services we were able to do that to continue meeting. Although it should be noted that there were some months that CPMT didn't meet, the attendance was strong when we did. Neta said there was a lot of work done on UR. There was the Provider satisfaction survey soliciting family voice in treatment planning and were their cultural difference respected? Another accomplishment was a team of folks went to evidence-based practices training the state provided. Multiple people were represented on that team.

**Documents/Resources:**

**Next Steps/Action(s):** Jennifer will submit this report to the BOS Clerk before the due date of 9/6/21

**Agenda Item: OCS Communications**

**Presenter:** CSA Coordinators

**Discussion/Summary:** No OCS memos for August

**Documents/Resources:**

**Next Steps/Action(s):**

### **Agenda Item: Program Committee Update**

**Presenter:** Christa Galleo

**Discussion/Summary:** Jenny Jones covered the chair position for Program's August meeting. Katie said they are moving forward with the UR review around mentoring cases. Region Ten is ready to move forward. There is a group that attended the evidence-based practices. It was pushing evidence based practices that are covered by Families First. Is this what our community needs? Should a subgroup be formed to help figure out what kind of evidence-based services we need. The only other thing was we have had conversations about Program being a public body? Albemarle and Charlottesville's interpretations do not agree on where Program lands in that distinction. It was asked did we add the two separate questions to the survey getting separate feedback from the parent and from the child? Katie confirmed that it was added. A question was asked about CHINS services and what other kind of services could be useful? Katie said these are all ongoing conversations.

**Documents/Resources:**

**Next Steps/Action(s):** informational

### **Agenda Item: Work Plan Review-Update of tasks**

**Presenter:** Chair and CSA Coordinators

**Discussion/Summary:** We need to fill in the work plan with dates and assignments. Jennifer shared the work plan on the screen so members could see as the document is worked on. We have some blank spots to fill in. **Should we invite judges to attend CPMT?** Martha would be happy to ask but she has not known any judges to ever attend a meeting. They have attended best practices or court user meetings. Christa hasn't heard of any of those meetings being scheduled. It might be easier for Judges to attend virtual meetings vs in person. Misty asked what we want to achieve by inviting Judges. Do we have written documents or videos or specific questions to ask the Judge that could be provided and not require the Judge's attendance? Lori was thinking the same thing and is glad Misty brought that point up. Misty wondered if the Board/Commission report could be shared with the Judges regarding what we can and cannot do with CSA. Neta asked if the Court Users meeting might be a good place to share information. Are there any date and assignments around the Court User Meeting? Are there any brave folks who want to take stab at this task and what would the estimated date of completion be? Might Martha and Christa be good folks to feel out the judges? Is it realistic? Martha said she could follow up on status of court users meeting and could deliver information to the Judges and bring back, to CPMT, feedback. Anything that CPMT and Program wants to provide. There have not been any broad court user meetings because of the pandemic. **Onboarding of CPMT members.** This could fall under the CSA coordinators. Neta asked if Katie and Jennifer could devise an Orientation packet/draft for new members. Part of the onboarding should be having new CPMT members attend FAPT and Program meetings. As well as completing an OCS tutorial. Neta would like that OCS tutorial to be shared with everyone on CPMT. It could be a benefit to all. Misty would also appreciate this and possibly it would be beneficial to have annual refreshers for CPMT members. It would be an agenda item. Jennifer said she thinks it would be very helpful especially as we head into audit season. It would great for members to have a better understanding of

their roles. Erin remembers watching one but doesn't know how many videos are available. Sue said she went through the financial reporting video and it was helpful. Neta asked for Jennifer and Katie to give us dates when that could be completed.

**Misty will put her name by the document glossary terms.** She has a document, will look over it and update and get it completed. Katie said we can certainly look at Misty's draft then send out to other members to add their information. The next goal is challenging. **Members would be bringing individual information from advocacy groups.** Katie asked if there was a specific thing, we are wanting to look at regarding advocacy groups. Could these groups report out? Program and CPMT have a standing agenda item for reporting out from agencies. Katie reminded back when members gave presentation on their agencies/initiatives. It was helpful for CPMT members to understand how things are connected and what was going on in the different agencies. Lori asked if the desired outcome is to advocate on state and local levels so funding can help the community? Neta says that is how she understands it. Jennifer said that a great example of this is when OCS wanted to take SPED, and it put back under DOE. CPMT we did not agree with that actions, so we asked our school representatives to go to advocacy groups to give feedback and to make arguments against that action. Giving information that would help CPMT send a feedback letter to OCS supporting or not supporting. This is one that is for everyone and will be looked at on a case-by-case basis ongoing. On the Agenda when we do the agency updates can there be a reminder about advocacy groups? (ok) **Finalizing Outcome data.** Is it worth trying to have a smaller workgroup work on these issues? The data work group worked on the data dashboard in the past. It was sort of a hit or miss way to look at these items. Albemarle does have Tamara Ryan, OPA, it would take her a lot of time to look at all the data. Part of what CPMT talked about was the financial reports. Is there a better way to look at that information to make it more meaningful? What exactly would be more helpful when looking at the reports? Again, do we need a smaller workgroup to look at data on a regular cycle? Neta asked if it is best to revise the data group with more focus on comparative data between Albemarle and Charlottesville with a focus on the facial make up of CSA mandates? Neta asked if there was someone who was willing to head a group to look at the financial reports and to talk to Albemarle and Charlottesville (Kevin and Bob?). Neta is willing is to be part of the group but does not want to be the lead. Would it be better to have a smaller group of people are savvier with financial reports? Katie wonders if we should ask Kevin and Bob to come to a regular meeting to help with discussion on changing the financial reports. Sue asked if we would be willing to approach UVA to help us with doing data report on child welfare thru UVA. Mary said we have one being done with Foster Care that is still in process and one that is completed. Mary said they would love to collaborate with us but it prob will not be this academic year. maybe in the spring. UVA data lab is doing the work. Sue Moffett is happy to reach out. If they cannot do it maybe they can suggest somebody. Sue doesn't feel we have the capacity or expertise to develop action items from that date. Misty mentioned that when Kevin talked about congregate care and why the price had gone up Misty felt that was really helpful to her. Lori asked if we could go ahead and get Kevin and Bob to come and talk about the reports and look at trend and compare longer term trends? Neta agrees it would be great to have Bob and Kevin come talk about the financial data. Neta said there is a lot of data out that shows racial inequity. The data was shared in a meeting, it hits us in the face, but we don't act or mitigate negative impact. In many groups that Neta is in this is common. Martha said that is why

the Georgetown Group was created. They thought initially they would look at racial equity and they are also looking at other areas and are hopeful they can make some progress. Misty asked if we could add markers on the agenda to prompt discussion. The CQI tool is looked at annually. Katie remembers the most recent time it was reviewed was in February. Neta asked if it should be done more frequently? Would that help in looking at goals? Katie said there are seven markers that are given to us by OCS. She isn't sure if it would be helpful. Misty says doing it more than annually might interfere with our more focal points that we have set. Katie says she does not feel the CQI tool looks at our focus. Jennifer cautions CPMT that if you look at the CQI tool annually that is what we commit to. If we list that we will look at it more often OCS will hold us to that. Katie and Jennifer can look for racial disparity data and bring to CPMT. Is there somebody in the group that is strong in data and could look at the data and present it CPMT? Katie believes she and Jennifer could look for the data and see what they can find. Possibly they could bring the data quarterly. Katie doesn't believe she can duplicate what Kaki did with the data group but if she and Jennifer can find the kind of data, she thinks we want she is willing to give it a try. Katie said they could pull the data from online sources. Katie and Jennifer will talk about what data they can get from the OCS website. Katie said they can work to put something together for September meeting. If they cannot have the data this quickly, at least they will be able to bring comments back to CPMT in September. Regarding the provider feedback on performance, Katie said that survey that goes out to families but does not ask for specific provider names. Program could work on the 3 under 4.3. Misty asked about feedback when we have to choose provider availability? How can we increase diversity? Jennifer said this is one of the goals. It is more about CPMT members taking steps to ensure that diversity is in the system. It's a way to acknowledge a way to recognize this goal that has been set. Misty asked how would we know if members are doing this? Lori said Albemarle did a climate survey that included questions about diversity. Beth asked if we are trying to increase diversity? Or trying to keep diversity? Neta said the intention was to increase diversity, to reflect the types of families we are servicing. Ashley asked about measures that go across the jurisdictions to measure success. Each agency should have that goal. When filling positions on boards and commission keeping racial diversity in mind when appointing people to serve. The only current parameters we have on FAPT and Program are on senior level positions. There has been turnover on FAPT and Program when positions come open there should be thoughts on who would best fill a role keeping diversity in mind. Katie isn't sure how much targeted recruitment can be done around filling parent representative positions. A round table with agencies having discussion on DEI would be a great place to start. Would this be on the CPMT agenda vs trying have a separate meeting?

#### **Documents/Resources:**

**Next Steps/Action(s): Kevin and Bob will be invited to a future CPMT meeting to discuss the Financial reports. Misty will send the glossary document to Lisa who will send it out to CPMT members to add their terminology. Will add DEI Round Table discussion to the agenda under agency updates. Neta said we will work on updating the layout of the work plan and clarify the wording of one of the goals.**

**Agenda Item: Agency Updates****Presenter:** Chair

**Discussion/Summary:** Albemarle needs CPS workers. Albemarle has a new Director. Kaki Dimock. Sue Moffett said CDSS needs foster care workers. Neta said that Region Ten is very bummed about the delta variant. They are looking at ways to keep staff and clients safe. This is impacting the re-opening of their Women's center. There is a workforce challenge that is affecting the people that are in their care. Martha stated that Court Services has been at phase 2 but because of the infection level they have had to reduce services back to phase 1. City schools are ready to open up next week. Excited to open but still need teachers. Kevin said Albemarle is in the same boat. Still looking for teachers but opening next week. Lori said every year ABRT is where human services agencies can apply for funding. There is APRA money that will be available also. Erin said she cannot believe we are still dealing with covid. The Health Department is trying to hire and still provide services equal to pre-pandemic levels. When the Health Dept hires they have to state whether they had a diverse panel for hiring. Beth said they will be working with the health department on shot clinics.

**Documents/Resources:****Next Steps/Action(s):** informational**Agenda Item: Other Business from CPMT Members****Presenter:** All**Discussion/Summary:** Neta asked if there was any further business for CPMT. No**Documents/Resources:****Next Steps/Action(s):** informational**Agenda Item: Discussion/Nomination of CPMT Chair for Charlottesville.****Presenter:** All**Discussion/Summary:** Neta asked if anyone would like to nominate someone for Charlottesville Chair?**Next Steps/Action(s):** Sue Moffett nominated Misty Graves. Beth Baptist seconded. Neta Davis asked Charlottesville CPMT to raise their hands to approve. None opposed. Misty Graves is now the chair for Charlottesville CPMT.

*Neta Davis, Chair for Albemarle CPMT, adjourned the meeting at: 5:04 pm*

**Next scheduled meeting: September 15, 2021 @ 3:30-5:00 Virtual meeting by ZOOM**

Respectfully Submitted:

Lisa Jordan