

**Albemarle CPMT
Charlottesville CPMT
VIRTUAL
Joint Committee Meeting Minutes
Wednesday
NOVEMBER 17, 2021**

Present: Katie Ralston, Beth Baptist, Erin Callas, Sue Moffett, Jennifer Wells, Christa Galleo, Martha Carroll, Misty Graves, Mary Stebbins, Ryan Davidson, Neta Davis

Absent: Michelle Busby, Tarn Singh

Quorum for Albemarle: Yes

Quorum for Charlottesville: Yes

*Misty Chambers, Chair for Charlottesville CPMT, called the meeting to order at 3:32 pm
Misty 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... [Martha Carroll, Beth Baptist, Erin Callas, Mary Stebbins, Sue Moffett, Neta Davis, Misty Graves, Katie Ralston, Jennifer Wells, Kevin Kirst, Christa Galleo, Ryan Davidson]. 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.”

When Ryan Davidson joined the meeting, he was welcomed, and introductions were made.

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

Presenter: Chair

Discussion/Summary: Misty asked everyone to take a look at the consent agenda. Hearing no additions or changes she asked for motions to approve for Charlottesville and Albemarle.

Documents/Resources: November Agenda, October minutes and October financial reports.

Next Steps/Action(s) Taken: Beth Baptist made a motion to approve the consent agenda for Charlottesville. Martha Carroll seconded. Erin Callas made a motion to approve the consent agenda for Albemarle. Martha Carroll seconded. Both motions were approved.

Agenda Item: Action-Local Policy Revision Approval-Albemarle/Charlottesville

Presenter: CSA Coordinators

Discussion/Summary: Local Policy needs to be updated to allow CPMT to approve the UR service for children. Misty asked if there comments or questions from the team. Hearing none, Misty asked for motions form Albemarle and Charlottesville.

Documents/Resources: Child Specific Utilization Review Criteria and Referral Process
Next Steps/Action: Neta Davis made a motion to accept policy changes for UR for Albemarle. Christa Galleo seconded. Sue Moffett made a motion to accept policy changes for UR for Charlottesville. Beth Baptist seconded. Both motions passed.

Agenda Item: FAPT Update

Presenter: CSA Coordinators

Discussion/Summary Albemarle is having high numbers of CHINS cases. There are cases that Region Ten is having trouble finding placements for. If they are unable find a Medicaid provider then CSA would have to cover the cost. Kevin asked if this included cases that he is working for. He might have to place out of state and the price is going to be a big impact. Katie said Charlottesville has seen more parental agreement cases. They have a case they are having trouble finding placement possibly due to contracts or a new trend of places not accepting Medicaid. Neta said the child world mimics the adult world. The impact of the pandemic and other stressors are overall affecting families. Teenage suicide rates are up, the bed capacity and workforce stabilization are impacting availability of beds. The Pandemic hit and services have changed causing an impact on mental health of children and adults. She expects it to continue to get worse for a while. A question was asked if there were any suggestions or what we could do to address this? Neta replied that they have not had a high vacancy rate. They have stayed at 2% from Region Ten's prospective. ICC has stayed stable. She is not sure what could solve these issues. The residential piece is the part that Region Ten is struggling with.

Documents/Resources: n/a

Next Steps/Action(s) Taken: informational

Agenda Item: Review of Routine FC Expenses and FAPT Approved Expenses

Presenter: CSA Coordinators

Discussion/Summary: No Routine FC expense forms for November. No questions on the FAPT approved expenses

Documents/Resources: n/a

Action: n/a

Agenda Item: CSA Coordinator Update

Presenter: CSA Coordinators

Discussion/Summary: CSA Coordinators submitted the public comment for the family engagement policy. Jennifer said the work group on non-mandated funding is working to set up the first meeting. It will likely be after the first of the year.

Documents/Resources: n/a

Next Steps/Action(s): n/a

Agenda Item: OCS Communications**Presenter:** CSA Coordinators**Discussion/Summary:** A Memo was sent out letting us know that OCS has hired the person who will be looking at low performing programs and will be reaching out to CSA programs. Jennifer and Katie don't feel this will apply to Charlottesville and Albemarle**Documents/Resources:** Administrative Memo #21-16**Next Steps/Action(s):** informational**Agenda Item: Program Sub-Committee Update****Presenter:** Christa Galleo**Discussion/Summary:** Christa reported that Program had been waiting on language to be approved for UR and now that CPMT has approved this language they will move forward. Katie said that the work groups are being formed to get people to the table to talk about services for CHINS youth. Misty asked if service providers will be included in the groups. Christa said there will be people from the schools, Community Attention and DSS. Service Providers will eventually be brought into subgroups but not in the first round of meetings.**Documents/Resources:** n/a**Next Steps/Action(s):****Agenda Item: Other Business- Work Plan Review****Presenter:** Chair and CSA Coordinators**Discussion/Summary:****Financial Reporting:** Last month when CPMT met there was a robust financial presentation. Misty wanted to open a conversation about what was good, what is working? What is not working? What did we like about the presentation and what the reports currently look like? From Charlottesville, Sue Moffett said the presentation was helpful and that Charlottesville has decided to compare month to month. Neta Davis said it was super helpful to have Kevin Wasilewski go over the match rates. She feels as we look at the financial reports, she prefers to have the presenter share screen and point information out instead of having to flip through paper or electronic forms. (specifically, at quarterly presentations) Katie Ralston agreed that was helpful. Kevin Kirst loves the pie charts and summary but also likes to understand the limitations. He likes how Kevin Wasilewski can look at the figures and say that he sees trends. Kevin Kirst wonders if we can have an archive of the financial reports to have past data to understand the storms or why there is a rosy outlook ahead. Misty Graves appreciated the patience that Kevin Wasilewski and Bob Roach had with the group when giving the presentation. Misty asked what would our feedback be? Having them share screens and move cursor to show what they are talking about. Can we compare years with historical perspective and highlight what storms are in the forecast? We should be able to share information on what we should be paying attention to. Do we need to change what is on the quarterly reports? Do they need to change the structure for the quarterly presentations? Katie said she and Jennifer can talk to Kevin Wasilewski and Bob

Roach and let them know that they don't really need to change the layouts of the financial reports, but could they please present the quarterly reports by sharing their screens and pointing at sections of the reports. CPMT would also like to hear a comparison with previous year and give heads up on trends they see coming. Kevin Kirst has a question about the concept of budget. He would love to see the financial reports reflect what our projections and allocations will be. Where is the money going? More discussion. Comparison between the City and County could also be helpful.

Format of Template; Jennifer and Katie will get back together to work on the acronyms. Katie asked Neta if she can share a template that Region Ten uses. Katie and Jennifer have struggled to find a template they could use. Neta said hers is excel and its very simple. Katie said they are looking for simply. Neta will send that sample to Katie and Jennifer. Misty said the goal is to make it easier to update and change items on the document. Katie said it would be nice for us to be able to look at the document and easily be able to see what has been accomplished.

Round Table discussion DEI: Currently Goal 5 is to ensure diversity in the CSA system and that Program, CPMT and FAPT are reflective of the community. CPMT needs members to look at diversity when recruiting for Program and FAPT. Misty referenced the two documents sent out with the meeting documents. We will use those documents as a starting point. Misty asked what thoughts people they had as looked those two models. Sue thanked Misty for the samples. Sue feels like we need a plan as we review policies for language and if anyone had any suggestions. (contracts UR documents anything we have discretion over and can modify). Ryan mentioned Hoy in the County as a resource. Neta said when she reviewed the two documents it remarkably rang true and can feel overwhelming. Changing the way, we operate and sharing power is easier to talk about than actually doing. This will take a lot of time, work, and commitment to this large process. Misty asked if members were thinking about their own organization or from the lens of CPMT? Martha said she was looking at it more from the lens of her own organization She feels there are things they are doing and more to do. She did not focus on the CPMT side of it. Misty only looked at it from her own organization. Most of her time is spent there and she has more control over it. Thinking about CPMT and our group functioning and representing it was interesting to think about this as a member of CPMT. Different level of knowledge of what goes on in her own agency whereas she doesn't know all the ins and outs of what goes on in CPMT. Neta agrees it is hard to think about applying this to CPMT. She will own that that we have tried to make improvements with parent reps. It is an opportunity to recruit people with experience and background would bring diverse voices to the table. She wants to revisit paying the parent reps. Misty said a parallel process with our organizations and CPMT. Think about policy of who has to be on CPMT, Program and FAPT. Going through policy may highlight some things that we can change. Kevin said that could be part of the process. What changes can CPMT do immediately? There are requirements, roles and liability that comes with some of the work. We need to balance the huge community responsibility with inviting more voices to the group. Katie said there is value starting with small steps. Misty is also thinking about the intention behind the goal. What is the end game? Neta said she didn't know what the end game is. It could be impacting the dis-proportionate number of kids of color entering the system? Moving toward representation of all people. Misty thinks that CPMT has a responsibility

to the community and the kids that we serve. We all have a responsibility to become more representative of the populations we serve. If aren't representative what is our responsibility? One thing she thought is that we continue to have these conversations and become aware that we are doing due diligence. How can we use this tool moving forward? How might we rework this goal? Misty asked for suggestions. Kevin said we need a self-assessment to be able to start to reflect from an organization level. There is credibility to starting with our home base and how it influences and how we bring forward our best. Then we can look at what we can do collectively. It will help to have something on the agenda to lead us into a tangible discussion. Kevin can reach out to his equity specialist to ask if there is a parallel tool that we could possibly use. Neta says she likes what Kevin said. She sees a lot of benefit. She struggles that we could do this forever with all our agencies being on different levels. Will we ever get to the CSA process? The conflict and blank look come from being overwhelmed. Neta said can we take Kevin up on consulting with the equity specialist and in our discussion save a space for discussions. Misty said at next meeting we could ask folks to utilize the tools to do a self-assessment. To come prepared at the next meeting to say where their agency is at, what are things they are doing that are on their goals list. Erin said that we might needs someone outside of the group to evaluate or facilitate? Misty said yes, Self-Assessment is one thing. having an objective assessor is another thing. Maybe using the self-assessment would help everyone get to know each other as a starting point. As we meet monthly and check on goals maybe its time to open up the CSA manual and form a subcommittee. Kevin said that as we start, we have done retreats and work sessions. Maybe a facilitator (like in strategic planning) could assist in working with the group. He can imagine a time and place for a facilitator down the road. Misty asked if there any additional suggestions for next month.

Documents/Resources:

Next Steps/Action(s): Suggestion to use tools to give an update to folks on what each member organization is doing towards DEI. Adding to the agenda for December

Agenda Item: Other Business- Agency Updates

Presenter: CPMT members

Discussion/Summary:

Documents/Resources: Beth said she has a six-month grandson she is babysitting and that is what is new in her personal world. Erin said that 5–11-year-old covid shots have rolled out using DEI to make sure all have access to the vaccines. Good success in the last week of people coming out to get the vaccine. The Health Department is looking to bring back the pre-pandemic services. Martha said Christa touched on the Georgetown group on CHINS. They are focusing on bringing community people into the work groups. They will do some family engagement training in January. Mary has a quarterly meeting that bumps up to 3:00 so she might be late but thinks it will be ok. Christa also has a quarterly meeting that also goes until 3:00 Ryan said his biggest issue is BOS meetings that end around 3;00 he is going to be late. Katie said that we need to start talking about when we will go back to meeting in person. Jennifer said the county is continuing to meet virtually. This is not under the state emergency. Until the county ordinance changes the county will continue to meet virtually and we can not reserve meeting rooms. Sue said the city doesn't have capacity to do hybrid meetings

(virtual and in person) but if the county is willing to host the hybrid meetings possibly, we can continue meeting hybrid.

Next Steps/Action(s): bring this back to the December meeting with more information on this hybrid meeting model

Agenda Item: Other Business- Meeting Time

Presenter: CPMT members

Discussion/Summary:

Documents/Resources: Misty stated that it seems like recent meetings are running over or feeling rushed. She asked the group if it might be helpful to start meeting at 3:00 and try to end at 4:30. She asked if there was any problem with starting meeting at 3:00 vs 3:30? Kevin said that if we start at 3:00 he might be late because of staffing shortages. He would be agreeable to the change. Ryan will probably be late as well because of BOS meeting that runs until 3:00. Mary and Christa also have a meeting that currently runs until 3:00. Misty recommended trying to start the meeting at 3:15 for next month.

Next Steps/Action(s): informational

Misty Chambers, Chair for Charlottesville CPMT, adjourned the meeting at:4:49 PM

Next scheduled meeting: December 15, 2021 @ 3:15-5:00 Virtual meeting by ZOOM

Respectfully Submitted:
Lisa Jordan