

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Thursday
October 5, 2023**

Present: Jennifer Wells, Jenny Jones for Sue Moffett, Misty Graves, Alice Micklem, Rachel Rasnake, Ryan Davidson, Mary Stebbins, Erin Callas, Katie Ralston, Kevin Kirst, Ellen Krag for Neta Davis, Christa Galleo, Andre Key, Asheley Marshall

Absent: Tammy Johnston, Neta Davis, Sue Moffett

Guests: Annette Larkin

Quorum for Albemarle: Yes
Quorum for Charlottesville: Yes

Call to Order:

Mary Stebbins, Chair for Albemarle CPMT, called the meeting to order at 9:04 A.M.

Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda including Minutes, Financial Reports including Foster Care Expense Reports & FAPT approved expenses.

Presenter: Chair

Discussion/Summary: Mary asks for motion of approval of the consent agenda for Charlottesville and Albemarle to include the financial reports and August minutes. Mary asks for any questions regarding foster care and FAPT approved expenses. No questions.

Next Steps/Action(s): Ryan Davidson makes a motion to approve for the county. Erin Callas seconds. Motion approved. Erin Callas makes a motion to approve for the city. Misty Graves seconds. Motion approved.

Agenda Item: Presentation – Audit Entrance Conference

Presenter: Annette Larkin

Discussion/Summary: Annette Larkin joined the meeting virtually and provided information regarding the onsite audit for Albemarle County, including details on what specifically will be reviewed for CSA. Annette will be onsite from November 14th-16th to look through case files for the audit.

Next Steps/Action(s) taken: Informational.

Agenda Item: Action Item – Local Policy Revision

Presenter: Chair

Discussion/Summary: Katie mentioned that the City Attorney looked at the policy regarding background checks, and they had some changes to make to the policy regarding the information shared when it comes to providers with barrier crimes coming to CPMT for approval. Jennifer said she also sent it to the County Attorney, and they

agreed on the same thing, so Charlottesville and Albemarle can have the same policy. Jenny Jones, sitting in for Sue Moffett, expressed concerns regarding what the discussion would look like if those crimes come forward and we cannot share specific information. Ryan and Misty explained that there could be information shared about the barrier crime itself and the service provided, and CPMT can decide based off that without revealing names. Mary suggested creating a matrix/evaluation to aid in the decision-making process.

Next Steps/Action(s) taken: Erin Callas makes motion to approve for the county. Alice Micklem seconds. Motion approved. Rachel Rasnake makes a motion to approve for the city. Asheley Marshall seconds. Motion approved.

Agenda Item- FAPT Update

Presenter: CSA Coordinators

Discussion/Summary: Jennifer mentioned that FAPT has been having an ongoing discussion regarding proper documentation and justification for services requested. Katie agreed.

Next Steps/Action(s) Taken: Informational

Agenda Item- CSA Coordinator Update

Presenter: CSA Coordinators

Discussion/Summary: Katie mentioned the City had their onsite audit last week and Annette found some issues regarding lapses in CANS assessments, so there is a potential for chargebacks. Alice Micklem asked about having CANS for siblings receiving services. Mary mentioned that every child receiving services funded by CSA needs to have a CANS, even though in Family Prevention, all funding is under one child. The lapses in CANS was a weakness discovered 4 years ago during the last audit for the city, so we need to find a way to ensure that CANS are being done in a timely manner. Katie suggested not allowing cases to come to FAPT unless they have an up-to-date CANS, and that should help the issue. Annette also mentioned IFSP documentation and including more information regarding progress towards goals and family involvement. Housing was also a big discussion with Annette, but that discussion is ongoing.

Jennifer sent around a new confidentiality agreement for the new fiscal year for everyone to sign. Jennifer wanted to remind CPMT that the CSA conference is this month. Jennifer also mentioned the DMV reports for providers and the safe driving policy, which the County driving policy was sent out with the meeting materials – CPMT needs some sort of policy regarding parameters around providers who are providing transportation for clients. Jenny Jones mentioned it could be the same as the city, but they have not yet looked back at what the city policy says. Katie asked if CPMT wanted to look at the city and county policies themselves or if CPMT would like her and Jennifer to look them over and provide a draft of the policy for CPMT to review. Mary said she would be happy to look over them and report back to CPMT. She will need a copy of the city's policy.

Next Steps/Action(s) Taken: Informational

Agenda Item- Program Sub Committee Update

Presenter: Program Chair

Discussion/Summary: The program chair is named as a voting member according to our local policy and the BOS needs to appoint members by name, so there is a question as to whether or not CPMT wants the program chair to be a voting member of CPMT. If so, Alice will need to be named and appointed by the BOS. CPMT agreed they want to continue to have the program chair as a voting member. Alice said program discussed the utilization of non-mandated funds. She said they were going to look further into it to make a decision as to how they can utilize those funds and if they can use those funds for other early prevention needs. Katie looked into it and found out that the city has over \$500,000 of non-mandated funds to use. Jennifer said the county has significantly less - about \$121,000.

Next Steps/Action(s) Taken: Informational

Agenda Item: OCS Communications

Presenter: CSA Coordinators

Discussion/Summary: OCS sent a memo that explained they had rescinded the 2% rate for private day.

Next Steps/Action(s) Taken: Informational

Agenda Item: Discussion and Engagement- Review of Work Plan

Presenter: All

Discussion/Summary: CPMT was scheduled to have a retreat, which is typically during the spring, but CPMT had previously agreed to do it during the fall for budget reasons. However, it was never scheduled, so Jennifer asked what CPMT wanted to do about that. Misty said she thinks it would be fine to push the retreat to next month. Ryan and Kevin agreed part of the retreat should include year end reports from Kevin Wasilewski and Bob Roach.

Next Steps/Action(s): Working lunch retreat scheduled for November 8th 12pm-2pm.

Agenda Item: Discussion and Engagement- Legislative Updates

Presenter: All

Discussion/Summary: N/A

Next Steps/Action(s): N/A

Agenda Item: Discussion and Engagement- DJJ Truancy Update

Presenter: Christa Galleo

Discussion/Summary: For the month of September, there were 0 petitions and 0 diversions for both city and county.

Next Steps/Action(s): Informational

Mary Stebbins, Chair for Albemarle CPMT, adjourned the meeting at: 10:26 A.M.

Next scheduled meeting: November 2, 2023, at 9:00-10:30 A.M. in person meeting will be located at 5th Street County Office Building in Room 231 within Social Services area.

Respectfully Submitted:

Taylor Ellis