

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Thursday
November 2, 2023**

Present: Jennifer Wells, Misty Graves, Alice Micklem, Ryan Davidson, Mary Stebbins, Erin Callas, Katie Ralston, Kevin Kirst, Neta Davis, Christa Galleo, Andre Key, Lauren Diggs-- for Rachel Rasnake, Asheley Marshall

Absent: Tammy Johnston, Sue Moffett, Rachel Rasnake, Andre Key

Guests: Bob Roach and Ashley Struzik

Quorum for Albemarle: Yes
Quorum for Charlottesville: Yes

Call to Order:

Mary Stebbins, Chair for Albemarle CPMT, called the meeting to order at 9:08 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 September minutes. Mary asks for any questions regarding foster care and FAPT approved expenses. No questions.

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

Agenda Item: Presentation – FY23 Year End and FY24 Q1 Financials

Presenter: Bob Roach

Discussion/Summary: Bob Roach gave his presentation on FY23 year end and FY24 Q1 financials for the city. CSA expenditures have continued on a downward trend. Down 3% in FY23 from FY22. The average cost per case has increased. Not a lot of expenditures for Q1 of FY24. Expenditures are down a bit from previous years due to the delayed provider agreements at the beginning of FY24.

Next Steps/Action(s) taken: County tabled for December.

Agenda Item: Action Item – Provider Revision

Presenter: Chair

Discussion/Summary: The county has a provider revision for Grafton – this has been reviewed and approved by the county attorney. The city also has a provider revision for Braley & Thompson– this has also already been reviewed and approved by the city attorney.

Next Steps/Action(s) taken: Both motions passed.

Agenda Item: Action Item – Policy Revision

Presenter: Chair

Discussion/Summary: The DMV/driving policy – The city’s policy was brought to the county attorney, and he said it was not a legal question of which policy to use but a matter of preference, so it is up to CPMT. Keeping it simple would be ideal, so the county CPMT wants to take on the same policy as the city policy.

The city had some local policy revisions as well that were brought forward as a part of feedback from the audit. These include: removing language for submitting to DBHDS information for children who cannot obtain acute or residential facilities; update to records management: city- Printed documents are maintained in the CSA folder through the fiscal year, at the end of the fiscal year, documents are maintained the agency file; city maintains electronic CSA documents on secure internal drive on city’s network; county- printed CSA documents are maintained in the CSA folder and maintained in accordance with the LVA Records Retention and Disposal Schedule GS-15; included exemption for parental contribution on parental placement; and removed all language regarding DCSE referral process.

Next Steps/Action(s) taken: Will bring revised DMV Policy to CPMT in December for approval. Mary asked for a motion from the City and County for the local policy revisions. Asheley Marshall makes motion to approve for City. Alice Micklem seconds. Motion passed. Erin Callas makes motion to approve for County. Alice Micklem seconds. Motion passed.

Agenda Item: Action Item – PSSF Community Needs Assessment

Presenter: Program Chair

Discussion/Summary: Alice advised that Program had discussed the community needs assessment and they had made recommendations for CPMT review.

Next Steps/Action(s) taken: Will bring back for CPMT approval in December.

Agenda Item- FAPT Update

Presenter: CSA Coordinators

Discussion/Summary: Katie says they have still been seeing a lot of requests for material support, which they have been looking at closely. She said a lot more questions will come forward now due to the audit and they are trying to pay more attention to the IFSPs and making sure there is enough information regarding progress towards goals.

Next Steps/Action(s) Taken: Informational

Agenda Item- CSA Coordinator Update**Presenter:** CSA Coordinators**Discussion/Summary:** Jennifer met with the administrative assistant in the County Attorney's office, Ayana Thurston, who is working to get Albemarle CPMT members appointed by the BOS by name (not position). She will be reaching out to DSS, ACPS, and local government for what she will need from them. Jennifer is asking Region Ten, CSU, and Health Dept. to send a letter signed by their respective agency director appointing the CPMT designee and their alternate (if applicable). Jennifer will follow up with those individuals.

Katie gave some more information regarding the preliminary report from the audit. This information was found while collecting documentation from case reviews. There will likely be charge backs that the city will have to pay. The city will also need to change some of the processes regarding CANS, which has been a continued problem.

Next Steps/Action(s) Taken: Informational**Agenda Item- Program Sub Committee Update****Presenter:** Program Chair**Discussion/Summary:** Discussion already had during PSSF Needs Assessment.**Next Steps/Action(s) Taken:** Informational**Agenda Item: OCS Communications****Presenter:** CSA Coordinators**Discussion/Summary:** OCS sent a memo that explained expenditures should be local only if the parent refuses to sign the consent form to for information to be shared between the school and local CSA office. Looking into revising CSA release to include this consent.**Next Steps/Action(s) Taken:** Informational**Agenda Item: Discussion and Engagement- Review of Work Plan****Presenter:** All**Discussion/Summary:** Kevin Kirst advised that he will be stepping down as CPMT rep for ACPS and Ashley Struzik, Assistant Director of Special Education, will be coming on. They will attend the retreat and then Ashley will be attending CPMT moving forward.**Next Steps/Action(s):** Retreat scheduled for Nov 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: N/A

Next Steps/Action(s): Informational

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

Next scheduled meeting: December 7, 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 Purdy