

**Albemarle CPMT  
Charlottesville CPMT  
VIRTUAL  
Joint Committee Meeting Minutes  
Wednesday, October 21, 2020**

**Present:** Katrina Lee, Jenny Jones, Erin Callas, Suzanne Fladd, Katie Ralston, Kevin Wasilewski, Martha Carroll, Misty Graves, Cheryl Lewis, Phyllis Savides, Neta Davis  
**Absent:** Kaki Dimock, Diane Kuknyo and Lori Allshouse

Quorum for Albemarle: Yes  
Quorum for Charlottesville: Yes

*Phyllis Savides, Chair for Albemarle CPMT, called the meeting to order at 3:34 pm*

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

**Presenter:** Chair

**Discussion/Summary:** Phyllis advised CPMT that there is a revision to the agenda. We will postpone item 4-B. Phyllis asked Charlottesville for a motion to approve the revised consent agenda including the Agenda, Minutes and Financial Reports. Phyllis asked Albemarle for a motion to approve the revised consent agenda including the Agenda, Minutes and Financial reports.

**Documents/Resources:** October Agenda, September minutes, financial reports

**Next Steps/Action(s) Taken:** Martha moves to approve revised agenda and financial reports. 2<sup>nd</sup> by Erin for Charlottesville. For Albemarle Erin made motion to approve. Suzanne 2<sup>nd</sup> both motions approved.

**Agenda Item:** Presentation: quarterly Financial Reports

**Presenter:** Kevin Wasilewski for Albemarle and Diane Kuknyo for Charlottesville

**Discussion/Summary:** Kevin started with FY20 stating that we were up 5% in CSA costs. The cases being slightly less by three from FY19 Match rate lower, 59% at neutral reimburse rate. 37% at lower rate. Only 4% at the higher match rate. Looking at the graph on last page. Expenses are up the last two years. Looking similar to Fy2016. Kevin was able to get extra money from OCS to close out FY20. FY21 so far this year we have not received a lot of expenditures. Everything seems to be coming in slowly this year. There are funds that have been approved but invoices haven't come in to be paid. Expenditures are about the same as they were at this point in FY20. Since it is very early in the year there isn't much to glean off of this report currently. Suzanne stated that the schools aren't getting the level of requests for placements they usually get due to kids being home. Interesting to see how that changes as the year goes on.

**Documents/Resources:** reports sent out by email

**Next Steps/Action(s) taken Charlottesville quarterly financials were not discussed as Diane Kuknyo was unable to attend.**

**Agenda Item:** Presentation-OCS CQI Tool-Review and Discuss

**Presenter:** Kaki Dimock

**Discussion/Summary:** CPMT will postpone this item. We need to gather more data that was asked for. The requirement is to do annually, and it was done in February. We would also like for Kaki to be present.

**Documents/Resources:**

**Next Steps/Action(s) taken: Postponed to future date.**

**Agenda Item: Action Item: Provider Agreement Revisions**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Albemarle has one provider revision for an out of state placement. Kansas City Behavioral Health Holdco, LLC. The County Attorney has reviewed and approved the changes made by the provider. We have a youth through Region Ten that we are trying to place who had been previously in residential treatment. Region Ten has tried to maintain this youth in the community but there have been significant difficulties. All placements in Virginia, Delaware, MD, Arkansas and Pennsylvania have been exhausted. A program was found in Kansas that seems appropriate. CPMT received what our County Attorney compiled in terms of the agreed upon changes. Kevin Wasilewski was able to sign off on Friday. The Tentative placement date is 10/29/20. There have been some medical issues that had to be handled before he could be placed. Suzanne has been involved with the family for nine years and this placement is needed. Shout out to Region Ten on their great work on this case. Phyllis asked if there were any questions regarding the agreement. Phyllis asked for a motion to approve the revisions from Albemarle CPMT.

**Documents/Resources:** documents sent by email.

**Next Steps/Action(s) Taken: Suzanne Fladd made a motion to approve the revisions for Kansas City Behavioral Health. Martha Carrol seconded. Motion approved.**

**Agenda Item:** FAPT Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** Both Charlottesville and Albemarle are still conducting FAPT meetings virtually. Still going well. Quite a few parents are participating. Cheryl said sending out the surveys by the Albemarle FAPT had been resumed as of July. When they are sent out by mail, they typically do not get quite as many responses back vs handing them out in person at the meeting. Cheryl also said the CSA conference is happening next week virtually and many of the Albemarle FAPT members plan to attend.

**Documents/Resources:**

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

**Agenda Item:** Review of Routine Foster Care Expenses/FAPT approvals

**Presenter:** CSA Coordinators

**Discussion/Summary:** Phyllis asked if there were any questions hearing none, we moved to next agenda item.

**Documents/Resources:** FAPT documents sent by email

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

**Agenda Item:** CSA Coordinator Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** Katie said she did not have much of an update for this month. She hasn't seen a breakout of the sessions yet for the CSA conference. She hopes to have information to report back to CPMT in November from the conference. Phyllis asked if there were any questions for Katie or Cheryl. None

**Documents/Resources:**

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

**Agenda Item:** Review of OCS Communications

**Presenter:** CSA Coordinators

**Discussion/Summary:** Katie stated that this information is timely and should be a complement to the CQI tool. Katie, Jennifer and Cheryl met to look over the current Utilization practices in place. They are considering use of an additional survey to beef up what is already being done.

**Documents/Resources:** Memo # 20-10-New and Improved Utilization Reports

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

**Agenda Item:** Program Committee Update

**Presenter:** Jenny Jones

**Discussion/Summary:** Program discussed UR and Parent Surveys. Program wants to use the UR process in looking at Mentors, possibly taking a random sample and applying additional UR. Mentoring is a service used a lot by both the Charlottesville and Albemarle. As everyone is getting used to connecting virtually, it might be possible to utilize an online survey tool to broaden and enhance our family engagement efforts in obtaining feedback regarding service delivery. Katie and Jennifer came up with a draft survey based on the draft in the UR document. Jennifer is going to talk with Tamara Ryan (Manager of Program Accountability for Albemarle) on the specifics of deploying this type of survey. They are looking at the best way to get the survey out to a broader group of folks. Phyllis asked if there were any questions for Jenny. None.

**Documents/Resources:** n/a  
**Next Steps/Action(s) Taken:** informational

**Agenda Item:** Work-plan Review  
**Presenter:** Kaki Dimock  
**Discussion/Summary:** Postponed connected to postponement of CQI Data Tool review  
**Documents/Resources:**  
**Next Steps/Action(s) taken:** to be rescheduled

**Agenda Item:** Agency Updates-  
**Presenter:** Chair(s)  
**Discussion/Summary:** Martha said she has gotten feedback regarding the Capstone Project. Their official launch will happen after the 1<sup>st</sup> of the year and it will now be virtual.  
**Documents/Resources:**  
**Next Steps/Action(s) In the next month or so invites will be sent out to everyone.**

**Agenda Item:** Other Business from CPMT Members  
**Presenter:** All  
**Discussion/Summary:** nothing for this month  
**Documents/Resources:**  
**Next Steps/Action(s) taken informational**

*Phyllis Savides, Chair for Albemarle CPMT, adjourned the meeting at: 3:54 pm*

**Next scheduled meeting: November 18, 2020 3:30-5:00 Virtual meeting by ZOOM**

Respectfully Submitted:  
Lisa Jordan