

## CPMT STANDING AGENDA

- Approval of previous minutes
- Funding information
- Collection of parental contributions
- Utilization Management (local and statewide data)
- Long range planning/measurable performance
- Funding of monthly FAPT cases

- Closed Session:

***"Pursuant to Section 2.2-3711 (A) Code of Virginia, I move that the Prince Edward County Community Policy and Management Team convene to a closed meeting for the purpose of discussion with the Family Assessment and Planning Team representative regarding case presentations exempted from open session as authorized by Section 2.2-3711 (A) (1) Code of Virginia."***

***"I move that a certification be approved stating the Prince Edward County Community Policy and Management Team while in closed session discussed only public business matters lawfully exempted from the open meeting requirements as stated in Virginia Law and that only such public matters as were identified in the motion convening the closed meeting were heard, discussed or considered."***

Old Business:

OCS Audit Preliminary Findings

Parent Representative Ad/Recruitment

New Business:

N/A

Closure

Prince Edward County  
Community Policy and Management Team (CPMT)  
September 22, 2022

Members Present: Doug Stanley, CPMT Chairman  
Erica Hazelwood, School Representative  
Kim Allen, DSS Representative  
Kara Comer, Court Service Unit Representative  
Taylor Allen, Private Provider Representative

Members Absent: Pam Wallace, Crossroads Services Board Representative  
Karen Townsend, Health Department Representative  
Carolyn Jones, School Representative

Non-Voting Members: Crystal Baker, CSA Coordinator/FAPT Chairperson

Guest: Cheryl Stimpson, Previous CSA Coordinator/FAPT Chairperson

The CPMT Meeting for September 22, 2022 began at 9:35 am. A motion was made by Kara Comer to approve the meeting minutes from August, 2022 with correction in name spelling for Kara Comer. Erica Hazelwood seconded the motion. All other members approved the minutes as well.

Standing Agenda Items:

- a. Funding Information: Members briefed on current state of funds for current fiscal year (see attached).
- b. Collection of Parental Contributions: No parental contribution payments received this month. Beginning in August, 2022, the parental co-payment form must be submitted to the CSA Coordinator prior to youth being put on the FAPT agenda. Attempts are being made to get parental co-payment forms from parents of youth already receiving services. The CPMT discussed utilizing DSS income information. The policy manual will need to be reviewed and possibly re-written to include verification of income through DSS or the CSB per recommendation from OCS during the audit.
- c. Utilization Management: Team members were provided with the Case Due Date spreadsheet with the items that are missing from the case files.
- d. Long Range Planning/Measurable Performance: Long Range Planning discussed during the OCS findings (Old Business).

Old Business:

OCS Preliminary Findings: The team discussed the findings of the audit and what has already been completed with regards to the findings. CSA webpage

has been created on the County website; the Policy Manual has been updated with the changes recommended and has been distributed; by-laws have been changed to include a rotation beginning in January, 2023; Strategic Plan was discussed and members are currently working on finding measurable ways to gauge the programs' success. To be discussed further at next CPMT meeting.

Parent Representative (FAPT and CPMT): We have placed an ad in the Farmville Herald to run August 17 and August 24, 2022 to find parent representatives for both the FAPT and CPMT teams. Each member present in August received a copy of the ad, job descriptions for both team representatives, and a citizen volunteer form to aid in trying to find representatives. Applications have not been received at this time. Members will continue to reach out to fill this position. Ms. Hazelwood requested the documents be sent to her and she will distribute the ad to parents that may be interested at her parent meeting next week.

#### New Business:

No new business at this time.

#### Closed Session:

Doug Stanley moved that Pursuant to Section 2.2-3711 (A) Code of Virginia, I move that the Prince Edward County Community Policy and Management Team convene to a closed meeting for the purpose of discussion with the Family Assessment and Planning Team representative regarding case presentations exempted from open session as authorized by Section 2.2-3711 (A) (1) Code of Virginia. The motion was seconded by Kim Allen and approved by unanimous vote. Crystal Baker presented recommendations of the September, 2022 FAPT meeting. Mr. Stanley moved that a certification be approved stating the Prince Edward County Community Policy and Management Team while in closed session discussed only public business matters lawfully exempted from the open meeting requirements as stated in Virginia Law and that only such public matters as were identified in the motion convening the closed meeting were heard, discussed or considered. This motion was seconded by Kara Comer and approved by a roll-call vote: Comer, aye; Allen, aye; Stanley, aye (list all names – this is only vote that is a roll call). Upon motion by Kara Comer with second by Erica Hazelwood, the CPMT approved funding all cases as presented.

There being no further business, the meeting adjourned at 10:30 am. The next CPMT meeting is scheduled for October 21, 2022 at 9:30 am in the 3<sup>rd</sup> Floor Board of Supervisors Conference Room.