

## 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:

Strategic Plan

Parent Representative Ad/Recruitment

New Business:

None

Closure

Prince Edward County  
Community Policy and Management Team (CPMT)  
November 17, 2022

Members Present: Doug Stanley, CPMT Chairman  
Erica Hazelwood, School Representative  
Kim Allen, DSS Representative  
Kara Comer, Court Service Unit Representative  
Pam Wallace, Crossroads Services Board Representative  
Karen Townsend, Health Department Representative  
Taylor Allen, Private Provider Representative

Members Absent: Carolyn Jones, School Representative

Non-Voting Members: Cheryl Stimpson, CSA Coordinator/FAPT Chairperson

The CPMT Meeting for November 17, 2022 began at 9:40 am. Kara Comer, with a second from Kimberly Allen recommended approval of the minutes of the October, 2022 minutes. 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). We will need to ask for a supplement in the coming months based on the purchase orders encumbered, but CSA Coordinator will wait until we show more expenditures before doing so.
- b. Collection of Parental Contributions: Four invoices for Parental Co-payments were mailed on 10/24/2022. One parent has already submitted their payment; one parent contacted the CSA Coordinator to explain that she had lost her job since she had completed the form, and CSA Coordinator emailed her a new form and asked her to complete the form and submit income verification. The CSA Coordinator has not received the new form from that parent, nor has she received any information from the other two parents. Case managers are aware, as per the policy manual that the parental co-payment form must be submitted to the CSA Coordinator prior to youth being put on the FAPT agenda; any FAPT package submitted without the parental co-payment form will be held until the information is received. 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. We currently do not have any items overdue. Pending items on the spreadsheet are for December and January.
- d. Long Range Planning/Measurable Performance: Long Range Planning was discussed during old business.

## Old Business:

Parent Representative (FAPT and CPMT): We 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 presented the information for the parent representative at her scheduled meeting and she will also present the information again at her Special Education Advisory Committee (SEAC) meeting in November. Ms. Hazelwood also stated that she would give the information to each of the schools for them to present to parents at the PTO meetings.

Strategic Planning: Cheryl drafted the strategic plan based on what was presented and provided the information to the CPMT at the November meeting. Members will review the documents between November and the January meeting and we will allot additional time in January to discuss the plan at that time.

## 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 Taylor Allen and approved by unanimous vote. Cheryl Stimpson presented recommendations of the November, 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 Kim Allen and approved by a roll-call vote: Hazelwood, aye; Allen, aye; Stanley, aye; Wallace, aye; Townsend, aye; Allen, aye; Comer, aye – (this is the only vote that is a roll call). Upon motion by Kara Comer with second by Karen Townsend, the CPMT approved funding all cases as presented.

There being no further business, the meeting adjourned at 10:05 am. The next CPMT meeting is scheduled for December 15, 2022 at 9:30 am in the 3<sup>rd</sup> Floor Conference Room.