

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:

Parent Representative Ad/Recruitment

New Business:

None

Closure

Prince Edward County  
Community Policy and Management Team (CPMT)  
December 15, 2022

Members Present: Doug Stanley, CPMT Chairman  
Erica Hazelwood, School Representative  
Kim Allen, DSS Representative  
Bernadine Abernathy, Court Service Unit Representative  
Cyntina Bagley, Crossroads Services Board Representative  
Taylor Allen, Private Provider Representative

Members Absent: Carolyn Jones, School Representative  
Karen Townsend, Health Department Representative

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

The CPMT Meeting for December 15, 2022 began at 9:35 am. Erica Hazelwood, with a second from Kimberly Allen recommended approval of the minutes of the November, 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 12/07/2022. 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. The items currently overdue are the Parental Co-payment forms as discussed above. Pending items on the spreadsheet are for January and February 2023.
- d. Long Range Planning/Measurable Performance: Long Range Planning will be discussed at the January 2023 meeting.

## 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 provided the information to the principals at each school, as well as the PTA representatives. Mr. Stanley asked the CSA Coordinator to ask Trey Pyle to put it up on our Facebook page and Ms. Hazelwood will attach our Facebook post to the PE County Schools Twitter.

## 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 Kimberly Allen and approved by unanimous vote. Cheryl Stimpson presented recommendations of the December, 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 Erica Hazelwood and approved by a roll-call vote: Hazelwood, aye; Allen, aye; Stanley, aye; Bagley, aye; Allen, aye; Abernathy, aye – (this is the only vote that is a roll call). Upon motion by Kimberly Allen with second by Bernadine Abernathy, the CPMT approved funding all cases as presented.

There being no further business, the meeting adjourned at 10:00 am. The next CPMT meeting is scheduled for January 12, 2023 at 9:30 am in the 3<sup>rd</sup> Floor Conference Room.