

Prince Edward County  
Community Policy and Management Team (CPMT)  
February 16, 2023

Members Present: Kim Allen, DSS Representative, CPMT Chairperson  
Erica Hazelwood, School Representative  
Cyntina Bagley, Crossroads Services Board Representative  
Karen Townsend, Health Department Representative  
Taylor Allen, Private Provider Representative

Members Absent: Doug Stanley, BOS Representative  
Kara Comer, Court Service Unit Representative  
Carolyn Jones, School Representative

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

The CPMT Meeting for February 16, 2023 began at 9:35 am. Erica Hazelwood, with a second from Karen Townsend recommended approval of the minutes of the December, 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 02/10/2023. One parent has already submitted their payment. 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 have four items that are overdue (parental co-payment forms that have not been returned; a copy of an IEP, and a late Consent form). The Consent form was provided at this CPMT meeting. The Pending items on the spreadsheet are for late February and March.
- 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 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 reviewed the document and discussed the goals for the Strategic Plan. Because the team was missing several members, the CPMT agreed that the goals were good, but they did not want to assign due dates or responsible parties without the other members.

## New Business:

MHI Funding. Cyntina Bagley briefed the CPMT on the MHI funding initiative and how the program is for non-mandated youth. The current policy is for the youth to go through FAPT, with CPMT approval. However, there will be a meeting on Friday, February 17<sup>th</sup> to discuss how the process can be streamlined to decrease the amount of time it takes for a youth to receive services.

## Closed Session:

Kimberly Allen 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 Cyntina Bagley and approved by unanimous vote. Cheryl Stimpson presented recommendations of the February 2023 FAPT meeting. Mrs. Allen 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; Bagley, aye; Townsend, aye; Allen, aye – (this is the only vote that is a roll call). Upon motion by Cyntina Bagley with second by Karen Townsend, 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 March 23 at 9:30 am in the 3<sup>rd</sup> Floor Conference Room.