

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

Strategic Plan discussion

New Business:

None

Closure

Prince Edward County
Community Policy and Management Team (CPMT)
March 23, 2023

Members Present: Kim Allen, DSS Representative, CPMT Chairperson
Jena Fowlkes, School Representative
Cyntina Bagley, Crossroads Services Board Representative
Doug Stanley, BOS Representative
Melissa Edwards, Court Service Unit Representative
Taylor Allen, Private Provider Representative

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

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

The CPMT Meeting for March 23, 2023 began at 9:35 am. Cyntina Bagley, with a second from Taylor Allen recommended approval of the minutes of the February, 2023 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 may need to ask for a supplement in the coming months based on possible purchase orders arising from a new case, 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 3/13/2023. Payment was received from one parent. Although 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, we are still missing two parental co-payment forms; from this point forward, 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 per recommendation from OCS during the audit. CPMT members suggested should the policy manual change occur, language should be added to the Parental Co-payment form that if the form is not received after two attempts, DSS income verification will be utilized.
- 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 three items that are overdue (parental co-payment forms that have not been returned; and a late Consent form). The Pending items on the spreadsheet are for mid-March.
- d. Long Range Planning/Measurable Performance: Long Range Planning was discussed during old business.

Old Business:

Parent Representative (FAPT and CPMT): We continue to advertise for Parent Representatives for both teams through the County Website. We have still not received any applications for the representatives. Members of the CPMT will continue to reach out to fill this position.

Strategic Planning: We did not discuss the strategic plan at this time because several key members were not in attendance. We will discuss the draft strategic plan at the April 2023 meeting.

New Business:

None

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 Doug Stanley and approved by unanimous vote. Cheryl Stimpson presented recommendations of the March 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 Doug Stanley and approved by a roll-call vote: Allen, aye; Bagley, aye; Allen, aye; Jena Fowlkes, aye; Melissa Edwards, aye – (this is the only vote that is a roll call). Upon motion by Doug Stanley with second by Jena Fowlkes, 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 April 20, 2023 at 9:30 am in the 3rd Floor Conference Room.