

Prince Edward County
Community Policy and Management Team (CPMT)
May 23, 2024

Members Present: Kara Comer, Court Services Representative-CPMT Chairperson
Cyntina Bagley, Crossroads Services Board Representative
Kimberley Allen, DSS Representative
Jenna Fowlkes, School Representative
Samantha Bain, Private Provider Representative

Members Absent: LeTina Giles, Parent Representative
Karen Townsend, Health Department Representative
Doug Stanley, PE County Board of Supervisors Representative

Guests: None

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

The CPMT Meeting for May 23, 2024, began at 10:12 am. Kimberley Allen, with a second from Samantha Bain, recommended approval of the April 2024 minutes. All other members approved the minutes, as well.

Standing Agenda Items:

- a. Funding Information: CSA Coordinator provided funding information to all members; attached. A supplement was approved for FY24; however, after entering encumbrances, it appears there may be a need for an additional supplement prior to the end of the fiscal year. CSA Coordinator will follow up with CPMT Chair, Kara Comer, if the need for approval arises.
- b. Collection of Parental Contributions: Based on the new requirements for parental co-payment, we do not currently have any parents responsible for co-payment.
- c. Utilization Management: CPMT members were provided with a copy of the Case Due Dates spreadsheet. DSS and the schools will work together to obtain necessary information.
- d. Long Range Planning/Measurable Performance: None for this month

Closed Session:

Kara Comer 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 Jenna Fowlkes and approved by unanimous vote. Lelia Cristo presented recommendations for the May 2024 FAPT meeting. Ms. Comer 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 Cyntina Bagley and approved by a roll-call vote: Allen, aye; Bagley, aye; Bain, aye; Fowlkes, aye (this is the only vote that is a roll call). Upon motion by Kimberley Allen with second by Jenna Fowlkes, the CPMT approved funding all cases as presented.

Old Business:

FAPT/CPMT Parent Representative: All positions for FAPT and CPMT have been filled; Donna Woodson has agreed to serve as the parent representative for FAPT.

New Business:

- a. Court Ordered Referrals to Interdisciplinary Team/FAPT: The team discussed court ordered referrals related to truancy or other such matters and the procedures related to these referrals. It was suggested that court ordered referrals should be heard, at the request of the court, with proper consent to exchange provided; however, the submission of a completed referral packet would not be required at the time of the initial referral to the team. Upon review and recommendation, the individual/agency responsible for presenting the case to the team would provide written notice to the court of the team's recommendations. Additionally, it was suggested that these specific referrals from the court be heard separate from the regular monthly FAPT cases/referrals, so as not to confuse the two. Upon the court's order for services, any referral agency or individual should then prepare a referral packet and submit to the team as a FAPT referral; the referral packet would include the referral forms, CANS, Consent to Exchange Information, and the IFSP. All members agreed that additional research will be done to review Prince Edward policies as well as Virginia CSA policies; the information will be reviewed at the next CPMT meeting.
- b. DSS-Child Safety Placement Agreements & Emergency FAPT meetings: Kimberley Allen advised the team that effective July 1, 2024, new procedures will be required when DSS removes a child from a home under a CPS Safety Plan. A Child Safety Placement Agreement and subsequent In-Home Services cases will be required for any child placements lasting longer than 5 days. There is a 90-day window for the provision of services, with the potential for an additional 90 days; however, it will be imperative to bring these cases to FAPT as quickly as possible to identify services necessary to facilitate the child returning home. Emergency FAPT/CPMT procedures were discussed, which will include either a virtual or face to face FAPT meeting to identify services and a subsequent email vote to approve funding, by CPMT members; the case will need to be heard, in its entirety, at the following CPMT meeting.

There being no further business, the meeting adjourned at 11:21am with a recommendation from Kimberley Allen and a second from Samantha Bain. All members unanimously agreed. The next CPMT meeting is scheduled for June 20, 2024, at 10:00 am in the 3rd Floor Conference Room of the Courthouse.