



COMMUNITY POLICY AND MANAGEMENT TEAM  
Children's Services Act  
October 19, 2022 Meeting Minutes

Members present: LaTanya Buckhalter, Lynn Forkell Greene, Allison Haines (rep school), Jermaine Johnson, Kimberly Keller, Nicole Kirven, and Tanya Odell

Others present: Tanya Robinson, CSA, Anita Brown, CPMT Secretary

Meeting called to order at 3:32 p.m. by Vice Chair, Kimberly Keller.  
Quorum present

- 1. Welcome and introductions:** Welcome and introductions
- 2. Minutes** from September 21, 2022 reviewed and motion to approve the minutes as presented by J. Johnson, second, L. Buckhalter. Motion passed without opposition.
- 3. Fiscal/Statistical Reporting**

**FY23** (attachment a pg. 1)

State allocation for FY23 is less than in previous years at \$1,078,890 and the City allocation is the same as in previous years at \$1,462,500. As of 10/19/22, expenditures were \$121,420.34 leaving a fund balance of \$957,469.66 for the state and \$1,341,079.66 for the City. Obligated funds are \$1,080,957.76 leaving a fund balance of -\$123,313.10 for the state and \$260,296.90 for the City. For Social Services, the obligated funds are only through December after which they will come back before FAPT for approvals for the remaining 6 months of FY23. It is most likely that a supplemental request to both the state and City will be needed. According to the bylaws, policies, and procedures, only those expenditures that are mandated will be paid until additional funding is received. Anything that is non-mandated, being anything that is not a residential placement via a parental agreement, anything community based from DSS, CS, DJJ, schools not (IEP), will be placed on a waiting list, until additional funding is received.

· Local Pool Fund Match Rate reflected in the second section.

· Mid-section reflects the number of youth being served and obligated funds broken down by agency for FY23.

· Final section normally would reflect the CSA Medicaid Target for FY23 but Medicaid has not yet updated the figures.

**4. Consent agenda**

CPMT members received the Consent Agenda(s) before today's meeting for their review and preparation for voting. Supporting documentation has been included with the Consent Agendas.

There were no items singled out for discussion and a closed session was not needed to discuss the Consent agenda items. Motion to approve the consent agenda dated October 19, 2022 as presented by T. Odell, second L. Buckhalter. Motion passed without opposition. Kimberly Keller, Vice Chair, signed, signifying final approval of funded services.

**5. Discussion items:**

a. Quality Improvement Plan update:

- Parent Representative to CPMT application is being reviewed by City Council and we are waiting for notification from the Lee Ann Henderson, City Clerk.

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If the application for the parent representative is approved, that will bring CPMT into compliance and will no longer be an audit finding.

b. Update to Policies and Procedures & Bylaws – Updating continues on the policies and procedures to include information sent to the Office of Children's Services (OCS) about contracts. OCS wanted contract language entered into the policies and procedures. The UR Analyst is looking at a couple of contracts from other localities as well to ensure that Manassas is incorporating everything in our contracts that others are incorporating. OCS has a standard contract model that they use and localities are permitted to change it as they see fit. This review also ensure that our contracts are in-line and we are presenting to our vendors the same type of information to them and requesting the same type of information from them.

c. Parental Co-pays:

Parental Co-pays for consideration: There were no requests for waivers. Request to agencies to speak to case managers in reminding them that the paperwork is needed in a timely manner. If it is a CSA parental agreement, if it is financial information to assess for parental co-pays, so that follow up with the parents can set and done timely. The parents have time to review and request waivers if needed. The forms are readily available on the Manassas City website, under CSA. The referral packet is there.

### 6. OCS /Legislative/Provider Community News:

- Reminder about the annual CSA Conference in Roanoke beginning October 31 to November 2, 2022. Conference registration ends October 21, 2022. CPMT members have a strategic planning meeting on October 31, 2022.
- CSA Symposium is scheduled for March 15, 2023 half day event in Annandale. Similar to last year.
- OCS has had a meeting with the Department of Education (DOE) regarding removing the DOE funds from CSA state pooled funds. The outcome is still undetermined, as it has to go back to the Senate. Updates to be forth coming. Transition time frame

### 7. Miscellaneous

**NOVACO/CSA luncheon** on December 2, 2022 at Youth for Tomorrow.

**8. The next scheduled meeting** of the CPMT is on November 16, 2022 @ 3:30 p.m. Meetings will continue to be at the Manassas City Airport in the first-floor conference room.

Respectfully submitted,

A. R. Brown, Secretary