



COMMUNITY POLICY AND MANAGEMENT TEAM
Children's Services Act
November 16, 2022 Meeting Minutes

Members present: Lorri Jackson, Jermaine Johnson, Kimberly Keller, Nicole Kirven, Brian Maceyak, Tanya Odell, and Linda Woods

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

Meeting called to order at 3:36 p.m. by Chair, Brian Maceyak.
Quorum present

- 1. Welcome and introductions:** Welcome and introductions. Welcome to the newly appointed Parent Representative, Lorri Jackson, who will serve until June 30, 2026.
- 2. Minutes** from October 19, 2022 reviewed and motion to approve the minutes as presented by T. Odell, second, K. Keller. 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 11/14/22, expenditures were \$281,353.61 leaving a fund balance of \$797,536.39 for the state and \$1,181,146.39 for the City. Obligated funds are \$966,036.09 leaving a fund balance of -\$168,323.27 for the state and \$215,286.73 for the City. It is most likely that a supplemental request for both the state and City.

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

· Mid-section reflects the number of youth being served by agency, expenditures through 11/14/22 and obligated funds for FY23.

· Final section normally would reflect the CSA Medicaid Target for FY23 as of 9/2022.

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 November 16, 2022 as presented by K. Keller, second L. Woods. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

5. Discussion items:

a. Quality Improvement Plan update:

- T. Robinson sent notification to the audit team that with the appointment of the Parent Representative (Lorri Jackson) to the CPMT, this brings the membership requirements for CPMT into compliance.

b. Update to Policies and Procedures & Bylaws – Work continues on the By-laws, policy and procedures by the City Attorney. There are a few changes that the City Attorney would like to be incorporated and once those changes complete, it will be brought for CPMT review.

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c. Parental Co-pays:

Parental Co-pays for consideration:

Authorize A Closed Meeting:

Motion: CPMT member Nicole Kirven moved that CPMT convene in a closed meeting to discuss a parental co-pay case where discussion in an open meeting, "*The protection of the privacy of individuals in personal matters not related to public business*" as permitted by Virginia Code Section 2.2-3711 (A) (4).

Second: Kimberly Keller

Vote: Motion Carried Unanimously

Absent: None

Certify a Closed meeting

The CPMT returned from the closed meeting at 3:50 pm.

Motion: Kimberly Keller moved that the CPMT certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion.

Second: Tanya Odell

Vote: Motion Carried Unanimously

Absent: None

6. OCS /Legislative/Provider Community News:

- a. Update to CSA Annual conference held on October 31 to November 2. Keynote speaker: Tori Hope-Peterson. Tori is a former foster youth during which time she was in and out of residential and foster placements. She was labeled as troubled or a difficult child. She went on to say that, she was the only child in a residential facility that was not on medication. She asked a lot of questions and wanted answers. After an adverse childhood, Tori has overcome the odds. Now she is a leading advocate for vulnerable youth and families, a sought out speaker, and influential social entrepreneur. In 2020, she founded the Beloved Initiative that grants people who are often unseen and unheard, opportunities to see that the worst parts of their lives can be used for Good. In August of 2022, Tori's book "Fostered" has been published through B&H and is available now. She encourages family photos which her non-profit helps to pay for, as it helps foster children to see their photo on the wall with all the other children. She also has an initiative called "F the file", which means "Fight the file". Rewriting the information that is in the children's files. Those children who are labeled troubled or difficult. The case manager or caregiver write positive things about the child and then gives that to the child. There were many good breakout sessions. Some attended by T. Robinson included:
 - FAPT connecting in a virtual world. Make certain that there is a flexible virtual FAPT policy. This will be included in the Manassas City FAPT policies and procedures.
 - Defining the terms for conducting a virtual FAPT including best practices from other localities.
 - Identifying barriers:
 - Confidentiality, in a virtual environment, it is difficult to know who in in the "room".
 - Technology
 - Signature- this was overcome with DocuSign

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- Engagement- When involved in FAPT, ensure that all participants are fully engaged and not occupied in other activities during the meeting.
 - Annual agreements vs. statements of confidentiality on the IFSP. The confidentiality statement is on the top of all the service plans and it is reiterated at the beginning of each FAPT meeting.
 - Audit breakout session – A new audit was sent out from OCS in November and Manassas City is not scheduled for auditing until FY2024. In the session, localities were reminded to encrypt any files with child/family related information and send passwords in separate emails. There is a self-assessment tool on the OCS website that T. Robinson will be utilizing to identify any gaps or items that the CPMT needs to address before the audit. There are audit reports from other localities available on the OCS website for review. Also mentioned is the CSA training roster. All CPMT members should be taking annual training and sending certificates/ training records to T. Robinson for audit purposes and she will also be sending out via email a “how to” request an account and how to enroll in trainings in the Virginia Learning Center, if a CPMT member does not already have an account. T. Robinson distributed a list of CSA courses available in the Virginia Learning Center. Inquiry was made, if any of the trainings could be taken together, this item is the CPMT & FAPT Roles and Responsibilities.
- b. Updated Audit Plan- Manassas City was not on the recently released audit schedule for FY2023 so most likely, the audit will not take place until FY2024.
- c. CSA/DOE- CSA & Department of Education (DOE) workgroup has met and made recommendations to the general assembly. There were four different charges:
- Transfer of funds back to the DOE. This is also the recommendation of CSA. Along with this charge it would be general assembly's planning and budget decision as to how much to transfer back. The special education wraparound funding would remain within the CSA budget.
 - Use CSA funds in the school and the recommendation is that CSA funds would only be used for transition services where a child is moving from private day services back into the public school setting. The DOE would have a pool of funds reserved for students with the most severe disabilities that would allow the school division to apply for to offset the high costs of supporting students in the schools with extensive needs.
 - Recommends that more data be collected around the funding needed for transition services.
 - Types of direct services for students with severe disabilities. The recommendation is that CSA funds not be used to fund students in the public school except as a transitional.

A final determination of “if or when” the funds will be transferred from CSA pooled funds to DOE. Updates will be given, as they become available.

7. Miscellaneous

- a. Department of Behavioral Health and Developmental Services (DBHDS) The DBHDS has recently completed a Virginia Statewide Needs Assessment on Adolescent Substance Use. While there has been an increase seen in the use of Fentanyl, the assessment revealed that the most prevalent substances of concern among adolescents are Marijuana, alcohol and electronic vaping. Approximately 20% reported electronic vaping in the previous month, 17% of youth reported having used marijuana at least one day in the previous month and 13% reported binge drinking in the last 30 days. Although providers in the

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focus group discussed the increase in the use of harder drugs, they still saw marijuana and alcohol as the most common substances used. Providers attribute this to the social acceptability and availability of these substances.

- Barriers to accessing providing services – most common systemic barriers reported were: lack of adolescent-specific and culturally relevant services, logistical barriers, insurance requirements and limitations, limited capacity and difficulty accessing appropriate treatment due to services and financial constraints.
- Personal/family barriers reported. Location of services, long waitlist and lack of culturally responsive ESL providers.

Recommendations: State to move toward establishing an adolescent-specific continuum of care that spans prevention, early intervention, treatment and recovery. Funding continues to be an issue and is another reason for the need of data.

Providers and caregivers differed in their perspectives around several issues pertinent to this topic and indicates that these two groups do not have a shared understanding of this important issue and as key stakeholders supporting adolescents in Virginia this raises an important gap to be addressed. This exemplifies the need for Parent representatives on FAPTs and CPMT to give a voice to the family and make certain the families at the table have a voice.

- b. Enhanced Technical services – OCS sent a document to CSA Coordinators regarding Enhanced Technical assistance to local CSA programs. This would include observation of local CSA program, access to training for FAPT and CPMT and community agencies and CSA staff and development of a program enhancement plan. OCS has indicated that localities should utilize the self-assessment tool to identify gaps or areas for improvement, and then reach out to OCS if there are areas where assistance is needed.

- Surveys: Secretary of Health and Human Resources is conducting several surveys relating to their work in redesigning the Commonwealth's behavioral health system. There are five behavioral health redesign surveys for different populations.
- [Adult Behavioral Health Services](#)
- [Developmental Disability Services](#)
- [Substance Use Disorder Services](#)
- [Children's Behavioral Health Services](#)
- [Forensic Services](#)

The last date to complete the survey is November 30, 2022. The link to the surveys is [Secretary of Health and Human Resources - Surveys \(virginia.gov\)](#)

The other survey mentioned concerned the additional administrative costs that are needed to fund the CSA program. The Fiscal agent is working of the figures for submission by December 16, 2022.

- c. Mental Health Initiative Funds FY23 1st Qtr. report –T. Odell distributed FY23 quarterly report. (attachment d).This funding from the state is for youth services that they might otherwise not receive. The youth has to be SED or community based. It does not cover residential services. The initial fund amount is \$171,514, which averages out to \$14,293 per month. This quarter the total was \$14,946, which was \$653 over the average. The final section reflects the breakdown of client numbers by locality.

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- d. CSA 12th Annual Conference has been set for October 16-18, 2023 in Roanoke, VA. Preconference sessions on October 16, 2022.

Motion to skip the December 21, 2022 meeting and to focus on the consent agent by L. Woods. Second by K. Keller. Motion passed without opposition.

8. The next scheduled meeting of the CPMT is on January 18, 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