



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

Members present: LaTanya Buckhalter, Brian Maceyak, Linda Woods, Councilmember Lynn Forkell Greene, Kimberly Keller and Tanya Odell.

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

Meeting called to order at 3:42 p.m. by Chair, Brian Maceyak.
Quorum present

- 1. Welcome and introductions:** Introductions-Welcome to Councilmember Forkell Greene.
- 2. Minutes** from December 15, 2021 reviewed and motion to approve the minutes as presented by L. Buckhalter, second, T. Odell. Motion passed without opposition.
- 3. Fiscal/Statistical Reporting**

FY22 (attachment a pg. 1)

State allocation for FY22 is \$1,389,480 and the City allocation is \$1,462,500. As of 3/11/22, expenditures were \$754,294.18 leaving a fund balance of \$635,185.82 for the state and \$708,205.82 for the City. Obligated funds are \$821,970.47 leaving a fund balance of -\$177,826.19 for the state and -\$104,806.19\$ for the City. A request for supplemental funding cannot be made until the actual expenditures are over or very close to the initial allocation for the state. The request for additional funding can be made for any amount that is needed to cover expenditures until the end of the fiscal year, which is June 30, 2022. L. Buckhalter has spoken with Ms. Bergeron, Finance Director and Mr. Pate, City Manager alerting them to the possibility of exceeding the CSA allocation. This could all change if children leave foster care and return home.

As indicated in the second table, the local pool fund match rate remains at 41.68% and the state / local base allocation breakdown figures are reflected.

- Total FY22 expenditures broken down by state and local reflected in this section.
- Mid-section reflects the number of youth being served and obligated funds broken down by agency for FY22.
- Final section reflects the Medicaid Target figures for FY22 and a breakdown of each shareholders portion of the target figure. The figures reflect the Medicaid payments to providers for Oct. fiscal year 2022.

An inquiry was made as to what could be driving up the expenditures?

With the pandemic, FAPT has seen an increase in residential placements due to mental health issues. Residential placements can be very expensive. There has been an increase in IEPs. The City had 1 IEP transfer out to another locality only to have 3 transfers in.

Other localities have seen an increase in requests for Dental expenses, is this a factor also? At the beginning of the fiscal year, there were a few but none recently.

Also, has the number of undocumented youth increased? The number of youth currently are undocumented is 7 or 8. T. Robinson is working with the City's Acting Family Service Manager so that when the undocumented youth are brought before FAPT, the request is made for additional funds to be set aside to cover any medical/dental expenditures. An intern with the MCPS system put together a list of potential resources for undocumented youth.

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

March 16, 2022

Page 2 of 5

Authorize a Closed Meeting Motion:

It was the consensus of the CPMT members that the CPMT convene in a closed meeting to discuss the following as permitted by Virginia Code Section 2.2-3711 Paragraph A (1): Discussion on increase in private day placements.

Absent from Meeting: None: The CPMT retired to the closed meeting at 3:50 p.m.

Certify a Closed Meeting

The Manassas City Community Policy and Management Team (CPMT) returned from the closed meeting at 3:57 p.m.

Motion: It was the consensus of the CPMT members 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.

Vote: Motion Carried Unanimously

Absent from Meeting: None

4. Consent Agendas: January 19, February 16, and March 16, 2022, + backup documents (Attachments b, c, d)

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 as presented by T.Odell, second L. Buckhalter. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

5. Discussion items:

a. Quality Improvement Plan update:

The City's CSA audit is scheduled for 2023. One of the audit findings noted was, not having a parent representative or a private provider for CPMT. This continues to be an issue. Upon talking with other CSA Coordinators, they indicated that it might be a finding because FAPT has a private provider but CPMT does not. A private provider representative is not required on FAPT but it is on CPMT. T. Robinson had a conversation with the private provider representative to FAPT and it was indicated that the reason they were serving on FAPT was that the meetings were taking place virtually. CPMT is in person only, convenes at 3:30 pm in the day, and unless the Provider is located in Manassas, it is hard to get someone to attend. CPMT is open to the public, whereas FAPT is by invitation only and closed to the public. The structure of public meetings must follow the Code of Virginia § 2.2-3707. A locality may take action to amend to allow for virtual meetings for public meetings but it would need to go through the City attorney. According to the code, members can miss only 25% of the meetings, anyone attending virtually must state the reason and it must be documented in the minutes.

1. Parent Representative & Private Provider Representative-A parent representative and Private Provider Rep- positions are still needed for the CPMT. Since both of these positions must be appointed by the City Council, an application must go through the City Clerk's office for consideration. An inquiry was made with the City Clerk and at this time, no applications for these positions have been received.

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

March 16, 2022

Page 3 of 5

- b. Update to Policies and Procedures & Bylaws to include policy response to COVID, Parental Co-pay, etc.

There is a house bill being considered that may necessitate changing the bylaws.

- c. Parental Co-pays:

The update to the Parental Co-pay scale that was voted upon previously has been completed and is now aligned with Prince William County's co-pay scale. The scale was updated to make the scale equitable and easy for clients to understand exactly what their co-pay would be.

Parental Co-pays for consideration:

1. The parent submitted 2 paystubs indicating an income of \$1,600 every two weeks. $\$1,600 \times 2 = \$3,200$ per month. The calculated co-pay is \$64.00 per month. The parent is requesting a waiver to the flat co-pay of \$10 per month. She is requesting the waiver because she has four dependents in the home. There is another parent in the home who is not on board with the services. It was determined by the CPMT that the co-pay amount stands at \$64.00 per month.
2. Youth is receiving outpatient therapy, and parents' income is \$4,000 per month. The calculated co-pay is \$100 per month. Parents are not requesting a waiver.
3. Parent income is \$2,500 per month. The calculated co-pay is \$58.32 per month. The parent has not requested a waiver. Services being provided is receiving family functional therapy.
4. The family is receiving Therapeutic mentoring services. The family has requested a waiver of the \$10 flat co-pay, which they did not need to do because their incomes automatically qualify them for the waiver of the flat co-pay.

Letters regarding the co-pays will be sent out.

- d. VEMAT payments – a request has been received from Social Services. Currently, per the City of Manassas locality policy, VEMAT payments are not made to local foster homes. VEMAT payments are only paid to Child Placing agencies that place foster children into Therapeutic Foster homes. At the time of placement, a VEMAT is done and if warranted, a VEMAT is then paid. According to CSA and the VEMAT policy, it can be paid to local foster families. Social Services is requesting that as of April 1, 2022, local foster families receive VEMAT payments in addition to their regular ongoing payments.

VEMAT stands for Virginia Enhanced Maintenance Assessment Tool. VEMAT is an additional payment for children who have extra needs. The VEMAT policy does not indicate that a foster family has to undergo specialized training to receive the VEMAT payments.

Emergency VEMAT- can be paid for a child who seems to have extra needs, whether it is mental or physical. This payment is \$1,120 for 2 months while an assessment is completed. Once the assessment is completed, a VEMAT would be determined. Depending upon the child's needs, the VEMAT could be as much as \$2,000 per month in addition to the regular maintenance, clothing, and discretionary payments.

When children come into care, they are placed with a regular foster family or in a kinship placement. These families receive a basic maintenance payment that is based on the child's age, a clothing allowance, and a discretionary allotment. Currently, children age 13+ basic maintenance is \$735, 5-12- \$580 and 0-4 year old- \$496 is per month. Currently, the City has only two Foster families. An inquiry was made as to what determines a child being placed in a foster family vs. in a Kinship placement. It is always best to place a child (ren) with family. It is when there is not the option for a Kinship placement or family is not an appropriate choice has not been located that a Foster family is utilized.

*Team discussion

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

March 16, 2022

Page 4 of 5

Motion to approve unilaterally paying VEMAT payments in the City when they are requested by B. Maceyak. Vote: Yes -0, No- 6. Motion failed

6. OCS /Legislative/Provider Community News:

- a. CSA Conference Questions-The CSA conference is scheduled to be Oct 31-Nov 1, 2022 in Roanoke, VA. The conference is in person this year.

There were some questions for the CPMT:

- Are CPMT members interested in participating in a pre-conference workshop, do members have any suggestions for the workshop, and how many are interested in participating? 2 yes and 3 maybe

- b. SLAT Virtual FAPT results – Survey results taken indicated that there was a divide between FAPTs that were conducting meetings virtual and in-person. Breakdown of localities:

6 - in-person

26 -hybrid

11 – virtual

Multiple platforms were being utilized: ZOOM, WebEx, Microsoft Teams, and Google Meets, and some were even just utilizing phones. 37% of the localities plan to maintain hybrid or virtual indefinitely. This is due to the increase in participation from all parties. Meeting virtually eliminated travel constraints for members, vendors, and families and allowed for no service interruptions due to not being able to meet. Barriers: Internet and technology disruptions, the inability to gauge a person over the phone (body language, etc.), the lack of FAPT team engagement (not an issue in Manassas City), and the ability to obtain “wet” signatures. One method of obtaining signatures is utilizing a program like “DocuSign” for agreements. It is a document that can stand up in a court of law.

- c. SPED Wrap Funding – Currently, Manassas CSA does not have Special Education wrap funding in place. With talk of pulling the school’s funding out of CSA and moving back to the schools, An increase in cases coming from the schools has been seen. These are not children who have IEPs but they require services. Some children are transitioning back into the school system and may need funding for services. The SPED funding is something that is requested and localities must show how the funding will be used and submit a detailed plan. This was brought to the CPMT for future consideration.

- d. HB 427 – House Bill 427

Children's Services Act; community policy and management teams and family assessment and planning teams; parent representative. Provides that the parent representative member of the community policy and management team and the family assessment and planning team may be a parent who is employed by a public or private program that receives CSA funds or an agency represented on the community policy and management team or family assessment and planning team if no other parent representative is available. The bill also requires the State Executive Council for Children's Services to inventory current efforts to recruit and retain parent representatives and compile a list of best practices for including and elevating parent voices on community policy and management teams and family assessment and planning teams.

This bill is currently passed in the House and moving to the Senate. The bill is an effort to change the requirements for the Parent representative for FAPT and CPMT. If passed it would require a change to the bylaws. Currently, the requirement states that no one who works for any agency that puts into the pool of state funds cannot serve on FAPT or CPMT. The change is coming about due to the difficulty of filling these positions.

6. Miscellaneous

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

March 16, 2022

Page 5 of 5

1. VJCCCA – Virginia Juvenile Community Crime Control Act – The funding for VJCCCA covers services for prevention cases, diversion, and kids on probation. Unfortunately, the City has been giving funding back due to not utilizing it. All referrals must go through L. Kafton at MC Social Services. The funding is approximately \$59,000.

The new plan encompasses:

- Third Millennium-Virtual classroom for Diversion youth focusing on areas of substance abuse, shoplifting, and anger management.
- Team quest- This program is broken down between non-DJJ and DJJ youth.
- Trauma and Hope-Diversion and non-DJJ who need an assessment or counseling services provided.
- Payment of the Shelter & Pretrial program has been added this year to the plan.

Motion to accept the plan as presented and authorize the CPMT chair to sign by K. Keller, second L. Buckhalter. Motion passed without opposition.

2. OCS –
3. An update has been made to the OCS security website to make the change indicating B. Maceyak as CPMT chair. B. Maceyak should receive notification from OCS that requires an account set up and to take a security training if one has not been already taken. Local security training does meet the requirement for OCS.
4. Development of training Parent representatives and an updated FAPT member training course has been done. Both can be found in the Virginia Training center.
5. Courtney Sexton as an OCS Program Consultant to assist localities that are underperforming. There are 5 to 6 localities that she is working with right now. The underperforming localities either experienced expenditures that either went up extremely high in a certain category, whether or not they are using their funding or they have a lot of audit findings. Training is being offered to any locality. The training is for FAPT and/or CPMT. Manassas City was not identified as needing assistance.

The next scheduled meeting of the CPMT is April 20, 2022 @ 3:30 p.m. Meetings will continue to be at the Manassas City Airport in the first floor conference room.

7. Adjournment: With no further items to be discussed, meeting adjourned at 4:37 p.m.

Respectfully submitted,

A. R. Brown, Secretary