



COMMUNITY POLICY AND MANAGEMENT TEAM
Children's Services Act
August 17, 2022 Meeting Minutes

Members present: LaTanya Buckhalter, Kimberly Keller, Nicole Kirven, Brian Maceyak, and Tanya Odell

Others present: Andrea Adams, CSA and Tanya Robinson, CSA

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

Quorum present

- 1. Welcome and introductions:** Welcome and introductions
Welcome to Andrea Adams, CSA Utilization Review Analyst for the City of Manassas.
- 2. Minutes** from July 20, 2022 reviewed and motion to approve the minutes as presented by T. Odell, second, N. Kirven. Motion passed without opposition.

3. Fiscal/Statistical Reporting

FY23 (attachment a pg. 1)

State allocation for FY23 is \$1,078,890 and the City allocation remains at \$1,462,500. As of 8/17/22, expenditures were \$1,708.34 leaving a fund balance of \$1,077,181.66 for the state and \$1,460,791.66 for the City. Obligated funds are \$1,021,045.51 leaving a fund balance of 56,136.15 for the state and 439,746.15 for the City.

Total FY23 expenditures broken down by state and local reflected in next section.

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

- 4.** 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 N. Kirven, second K. Keller. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

5. Discussion items:

a. Quality Improvement Plan update:

- Private Provider Representative-The CPMT is still missing a Parent and Private Provider representative. The City Council is reviewing the application for the position of private provider to the CPMT, submitted by Jermaine Johnson, Vice President of Community Services with Youth for Tomorrow. T. Robinson will follow up with the City Clerk on the status of the application.
- Parent Representative to CPMT remains vacant. There has been a discussion among Coordinators on ways to retain a Parent representative. Some FAPTs are supporting the method. Some localities are paying the Parent representative to come to meetings. The pay range is anywhere from \$25 up to \$50 per meeting. There remain localities like Manassas that do not pay the parent representative. CSA Coordinators were asked to make their CPMT aware of this method for getting and retaining a Parent representative. As a reminder, the fact that Manassas does not have a parent representative will be an audit finding.

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b. Update to Policies and Procedures & Bylaws – The City Attorney has made some suggestions to wording in the CPMT Bylaws to align them with the City of Manassas policies. CPMT does not have to adopt the language suggested by the City Attorney. There was one question, what exactly had to go into the minutes if someone participated virtually? Because the CPMT meetings are open to the public, a virtual option can be offered if the member meets the criteria. As previously discussed if an absence is approved and;

- if the member or a family member has a medical condition that requires them to not be in the meeting
- if the member's primary residence is more than 60 miles away
- Members must state why they are not in attendance each time absent.

The regulations are according to the Code of VA. If the locality wishes to deviate, the request must go before City Council for approval. A quorum must be present (not virtually) to conduct business that requires voting.

*Discussion. Motion to accept the edits as submitted by the City Attorney, Craig Brown to the CPMT bylaws by L. Buckhalter, second K. Keller, and the motion passed without opposition. T. Robinson will send members the revised copy of the bylaws.

A memo was sent out today by the City Attorney, citing a new Virginia Code FOIA requirement that became effective July 1, 2022. §2.2-3707.2. Posting of minutes for local public bodies. "Except as provided in subsection H of §2.2-3707, any local public body subject to the provisions of this chapter shall post minutes of its meetings on its official public government website, if any, within seven working days of final approval of minutes."

c. Parental Co-pays:

Parental Co-pays for consideration: All the services approved by FAPT were mandated and do not require a parental co-pay unless it goes above and beyond what has been authorized.

6. OCS /Legislative/Provider Community News:

a. OCS- The increase in Medicaid rates also affects the psychiatric residential treatment facilities (PRTF). The rate for PRTF is now \$460.89 per day. This does not cover education or supplemental therapies. Some locations utilized for services are at this ceiling rate. Hallmark Youthcare, Popular Springs, and Youth for Tomorrow just to name a few.

b. Virtual FAPT meeting – At a recent SLAT meeting, came up with guidance for virtual FAPT meetings. Manassas City already has it in place. They found that there were pros and cons to virtual meetings and many of the things mentioned, were not new to Manassas city FAPT. Some items mentioned:

- Security measures depending upon the platform used.
- Confidentiality was another item mentioned. Manassas City had already addressed this by having all participants sign a confidentiality statement located at the top of the service plan.
- Recommended that members have a method to sign virtually and Manassas City utilizes DocuSign.
- Call-in option for those who do not have internet. Manassas City already has this available.
- Members should have their cameras on if they have one.
- Members should acknowledge that if they are taking notes, this is why they may not be looking directly at the screen.
- FAPT may want to consider meetings where some of the participants are in-person. This was tested at a previous FAPT meeting. It was found that the lag time between in-person and virtual was significant.

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With the upcoming change in the state from google to Microsoft, it has been said that Microsoft teams may be utilized as they have a call/meeting option. The other option is Webex but the question becomes who is paying for Webex? Some are using a ZOOM account. OCS is discussing it and more information will be coming out.

Also shared, was a CPMT chair job description. The job description included basic functions that the CPMT chair provides. Through a collaborative effort by CPMT team members, all the requirements are being met.

c. The Department of Behavioral Health and Developmental Services (DBHDS) has sent out to CSA Coordinators, requesting information about PRTFs and other placements that are rejecting youth who are hard to place. DBHDS is requesting CSA coordinators to document what placements are turning youth away and why. Information should include: how many and the reason for denial. DBHDS also wants the reporting to be separated into two groups, those under the age of 14 and those 15 to 17. Requests for information will be sent out to CPMT member agencies. Ongoing reporting will be done quarterly, October 10th for the quarter ending September 30, Jan 10th for the quarter ending December 31, April 10th for the quarter ending March 31, and July 10th for the quarter ending June 30.

7. Miscellaneous

- a. McKinney Vento funding/homelessness –more information coming as it is made available.

8. The next scheduled meeting of the CPMT is on September 21, 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