



COMMUNITY POLICY AND MANAGEMENT TEAM  
Children's Services Act  
September 21, 2022 Meeting Minutes

Members present: LaTanya Buckhalter, 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 3:30 p.m. by Chair, Brian Maceyak.  
Quorum present

- 1. Welcome and introductions:** Welcome and introductions  
Welcome to Jermaine Johnson, Vice President of Community Services with Youth Tomorrow (Private Provider Representative)
- 2. Minutes** from August 17, 2022 reviewed and motion to approve the minutes as presented by N. Kirven, second, K. Keller. Motion passed without opposition.
- 3. Fiscal/Statistical Reporting**

**FY22 Year-end report** (attachment a pg. 1)

State allocation for FY22 was \$1,389,480 and the City was \$1,462,500. As of 9/16/22, expenditures were \$1,389,535.61 leaving a fund balance of -\$9,055.61 for the state and \$63,964.39 for the City. Parental co-pays/refunds helped bringing the fund balance to \$41,546.04 for the state and 4114,566.04. Obligated funds are \$183,816.54 leaving a fund balance of -\$142,270.50 for the state and -\$69,250.50 for the City. Any FY22 expenditures can be paid until 9/30/22. With releasing of encumbered funds, it is not anticipated that a supplemental request will be needed.

Total FY22 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 FY22.
- Final section reflects the CSA Medicaid Target for FY22.

**FY23** (attachment a pg. 2)

State allocation for FY23 was 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 9/16/22, expenditures were \$53,227.01 leaving a fund balance of \$ 1,025,837.99 for the state and \$1,409,447.99 for the City. Obligated funds are \$903,946.67 leaving a fund balance of \$121,891.32 for the state and \$505,501.32 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.
- Final section normally would reflect the CSA Medicaid Target for FY23 but Medicaid has not yet updated the figures.

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

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### **5. Discussion items:**

a. Quality Improvement Plan update:

- Private Provider Representative- With the addition of Jermaine Johnson, Vice President of Community Services with Youth for Tomorrow filling the Private Provider Representative position that would leave only the parent representative vacancy to be filled. Mr. Johnson was appointed for a four-year term ending June 30, 2026.
- Parent Representative to CPMT remains vacant. an application has been submitted and will be reviewed by City Council.

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 – At the last meeting the changes suggested by the City Attorney were approved by CPMT. The Bylaws are being implemented into the policy and procedures and will be reviewed by the City Attorney before sending to the CPMT for a final review.

c. Parental Co-pays:

Parental Co-pays for consideration: There were two parental copay assessments in the last month. Neither requested a waiver. Both have agreed to the assessments. It is expected that the copayment amounts will begin being received in the near future.

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

- a. OCS- OCS has requested that CSA Coordinators convey to their CPMT, the OCS "Office hours" which offers informational sessions to CSA Coordinators but is available to anyone else who would like to listen in. T. Robinson will send out the information to CPMT members. Upcoming subjects include:
- CSA admin-September
  - The Program team-October
  - CANS-January
  - CSA data-February
  - IT update-March
  - Finance- April
  - Audit- May

Also changes to the Medicaid reports for the Fiscal agents.

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.

Anyone attending the SLAT meetings, the date has changed from November 3 to November 10, 2022.

### **7. Miscellaneous**

The date for the CSA Symposium has been set for March 15, 2023.

The meeting for NOVACO & CSA meeting is scheduled for December 12, 2022 at Youth for Tomorrow.

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**8. The next scheduled meeting** of the CPMT is on October 19, 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