

**DIRECTOR**  
Bertha H. Judge

# Department of Social Services

**BOARD OF SOCIAL SERVICES**  
Jeffrey D. Stoke – County Administrator

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## County of Prince George



Community Policy & Management Team (CPMT) Meeting Minutes  
9:00 AM – Wednesday, August 3<sup>rd</sup> 2022

**MEMBERS PRESENT:**

Kae Partin, PG County Schools  
Donald Edwards, Private Provider  
Lori Robertson, PG County Finance  
Timothy Beard, PG County Court Services  
Diana Barnes, CSB D19  
Jason Koren, Parent Representative

**MEMBERS NOT PRESENT:**

Bertha Judge, Director PG DSS (CPMT Chair)

**NON-MEMBER PRESENT:**

Michelle Bennett, DSS Deputy Director

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**I. CALL TO ORDER AND ROLL CALL**

- Timothy Beard called the meeting to order at 9:04 am

**II. INTRODUCTIONS**

- Michelle Bennett introduced herself- she was sitting in for Bertha Judge

**III. APPROVAL OF MINUTES**

- Minutes from the July 6, 2022 meeting
- Motion to approve 1<sup>st</sup> D. Barnes 2<sup>nd</sup> D. Edwards

**IV. ANNOUNCEMENTS**

- Invitation to the 19<sup>th</sup> Virginia Central Region CSA Training & Resource Day. This event will be held on 9/16/2022 at the Chesterfield Career & Technical Center.
- D. Barnes announced D19 has a new Clinician position for the Crater District that has been filled.
- T. Beard announced PG Court Services is working on creating a Truancy Program for At-risk youth.

**V. NEW BUSINESS**

- Handed out flyers to show comparison between Prince George, Dinwiddie, Surry, Hopewell and Colonial Heights regarding our yearly expenditures.
- Discussed the OCS Audit Preliminary Observations received back from A. Larkin on 7/18/22. All requested items were located, reviewed and sent back to OCS prior to the 8/1/22 deadline.

- Due to the OCS Audit findings, CPMT will need to revise our wording in the PG CPMT By-Laws and CSA Operating Guidelines. This will be tabled until the next meeting for the CPMT Chair to comment.
- Reviewed Admin Memo #22-08 FY 2023 Administrative Budget Plan Funding has increased this year from \$17,166.00 to \$21,332.00. Showed the comparisons to the other localities.
- Reviewed Admin Memo #22-09 Year-End Reimbursement Processing. We received the same amount of Mandated Funding as the previous FY 2022. We received \$1,966,748.00 this does not include WRAP Funding. We do not utilize Non-Mandated Funding but our allocated amount is \$20,374.00.
- Discussed the changes in Contract Addendums for the new Fiscal Year. A. Erard and B. Judge agreed to discontinue the practice of approving Contract Addendums from vendors on 7/20/22. I have notified T. Hogan with Newport News Behavioral Health Center that this year we would not be agreeing to a contract due to their addendum request. He suggested we change our contract to a standard contract such as Prince William County CSA. I contact J. Webb CSA Coordinator and she provided a copy of their contract. The contract was sent to A. Erard to review.
- K. Partin brought up the issue of not accepting contract addendums would not be a good practice for the School Division. They currently have a child in need of placement but no other vendor is willing to accept the child except Grafton. PG does not have a contract with Grafton and they have requested a contract addendum. CPMT would like to try to negotiate with Grafton and review contract addendums on a case-by-case basis. They would like the PG County Attorney's Office to advise why this change was decided upon without any discussion with CPMT.

#### **VI. EXECUTIVE SESSION**

Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.

- 1<sup>st</sup> D. Hunter 2<sup>nd</sup> L. Robertson

#### **VII. MOTION TO RETURN TO OPEN SESSION**

- 1<sup>st</sup> T. Beard 2<sup>nd</sup> D. Barnes

#### **VIII. CERTIFY COMPLIANCE BY ROLL CALL (10:45 am)**

Move that the members of the Prince George County CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements; and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.

#### **IX. MOTION FOR CASE APPROVAL**

- Motion to approve cases discussed for Fiscal Year 2022
- 12 cases reviewed & 2 cases requesting funding– totaling \$1,968.00
- 1<sup>st</sup> D. Barnes 2<sup>nd</sup> L. Robertson

**X. MOTION FOR CASE APPROVAL**

- Motion to approve cases discussed for Fiscal Year 2023
- 12 cases reviewed & 7 cases requesting funding– totaling \$162,891.03
- 1<sup>st</sup> L. Robertson 2<sup>nd</sup> D. Edwards

**XI. ADJOURNMENT**

- Motion to adjourn being no further business to discuss. CPMT adjourned at 10:54 a.m.

**NEXT MEETING:**

CPMT will be Wednesday September 7, 2022, 9:00 a.m. at Prince George County Social Services Training Room.

Office of Children's Services  
Comparison Report - By Mandate Type

Data Source: LEDRS

Fiscal Year 2022

Report Span Year to date - for Selected Fiscal Years

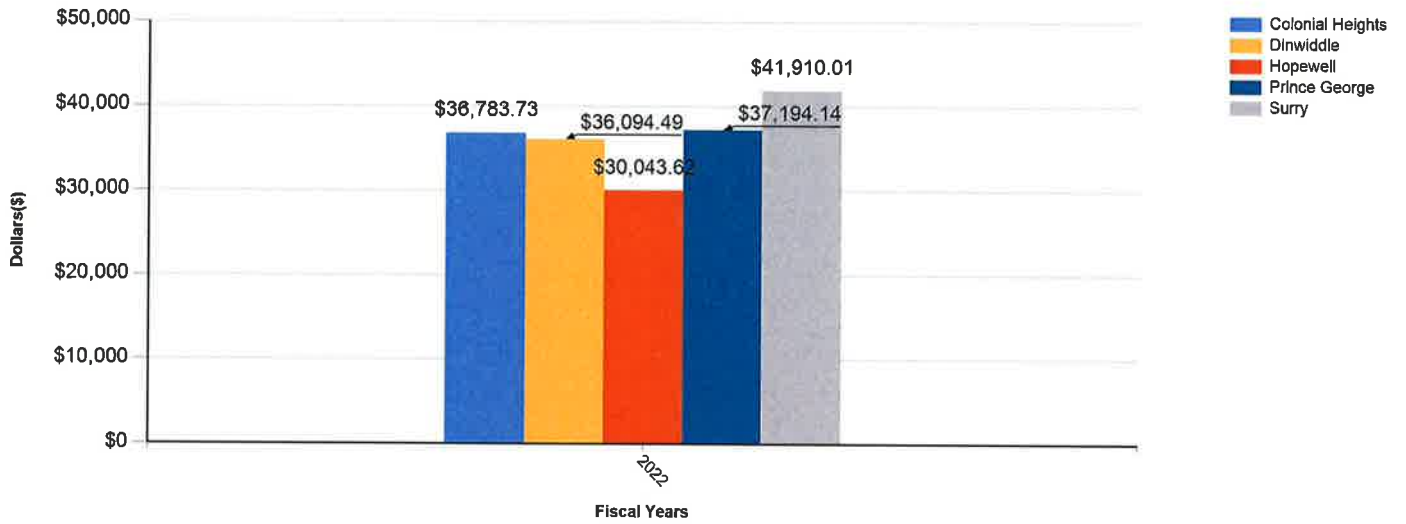
Selected Localities to Compare

053 - Dinwiddie, 149 - Prince George, 181 - Surry, 570 - Colonial Heights, 670 - Hopewell

Selected Mandate Type(s)

MT 1 - Foster Care Abuse/Neglect - Prevention, MT 2 - Foster Care Abuse/Neglect - DSS Non-Custodial Agreement, MT 3 - Foster Care Abuse/Neglect - Local DSS Entrustment/Custody, MT 4 - Foster Care Child in Need of Services(CHINS) - Pr

Average Net Expenditure per Child



Office of Children's Services  
Comparison Report - By Mandate Type

Data Source: LEDRS

Fiscal Year 2022

Report Span Year to date - for Selected Fiscal Years

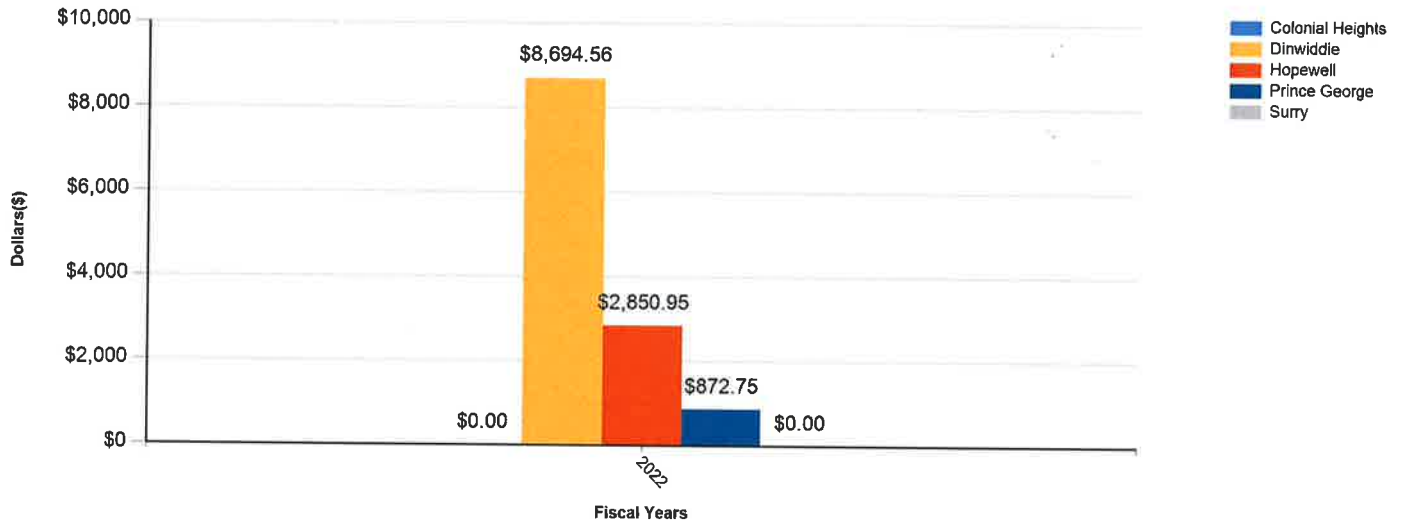
Selected Localities to Compare

053 - Dinwiddie, 149 - Prince George, 181 - Surry, 570 - Colonial Heights, 670 - Hopewell

Selected Mandate Type(s)

MT 9 - WRAP Around Services for Students with Disabilities

Average Net Expenditure per Child





**Preliminary Observations  
Prince George County CSA Program Audit  
14-2022; 7/1/20-6/30/21**

**Below is an informal list of preliminary observations noted during the course of the audit, which serves as the basis for our preliminary conclusions. This list contains potential reportable observations and verbal comments. Please be advised my work has not been reviewed by my Audit Manager, so additional information may be requested upon her review.**

In reviewing the self-assessment workbook I have the following questions or comments:

In section I pg. 14 32 the CPMT responded disagree to *Mechanisms are in place to identify emerging technology needs, establish priorities, and provide feedback on system performance.* The following comment "new technology should be evaluated but because PG does not have an IT department we have no other option". **Auditor Note:** This questions is more align w/ data collection and analytics auditor will follow-up.

**CPMT Governance**

**Criteria:** Code of Virginia (COV) Sections: § 2.2-5206; items 4, Department of Accounts (DOA) Agency Risk Management and Internal Control Standards (ARMICS), Control Environment,

**CPMT Minutes and Agenda's**

- CPMT Minutes and agendas' are not posted on the county's website as required by the Freedom of Information Act (FOIA). In addition in reviewing meeting minutes it was observed that non-exempted discussions were occurring during closed session. For example meeting minute's evidence discussion regarding contract renewals inappropriately in closed session. Also the auditor observed that meeting minutes (open session) were incomplete for April 2021- June 2021. Specifically, votes and motions were not recorded

**Criteria:** Code of Virginia (COV) Sections: COV § 2.2-3707, 2.2-3711

**Policies and procedures**

- Written policies and procedures require further review and clarification to ensure consistency with State statutes, established state CSA guidance, and/or best practices.
  - In Annual Cost Allocation Plan pg. 18 # 3 contains the following language Number of "other eligible" youth projected to receive services and the associated projected expenses for the coming fiscal year." **Auditor Note:** Please define other eligible youth since 1 and 2 speaks to mandated and non-mandated population?

Last Year \$17,166.00  
\$4,166.00 Increase



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## ADMINISTRATIVE MEMORANDUM #22-08

**To:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents

**From:** Kristy Wharton, Finance and Business Manager

**Date:** July 15, 2022

**Subject:** FY2023 Administrative Budget Plan Funding  
New Transaction History Report Showing Administrative History Information

### FY2023 Administrative Budget Plan Funding:

**Chapter 2 of the Act of Assembly increased the total Administrative Plan funding from \$2,060,000 to \$2,560,000. All localities received an increase to their allocation.**

The process for localities to request their Local CSA Administrative funds in FY2023 is unchanged. The process no longer requires a paper submission, physical signatures, or the mailing of the request to the Department of Education.

The procedure is electronic through the CSA LEDRS system. The CSA Coordinator originates the process; the CPMT Chair and the Fiscal Agent then sequentially approve it. Once initiated, an e-mail notification will occur at each stage alerting the appropriate individual of the need to take action, the individual needs to login to CSA Local Government Reporting System to approve the request. After the local Fiscal Agent has approved and submitted the Administrative Budget Plan, OCS recommends that the locality print and retain a copy.

FY2023 Administrative Budget Plan funds request can be processed between July 15, 2022 and June 15, 2023. The system will close on mid-night June 15, 2023. At that point no other request for the FY2023 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2023 CSA Administrative Budget Plan Allocation;

FY2023 Children's Services Act  
 Administrative Budget Plan Allocation

FY23 CSA Administrative Allocations Locality	Local Match Rate	Total State Share w/ increase	Total Local Share w/ increase	Total Allocation w/ increase
ACCOMACK	23.32%	13,405	4,078	17,483
ALBEMARLE	44.74%	27,073	21,918	48,991
ALLEGHANY	19.24%	27,227	6,486	33,713
AMELIA	32.68%	13,405	6,507	19,912
AMHERST	27.22%	13,405	5,013	18,418
APPOMATTOX	26.39%	13,405	4,806	18,211
ARLINGTON	46.02%	53,623	45,707	99,330
AUGUSTA	33.02%	13,405	6,609	20,014
BATH	42.78%	13,405	10,021	23,426
BEDFORD COUNTY**	33.60%	39,278	19,876	59,154
BLAND	21.09%	13,405	3,583	16,988
BOTETOURT	36.02%	13,405	7,548	20,953
BRUNSWICK	24.39%	13,405	4,324	17,729
BUCHANAN	31.56%	13,405	6,181	19,586
BUCKINGHAM	20.23%	13,405	3,400	16,805
CAMPBELL	31.07%	13,405	6,043	19,448
CAROLINE	33.08%	13,405	6,626	20,031
CARROLL	29.10%	13,405	5,501	18,906
CHARLES CITY	31.31%	13,405	6,109	19,514
CHARLOTTE	22.04%	13,405	3,790	17,195
CHESTERFIELD	38.53%	53,623	33,613	87,236
CLARKE	47.97%	13,405	12,359	25,764
CRAIG	29.01%	13,405	5,479	18,884
CULPEPER	37.67%	13,405	8,102	21,507
CUMBERLAND	30.40%	13,405	5,856	19,261
DICKENSON	30.42%	13,405	5,859	19,264
DINWIDDIE	33.58%	13,405	6,777	20,182
ESSEX	38.53%	13,405	8,403	21,808
FAIRFAX CITY/CNTY/FALLS CH	46.11%	53,623	45,889	99,512
FAUQUIER	45.84%	17,919	15,164	33,083
FLOYD	23.24%	13,405	4,059	17,464
FLUVANNA	38.11%	13,405	8,255	21,660
FRANKLIN CO	28.30%	13,405	5,291	18,696
FREDERICK	43.48%	20,045	15,423	35,468
GILES	28.98%	13,405	5,470	18,875
GLOUCESTER	36.87%	13,405	7,829	21,234
GOOCHLAND	48.71%	13,405	12,729	26,134



SHENANDOAH	35.17%	15,701	8,516	24,217
SMYTH	23.37%	13,405	4,088	17,493
SOUTHAMPTON	32.30%	13,405	6,397	19,802
SPOTSYLVANIA	45.88%	19,863	16,836	36,699
STAFFORD	44.39%	18,082	14,436	32,518
SURRY	39.79%	13,405	8,859	22,264
SUSSEX	23.87%	13,405	4,204	17,609
TAZEWELL	24.55%	13,405	4,363	17,768
WARREN	38.53%	14,642	9,178	23,820
WASHINGTON	27.60%	13,405	5,110	18,515
WESTMORELAND	30.25%	13,405	5,815	19,220
WISE	27.55%	13,405	5,097	18,502
WYTHE	27.08%	13,405	4,978	18,383
YORK	38.88%	13,405	8,529	21,934
ALEXANDRIA	53.09%	53,623	60,689	114,312
BRISTOL	25.47%	13,405	4,580	17,985
BUENA VISTA	23.29%	13,405	4,070	17,475
CHARLOTTESVILLE	30.68%	25,639	11,349	36,988
CHESAPEAKE	37.15%	53,623	31,701	85,324
COLONIAL HTS.	40.27%	13,405	9,037	22,442
COVINGTON	24.96%	13,405	4,459	17,864
DANVILLE	22.23%	19,539	5,584	25,123
FRANKLIN CITY	37.10%	13,405	7,908	21,313
FREDERICKSBURG	34.41%	13,405	7,033	20,438
GALAX	31.46%	13,405	6,153	19,558
HAMPTON	32.23%	53,623	25,499	79,122
HARRISONBURG	38.08%	13,405	8,245	21,650
HOPEWELL	26.67%	13,405	4,876	18,281
LEXINGTON	33.02%	13,405	6,609	20,014
LYNCHBURG	27.36%	43,896	16,537	60,433
MANASSAS	41.68%	17,701	12,648	30,349
MANASSAS PARK	42.73%	13,405	10,003	23,408
MARTINSVILLE	33.21%	13,405	6,666	20,071
NEWPORT NEWS	27.73%	53,623	20,575	74,198
NORFOLK	24.55%	53,623	17,446	71,069
NORTON	32.54%	13,405	6,466	19,871
PETERSBURG	35.35%	53,623	29,321	82,944
POQUOSON	27.87%	13,405	5,179	18,584
PORTSMOUTH	26.05%	53,623	18,889	72,512
RADFORD	20.35%	13,405	3,424	16,829
RICHMOND CITY	36.91%	53,623	31,368	84,991
ROANOKE CITY	30.72%	53,623	23,781	77,404
SALEM	35.13%	13,405	7,259	20,664
STAUNTON	26.99%	13,405	4,954	18,359



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OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## ADMINISTRATIVE MEMO #22-09

**To:** CPMT Chairs  
CSA Report Preparers  
CSA Coordinators  
CSA Fiscal Agents

**From:** Kristy Wharton, Business and Finance Manager

**Date:** July 15, 2022

**Subject:** FY2022 CSA Program Expenditure Year End  
FY2023 Base Pool Allocation Funds / Non-Mandated (protected) Funds  
FY2023 WRAP-Around Services for Students with Disabilities Funds  
FY2023 Expenditure Reporting

### **FY2022 Year-End Reimbursement Processing:**

During the months of July, August and September, LEDRS can accept expenditures incurred in multiple fiscal years. During the month of July and August, a locality can only submit one LEDRS file each month. In the month of September, a locality can submit up to three (3) LEDRS files.

In the months of July, August, and September, LEDRS separates the submitted data into FY2022 and FY2023 based on the purchase order's fiscal year, this will determine the program service year and the month of service. The expenditure reimbursement data from the locality comes in a single submission. Therefore, a locality should review both FY2022 and FY2023 data reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

**All FY2022 reimbursement requests, for CSA services incurred during July 1, 2021 through June 30, 2022, must be approved by the local CSA fiscal agent in LEDRS by midnight September 30, 2022. Late submissions will not be accepted for reimbursement as addressed in SEC Policy 4.5.2.**

**Waivers to the September 30 reporting requirement must be submitted in writing and will be considered only if local governments demonstrate mitigating circumstances beyond their control.**

**CSA 2023 Base Pool Allocation and Non-Mandated (Protected) Funds:**

The LEDRS System will open for FY2023 program service year reporting (*services from July 1, 2022 through June 30, 2023*) on August 1, 2022. The LEDRS will be the CSA expenditure system of record and shall be the source to report and calculate the state's share of CSA reimbursement to localities.

Children's Services Act / Office of Children's Services  
 FY2023 - Base Pool Allocation

ID	Locality Name	Local Pool Fund Base Match Rate	FY23 Total Base Allocations	FY23 State Base Allocation	FY23 Local Base Allocation
85	Hanover	44.44%	6,407,535	3,560,071	2,847,464
87	Henrico	37.55%	16,379,263	10,228,902	6,150,361
89	Henry	27.86%	1,855,543	1,338,671	516,872
91	Highland	38.22%	47,510	29,354	18,156
93	Isle of Wight	36.13%	306,912	196,017	110,895
95	James City	44.83%	1,843,889	1,017,193	826,696
97	King & Queen	31.44%	284,871	195,307	89,564
99	King George	36.27%	2,304,360	1,468,572	835,788
101	King William	38.53%	839,260	515,904	323,356
103	Lancaster	43.91%	851,514	477,621	373,893
105	Lee	22.45%	1,065,124	826,052	239,072
107	Loudoun	47.64%	7,526,257	3,941,078	3,585,179
109	Louisa	44.01%	3,659,965	2,049,148	1,610,817
111	Lunenburg	16.98%	925,048	768,003	157,045
113	Madison	33.55%	1,491,336	991,053	500,283
115	Mathews	42.71%	443,657	254,174	189,483
117	Mecklenburg	22.86%	1,927,176	1,486,543	440,633
119	Middlesex	43.33%	635,135	359,932	275,203
121	Montgomery	28.34%	1,194,463	855,952	338,511
125	Nelson	31.32%	1,247,764	856,954	390,810
127	New Kent	43.29%	414,194	234,889	179,305
131	Northampton	19.71%	318,378	255,615	62,763
133	Northumberland	33.04%	235,111	157,431	77,680
135	Nottoway	26.86%	881,599	644,792	236,807
137	Orange	40.83%	2,666,856	1,577,850	1,089,006
139	Page	28.65%	995,072	709,939	285,133
141	Patrick	25.39%	549,676	410,096	139,580
143	Pittsylvania	23.55%	4,181,837	3,196,843	984,994
145	Powhatan	43.42%	1,786,624	1,010,922	775,702
147	Prince Edward	22.32%	403,897	313,761	90,136
149	Prince George	37.16%	1,966,748	1,235,906	730,842
153	Prince William	34.14%	15,145,896	9,975,307	5,170,589
155	Pulaski	29.23%	2,301,144	1,628,608	672,536
157	Rappahannock	41.99%	1,478,642	857,764	620,878
159	Richmond County	32.27%	270,516	183,213	87,303
161	Roanoke County	43.97%	7,540,893	4,225,172	3,315,721
163	Rockbridge	23.36%	2,879,201	2,206,522	672,679
165	Rockingham	34.45%	5,943,709	3,895,899	2,047,810
167	Russell	18.94%	984,204	797,807	186,397
169	Scott	31.54%	560,202	383,516	176,686

Children's Services Act / Office of Children's Services  
 FY2023 - Base Pool Allocation

ID	Locality Name	Local Pool Fund Base Match Rate	FY23 Total Base Allocations	FY23 State Base Allocation	FY23 Local Base Allocation
760	Richmond City	36.91%	13,383,703	8,444,133	4,939,570
770	Roanoke City	30.72%	9,701,868	6,721,176	2,980,692
775	Salem	35.13%	2,416,890	1,567,839	849,051
790	Staunton	26.99%	2,191,583	1,600,178	591,405
800	Suffolk	24.32%	1,607,339	1,216,403	390,936
810	Virginia Beach	35.69%	12,736,605	8,191,120	4,545,485
820	Waynesboro	38.43%	3,000,544	1,847,435	1,153,109
830	Williamsburg	45.53%	302,999	165,041	137,958
840	Winchester	45.87%	3,556,143	1,924,827	1,631,316
1200	Greensville/Emporia	22.66%	831,592	643,175	188,417
1300	Fairfax/Falls Church	46.11%	34,722,177	18,710,305	16,011,872
<b>Statewide</b>			<b>383,737,310</b>	<b>244,293,230</b>	<b>139,444,080</b>

85 Hanover	44.44%	\$	84,600
87 Henrico	37.55%	\$	429,722
89 Henry	27.86%	\$	50,707
91 Highland	38.22%	\$	10,000
93 Isle of Wight	36.13%	\$	103,708
95 James City	44.83%	\$	34,872
97 King & Queen	31.44%	\$	23,021
99 King George	36.27%	\$	14,422
101 King William	38.53%	\$	24,574
103 Lancaster	43.91%	\$	10,000
105 Lee	22.45%	\$	44,098
107 Loudoun	47.64%	\$	298,840
109 Louisa	44.01%	\$	46,717
111 Lunenburg	16.98%	\$	92,169
113 Madison	33.55%	\$	17,437
115 Mathews	42.71%	\$	10,000
117 Mecklenburg	22.86%	\$	79,344
119 Middlesex	43.33%	\$	10,000
121 Montgomery	28.34%	\$	53,993
125 Nelson	31.32%	\$	12,721
127 New Kent	43.29%	\$	10,000
131 Northampton	19.71%	\$	16,058
133 Northumberland	33.04%	\$	26,805
135 Nottoway	26.86%	\$	15,650
137 Orange	40.83%	\$	28,277
139 Page	28.65%	\$	85,046
141 Patrick	25.39%	\$	14,002
143 Pittsylvania	23.55%	\$	47,385
145 Powhatan	43.42%	\$	15,674
147 Prince Edward	22.32%	\$	16,569
149 Prince George	37.16%	\$	20,374
153 Prince William	34.14%	\$	779,745
155 Pulaski	29.23%	\$	42,149
157 Rappahannock	41.99%	\$	10,000
159 Richmond County	32.27%	\$	10,000
161 Roanoke County	43.97%	\$	125,436
163 Rockbridge	23.36%	\$	29,110
165 Rockingham	34.45%	\$	56,811
167 Russell	18.94%	\$	31,345
169 Scott	31.54%	\$	21,525
171 Shenandoah	35.17%	\$	49,463
173 Smyth	23.37%	\$	97,251
175 Southampton	32.30%	\$	16,488
177 Spotsylvania	45.88%	\$	45,762
179 Stafford	44.39%	\$	55,493
181 Surry	39.79%	\$	10,000
183 Sussex	23.87%	\$	31,610