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# Department of Social Services

## County of Prince George

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



Community Policy & Management Team (CPMT) Meeting Minutes  
9:00 AM – Wednesday, July 5, 2023

**MEMBERS PRESENT:**

Bertha Judge, PG DSS Director  
Timothy Beard, PG County Court Services  
Donald Hunter, PG Board of Supervisors  
Diana Barnes, CSB D19  
Jean Hill-Atkins, Parent Representative

**NON-MEMBERS PRESENT:**

Robert Jones, DSS CPS Supervisor

**MEMBERS NOT PRESENT:**

Kae Partin, PG County Schools/CPMT Chair  
Donald Edwards, Private Provider  
Lori Robertson, PG County Finance

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

- T. Beard called the meeting to order at 9:09 am

**II. INTRODUCTIONS**

- Newly appointed Parent Representative Jean Hill-Atkins

**III. APPROVAL OF MINUTES**

- Minutes from the June 7, 2023, meeting
- Motion to approve 1<sup>st</sup> D. Hunter 2<sup>nd</sup> B. Judge

**IV. ANNOUNCEMENTS**

**V. OLD BUSINESS**

- The PG Annual Strategic Plan was reviewed and updated. All members need to sign the approved finalized copy.

**VI. NEW BUSINESS**

- CPMT member changes- as we welcome Jean Hill-Atkins is our new Parent Representative we have lost K. Partin. She is no longer employed with PG County Schools. Jennifer McGuire will replace her at our next meeting. She is a current member on the FAPT Team.
- The new Chair would generally rotate to PG County Schools. Due to losing K. Partin and the school division's employee changes & staff shortage it was determined to alter the rotation schedule. The rotation will move to D19 and Diana Barnes has agreed to be the newly appointed Chair. The Vice Chair will move to Timothy Beard/Court Services.

- Allied Instructional Services (AIS) has requested a contract addendum to add a “No-Show” Clause. Addendum- “Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or CSA agrees to pay \$87.50 per hour for the original scheduled service time”. There were concerns discussed regarding this change such as: 1) Should there be a limit to the number of no-shows allowed to be billed. 2) Fraud Risks 3) Finding other providers to service Prince George County. 4) The accountability for the schools to verify the student’s daily attendance. Due to the urgency of the matter and required services per IEP’s CPMT has agreed to the vendor’s request to add a no-show cost for the new fiscal year.
- Discussed changes with Specialized Youth Services of Virginia (BREC Academy). Warren Bull announced his retirement and sale of the school on 6/21/2023. They have been acquired by Health Connect America dba KEYS Academy. This was sent to Michelle Jackson regarding RFP #20-0701-24 for a Contract Addendum to reflect the changes.
- Completion of the 2024 CSA Annual Risk Assessment Survey. The compiled survey answers were submitted online on 7/5/2023 prior to the deadline of 7/14/2023.

#### **VII. 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> B. Judge 2<sup>nd</sup> Diana Barnes

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

- 1<sup>st</sup> B. Judge 2<sup>nd</sup> T. Beard

#### **IX. CERTIFY COMPLIANCE BY ROLL CALL (11:00 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.

#### **X. MOTION FOR APPROVAL OF CONTRACT ADDENDUM**

- CPMT has agreed to approve request and has agreed that PG Schools need to have more oversight in this area to ensure the delivery of contracted services.
- 1<sup>st</sup> D. Hunter 2<sup>nd</sup> D. Barnes

#### **XI. MOTION FOR CASE APPROVAL**

- Motion to approve cases discussed in closed session.
- 21 cases reviewed & 20 cases requesting funding.
- Requested 2022-2023= \$50,454.72
- Requested 2023-2024= \$1,407,839.42
- 1<sup>st</sup> D. Barnes 2<sup>nd</sup> D. Hunter

**XII. ADJOURNMENT**

- Motion to adjourn being no further business to discuss. CPMT adjourned at 11:03 a.m.

**NEXT MEETING:**

CPMT will be Wednesday August 2, 2023, 9:00 a.m. at Prince George County Social Services Training Room.