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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 March 6, 2024

MEMBERS PRESENT:

Diana Barnes, CSB D19/CPMT Chair
Donald Edwards, Private Provider
Timothy Beard, PG County Court Services
Jennifer McGuire, PG County Schools
Bertha Judge, PG DSS Director

MEMBERS NOT PRESENT:

Lori Robertson, PG County Finance
Philip Pugh, PG Board of Supervisors

NON-MEMBERS PRESENT:

Terrell Hobson-Court Services Unit

I. CALL TO ORDER AND ROLL CALL

- D. Barnes called the meeting to order at 9:08 am

II. APPROVAL OF MINUTES

- Minutes from the February 7, 2024, meeting
- Motion to approve 1st T. Beard 2nd D. Edwards

III. ANNOUNCEMENTS

IV. OLD BUSINESS

V. NEW BUSINESS

- The Office of Children's Services will host their annual CSA Conference in Roanoke Virginia at The Hotel Roanoke & Conference Center. The pre-conference workshops for CSA Coordinators, CPMT & FAPT members will be held on Tuesday 10/15/2024. The conference will be held Wednesday 10/16/24 and Thursday 10/17/24. The registration dates have not been announced yet.
- Discussed the past due invoices and the CSA process. The CPMT has the responsibility of overseeing and trying to remedy any issues. Vendors are supposed to follow contract guidelines regarding timely submission of invoices and progress reports. Employee shortages within our Prince George School System and at our Private Day Schools have caused several invoice processing delays. We are working

on ways to streamline the process that is more efficient. We are hoping to create a shared database for vendors to upload invoices and progress reports. The goal is to have all of the private day school invoices through January paid by the end of March.

- Reviewed CSA expenditures for 2024: Per Thomas Brothers CSA Payment Report pulled on 3/05/2024 = Total Gross Expenditures paid \$1,156,811.88. Encumbrances Projected at \$2,322,296.00 for Mandated Services & \$5,120.00 for Wrap-Around Services.
- Reminder of our upcoming Strategic Planning Work Session. The date is set for Tuesday 3/12/24 9am-3pm. Lunch will be provided for the day. CPMT members, FAPT members, FAPT Case Managers and a VDH Stakeholder have been invited to attend the session to develop our CSA Strategic Plan. Everyone invited has accepted and is expected to attend except our FAPT Parent Representative who was unavailable.

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.

- 1st T. Beard 2nd Jennifer McGuire

VII. MOTION TO RETURN TO OPEN SESSION

- 1st B. Judge 2nd D. Edwards

VIII. CERTIFY COMPLIANCE BY ROLL CALL (10:20 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 in closed session.
- 11 cases reviewed & 9 cases requesting funding.
- Requested 2023-2024= \$136,656.60
- 1st T. Hobson 2nd J. McGuire

X. ADJOURNMENT

- Motion to adjourn being no further business to discuss. CPMT adjourned at 10:21 a.m.

NEXT MEETING:

CPMT will be Wednesday April 3, 2024, 9:00 a.m. at Prince George County Social Services Training Room.