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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, September 7 2022

**MEMBERS PRESENT:**

Bertha Judge, Director PG DSS (CPMT Chair)  
Kae Partin, PG County Schools  
Donald Edwards, Private Provider  
Timothy Beard, PG County Court Services  
Diana Barnes, CSB D19

**MEMBERS NOT PRESENT:**

Jason Koren, Parent Representative  
Lori Robertson, PG County Finance  
Donald Hunter, PG Board of Supervisors

**NON-MEMBER PRESENT:**

n/a

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

- CPMT Chair called the meeting to order at 9:09 am

**II. INTRODUCTIONS**

**III. APPROVAL OF MINUTES**

- Minutes from the August 3, 2022 meeting
- Motion to approve 1<sup>st</sup> D. Barnes 2<sup>nd</sup> K. Partin

**IV. ANNOUNCEMENTS**

**V. NEW BUSINESS**

- November Meeting date changed from Wednesday 11/2/2022 to Wednesday 11/9/2022 due to the CSA Conference 10/31/2022-11/2/2022
- Reviewed Admin Memo #22-10 Annual CSA Service Gap- 2022 survey results can be viewed on the OCS website.
- Reviewed Admin Memo #22-11 CSA Medicaid Report- The report can now be accessed for the whole Fiscal Year or a selected Calendar Year/Calendar Month on the OCS website.
- Intercept Health sent an email on 8/18/2022 and contacted CSA Coordinators by phone regarding mid-year rate changes. They have proposed rate increases of 4% for Therapeutic Foster Care & YouthQuest Independent Living Program. They have proposed rate increases of 8% for Community Homes & FreshStart Assessment and Diagnostic Program. The new rates will be effective October 1, 2022 if approved by

local CPMT's. CSA Coordinators will respond back to Ashley Fox after localities have their CPMT meetings.

- Discussed New CPMT Bed Reporting Requirements regarding COV Section 2.2-5206.16. CPMT will submit forms to Department of Behavioral Health and Developmental Service (DBHDS). The forms are required for children up to age 17 years old who are admitted to a licensed acute care psychiatric or residential treatment facility. Information regarding bed availability will be reported if child could not be admitted.
- Reviewed New Resource Documents endorsed by the CSA SLAT Committee. Guidance for continuing Virtual Family Assessment and Planning Team (FAPT) meetings. They have established a Community Policy and Management Team (CPMT) Chair Job Description.
- Reviewed the OCS Audit Completion Final Report #14-2022 dated August 15, 2022. The Audit was performed by Annette Larkin and was not conducted in-person. Prince George County CSA has passed the Audit review for Fiscal Year 7/1/2020 – 6/30/2021. We will implement the recommended changes: Revise the PG CPMT CSA Operating Guidelines, Post CPMT meeting agendas and minutes on the external website for public viewing, No longer discuss any non-case specific matters during closed sessions, CSA Coordinator will ensure review of all signed POSO's from FC Case Managers and Establish a Quality Team to review a select # of cases every six months and CPMT Audit Review process to review a select # of cases annually.
- Discussed language change needed for the PG CPMT By-Laws regarding Parent Representative(s) and follow-up on the discussion of adding a selected additional Parent Representative on the CPMT.
- Follow-up on the Grafton contract issue – the Motion to approve the Amended contract has been delayed until the October meeting. CPMT Chair, K. Partin and the CSA Coordinator had a Zoom meeting with Grafton on 8/15/2022. A. Erard from PG County Attorney's Office has drafted an amended CSA contract with the agreed changes from the meeting. CSA is now waiting for Grafton to review, sign and return the contract.

#### **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> T. Beard 2<sup>nd</sup> D. Barnes

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

- 1<sup>st</sup> D. Barnes 2<sup>nd</sup> K. Partin

#### **VIII. 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.

**IX. MOTION FOR CASE APPROVAL**

- Motion to approve cases discussed for Fiscal Year 2023
- 9 cases reviewed & 6 cases requesting funding– totaling \$324,370.70
- 1<sup>st</sup> D. Barnes 2<sup>nd</sup> D. Edwards

**X. MOTION FOR CPMT APPOINTMENT**

- Motion to appoint Allison Dillow as an additional Parent Representative
- 1<sup>st</sup> D. Barnes 2<sup>nd</sup> D. Edwards

**XI. MOTION TO ADMEND CPMT GOVERANCE**

- Motion to revise the PG CPMT By-Laws language to add multiple Parent Representatives to the CPMT
- Motion to remove language from the PG CPMT CSA Operating Guidelines Annual Cost Allocation Plan
- 1<sup>st</sup> T. Beard 2<sup>nd</sup> D. Edwards

**XII. ADJOURNMENT**

- Motion to adjourn being no further business to discuss. CPMT adjourned at 11:15 a.m.

**NEXT MEETING:**

CPMT will be Wednesday October 5, 2022, 9:00 a.m. at Prince George County Social Services Training Room.