

**Albemarle CPMT  
Charlottesville CPMT  
Joint Committee Meeting Minutes  
Wednesday, August 21, 2019  
County Office Building  
401 McIntire Road  
Second Floor, Room 235**

**Present:** Phyllis Savides, Jennifer Wells, Tarn Singh, Lisa Beitz, Kaki Dimock, Katie Ralston, Michael Costanzo, Erin Callas, Lori Allshouse, Mark Moore, Diane Kuknyo  
**Absent:** Misty Graves, Jenny Jones, Suzanne Fladd, Katrina Lee

Quorum for Albemarle: Yes  
Quorum for Charlottesville: Yes

Kaki Dimock called the meeting to order at 3:31

**Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda including Minutes and Financial Reports**

**Presenter:** Kaki Dimock

**Discussion/Summary:** Kaki Dimock asked if there were any changes. Kaki asked for motions from the County and City.

**Documents/Resources:** August 2019 Agenda, July 2019 Minutes and July Financial Reports for Albemarle and Charlottesville.

**Next Steps/Action(s) Taken:** **Phyllis Savides made motion for County to approve the minutes and financial reports. Lisa Bietz seconded. Erin Callas made motion to approve the minutes and financial report for the City. Lisa Bietz seconded. Both motions passed.**

**Agenda Item: Action: CSA Provider Agreement Revisions for August**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Albemarle has two revisions for August.

**Virginia Child and Family Attachment Center** made changes in Section O (Confidentiality). Added the following Language, "With permission of the legal guardian, evaluation results and video recording may be used for training and research."

**Newport News Behavioral Health** made Changes in Section D (Services) and Section H and Section S added following language: "Set rates are set by NNBHC rate sheet" and "locality is responsible for cosmetics, clothing and dry cleaning"

Changes made in Additional Responsibilities of Provider "Request 10 business days notification" and "locality will notify provider of any failure to comply for opportunity to make corrections". Both have been through the County Attorney and been approved. Kaki Dimock asked the Albemarle CPMT to approve the revisions.

**Documents/Resources:** Document sent by email

**Next Steps/Action(s) Taken:** Phyllis Savides made a motion to approve the provider agreement revisions for Albemarle Lori Allshouse seconded. The motion was approved.

**Agenda Item:** Action: Local Policy Revision for Albemarle and Charlottesville

**Presenter:** CSA Coordinators

**Discussion/Summary:** The local policy section to be revised pertains to FAPT reviews of cases and looking at the language for Exception/Special Provisions. In the local policy, we provide guidance that all cases will be reviewed by FAPT at least every six months, with current exceptions being IEP funded cases and cases where an FPM has taken place. We would like to make another exception for foster care cases that are either IV-E maintenance only or IV-E Fostering Futures cases. These cases will be scheduled for an annual FAPT review so the case will remain open to CSA, CANS would stay current and this would give access to CSA funds if needed through the life of the case. Otherwise, these cases would have to close after 90 days of CSA inactivity. Kaki Dimock asked for motions from both CPMT's.

**Documents/Resources:** handed out at meeting

**Next Steps/Action(s) Take:** Phyllis Savides made a motion to approve the local policy change for Albemarle. Lori Allshouse seconded. Diane Kuknyo made a motion to approve the local policy change for Charlottesville. Erin Callas seconded. Both motions were approved.

**Agenda Item:** FAPT Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** The City FAPT has been trying to come up with a more efficient way to distribute FAPT documents vs using emailed copies. Katie has talked with City IT and a new updated version of share-point has been deployed. There will be a shared site created for the FAPT members to access. The process will be tested internally then FAPT members will be given access to the site to make the process of sharing documents easier. City FAPT has been talking about the fact that they pay for material support. They have seen different costs and if they are being consistent in spending. What prompted this discussion is one day they had two requests come in for a bed. One bed was purchased for \$700 and the other for \$1400. Same size bed with a much different price. They are trying to provide some guidance for purchasing. Phyllis reminded that CPMT would have to approve putting cost parameters in place. Phyllis understands the concerns but is worried about the process. She does not think FAPT has the authority to set parameters on the purchase prices. The agency and child specific team would need to make those types of decision. Kaki asked if there was a financial statement that talks about reasonableness. The differences across the Commonwealth is that many localities will not pay beyond the basic maintenance. Phyllis wants to be cautious and be sure that FAPT is not overstepping its authority. Marc Moore mentioned providing training that gives guidance on spending would be helpful. Possibly giving a list with an average amount of spending. Phyllis thinks its multilayered. The agency should vet the request looking at consistency between

workers. FAPT should not have to wrestle with that. Should FAPT have a concern then the message should be FAPT asking CPMT for help.

**Documents/Resources:** n/a

**Next Steps/Action(s) Taken:** Phyllis suggested that it might be good to ask Cheryl Lewis and Katie Ralston to talk to FAPT and give CPMT feedback on if there are differences on how agencies screen.

**Agenda Item:** Review of Routine Foster Care Expenses/IFSP/Addendum Expenses

**Presenter:** CSA Coordinators

**Discussion/Summary:** Kaki Dimock asked if there were any questions about the Routine Foster Care Expenses and the Addendum Expenses that were sent by email.

**Documents/Resources:** Albemarle and Charlottesville forms sent by email

**Next Steps/Action(s) Taken:** Informational

**Agenda Item:** CSA Coordinator Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** Katie wanted to discuss the city's draft audit report that everyone received. Essentially, there were a couple of things that came up through the audit that are included on the second page of the report. The first item regarding membership on CPMT, which is a code requirement. OCS agreed with us but they are asking for whether or not CPMT wants to submit a written response to include with the final report. OCS will ask CPMT to do a corrective action plan that would be due 30 days after the report is issued. Most items have been addressed in the previous document but Katie could provide an update. Kaki asked if there was any advantage to giving a formal response. Katie said we could acknowledge that we are working on these issues. Kaki agrees it is worthy that we say we have identified these items and they are being addressed. Phyllis wonders if there is value in responding as we do in IV-E cases by saying we have identified these items and have addressed and put in place measures to prevent this from happening again. CPMT has until close of business on Monday, 9/26/19 to submit a response. The comments will come from Kaki Dimock as CPMT Chair for Charlottesville.

**Documents/Resources:** none

**Next Steps/Action(s) Taken:** Kaki and Katie will draft a response for OCS to submit by Monday.

**Agenda Item:** OCS Communications

**Presenter:** CSA Coordinators

**Discussion/Summary:** Albemarle's Audit is being moved out another year (FY22) and will now be on schedule the same time with Charlottesville CPMT. The other memo was reporting on the private day rates. Jennifer plans to submit Albemarle's next week. Katie will submit for Charlottesville before the due date.

**Documents/Resources: Administrative Memo #19-08 and Audit Plan FY20-2**

**Next Steps/Action(s) taken: informational**

**Agenda Item:** Program Committee Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** Jennifer handed out the local policy for Program Sub-Committee. They are having a problem with the meeting quorum requirement. They are asking if CPMT will entertain not requiring a quorum but possibly stating there needs to be a certain amount of attendees. PROGRAM is not mandated under code like CPMT. Jennifer is asking if CPMT can make changes to their charge. Phyllis and Lisa asked why PROGRAM could not make their own decision about whether there is enough membership present to conduct business. Does it need to be formal? Phyllis asked if CPMT could do away with the procedures for conducting business listed on the charter. They are a sub group of CPMT so CPMT should be able to revise the rules. When this was written, it was modeled after CPMT. Kaki said she did not think it needs to be this formal. Phyllis said do away with whole procedures for conducting business and under the Membership and Officers just list the agencies who send representatives and delete the” and officers ‘wording and delete the part that says they will elect a chair. Kaki said to reflect in the minutes the changes. Katie said Program would like more guidance from CPMT regarding the specifics that CPMT would like to get from the Families receiving services. Just a little more detail would help them move forward on how to create the surveys. We do not want Program to come up with a recommendation that is not useful or what CPMT is interested in. What outcomes is CPMT looking for? 4.3.1 And 4.3.2. Phyllis said provider performance from the providers we purchase services from she would want to know did the family think the services helped them accomplish their goals? Did they feel engaged? Did they feel heard? Do the providers listen to their feedback regarding the ease of making appointments? She wants to know if the families are getting benefits from the services. What do families think about mentoring? Is it helping their children? Lori asked is it all about the outcome? Alternatively, how is the family feeling about it? Surveys to case managers could focus on specific services. Which providers were willing to come to the table? Kaki said she would be more interested in services and what is and is not working. Should the survey be delivered with help from the case-manager to make sure consistent information is gathered? If you hand a family a piece of paper, you might not get valid information. Tarn suggested the survey could get up front information on what families need. Lori suggested randomizing for example picking every fourth case. Phyllis has concerns about surveying higher cost services. She would love to get feedback on families who receive intensive in-home services and clinically robust services, what assessments are done? Is the family linked to good services? Maybe not looking at traditional surveys and maybe doing qualitative interviews with key questions. Wouldn't it be cool to contract with a body that could do these surveys? Kaki wondered if UVA would have graduate students willing/interested in doing this. Phyllis said if we worked with an entity that knows this process, we could get extremely relevant data. Marc said Dr Nagel, a private provider rep, or Paul Martin, with NPH program, who assigns students with projects. This might be a starting point on finding a group to work with the surveys. CPMT would like to see program explore this project.

**Documents/Resources:**

**Next Steps/Action(s) Taken: Kaki moves that CPMT change Programs charge by deleting procedures for conducting business, removing the wording “and officer”**

and edit the last sentence to “of the membership will select rather than elect.”  
Marc Moore seconded. The motions passed for both CPMTS.

**Agenda Item:** Work-plan Review

**Presenter:** Kaki Dimock

**Discussion/Summary:** discussed in Program Committee item

**Documents/Resources:**

**Next Steps/Action(s) taken:** Action above.

**Agenda Item:** Agency updates

**Presenter:** All

**Discussion/Summary:** Marc Moore shared that the Court Services Unit is looking at revamping probation and will be attending a conference November 4<sup>th</sup> – 10<sup>th</sup>. The group will try to revamp and better serve our youth in probation. It is specific to Charlottesville and Charlottesville is trying to be a trauma informed court. Charlottesville was one of six groups from the Nation to be selected for this workshop in Georgetown.

**Documents/Resources:**

**Next Steps/Action(s) taken:** informational

**Agenda Item:** Other Business from CPMT Members

**Presenter:** All

**Discussion/Summary:** nothing for this month

**Documents/Resources:**

**Next Steps/Action(s) taken:** informational

Kaki Dimmock adjourned the meeting at 4:30

**Next scheduled meeting:** September 18, 2019 3:30-5:00 COB McIntire

Respectfully Submitted:

Lisa Jordan