

**Albemarle CPMT  
Charlottesville CPMT  
Joint Committee Meeting Minutes  
Wednesday, February 21, 2018  
County Office Building  
401 McIntire Road  
Second Floor, Room 235-B**

**Present:** Martha Carroll, Phyllis Savides, Lisa Bietz, Katie Ralston, Kevin Kirst, Erin Callas, Jennifer Wells, Bill Letteri, and Diane Kuknyo

**Absent:** Mike Murphy, Kaki Dimmock, Susan Bressack, and Hope Robinson

**Guests:** Christa Galleo and Marc Moore from the Court Service Unit and UVA Third Year Nursing students: Jamie Le, Hlose Griange, and Amanda Paek

Albemarle: Yes

Charlottesville: Yes

Phyllis Savides called the meeting to order at 3:31

**Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda**

**Presenter:** Chair

**Discussion/Summary:** Phyllis asked CPMT if there were questions or discussion on the Minutes and financial reports for January. Hearing none, she asked Charlottesville and Albemarle to make motions to approve.

**Documents/Resources:** February 2018 Agenda, January 2018 Minutes, January Financial Reports sent by email.

**Next Steps/Action(s) Taken:** Martha Carroll made a motion to approve the Consent Agenda for Albemarle and Bill Letteri seconded the motion. Diane Kuknyo made a motion to approve the Consent Agenda for Charlottesville and Erin Callas seconded. Both motions passed unanimously.

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

**Presenter:** CSA Coordinators

**Discussion/Summary.** There were no agreement revisions for Charlottesville or Albemarle for this month.

**Documents/Resources:**

**Next Steps/Action(s) Taken:** no action

**Agenda Item:** Presentation-Court Service Unit

**Presenter:** Christa Galleo and Marc Moore

**Discussion/Summary:** Christa and Marc shared paper copies and a power point presentation with the Albemarle and Charlottesville CPMTs. They provided an overview of the last four years, which have been very busy with the Transformation that the Department of Juvenile Justice has undergone since Director Andy Block was appointed. Transformation is working to Reduce, Reform and Replace. The Transformation Vision is that Youth feel Safe, Connected, Purposeful, and a sense of Fairness. The three major components for the Court Service Unit is Intake, Probation and Parole. The CSU is changing their community training opportunities by first focusing on Front Line Supervisors who have been neglected in the past. DJJ is changing the training and development for the Parole Officers rolling out in June. The trainings are becoming more tailored to specific job functions, as opposed to the previous way which was on essential skills for caseworkers. This new way allows training in the specific area they will be working in. Some of the community partners they are working with are Community Attention and Region Ten (Evidence Based Programs), Family Preservation (Multi-Systemic Therapy) and Camelot Community Care (Functional Family Therapy). They have DJJ continuum money, which was due to the closing of expensive correctional facilities. They use a service broker called EBA who reviews cases to match them up to local providers. Some upcoming initiatives are providing proper recommendations to the Court and Commonwealth Attorneys, with no mandatory sentencing guidelines, providing the right amount of supervision for the individual. The 16<sup>th</sup> district is a pilot site for the rollout.

**Documents/Resources:**

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

**Agenda Item:** FAPT Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** Things are going well with Albemarle FAPT. Monday (2/26/18) will be a heavy docket for Albemarle FAPT. No updates for Charlottesville.

**Documents/Resources:**

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

**Agenda Item:** Review of Routine Foster Care Expenses

**Presenter:** CSA Coordinators

**Discussion/Summary:** Phyllis asked if there were questions about the routine foster care expense forms. There was none.

**Documents/Resources:** Albemarle/Charlottesville documents sent by email

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

**Agenda Item:** CSA Coordinator Update

**Presenter:** CSA Coordinators

**Discussion/Summary:** Jennifer wanted to remind CPMT members that the CSA Conference is May 1<sup>st</sup> and 2<sup>nd</sup> at the Hotel Roanoke in Roanoke. As of yet, no information has been sent out about the break-out sessions but the registration

information has been sent out. The CPMT annual retreat is coming up quickly so Jennifer would like everyone to bring their calendars to the March meeting to find a time for this half-day retreat, possibly targeting May. Albemarle CSA completed their onsite validation with Stephanie Bacote of OCS yesterday (Tuesday, 2/20/18). Overall, the auditor was impressed with Albemarle CPMT and indicated she would like to share our contact information with other localities that could use guidance. She had no issues with the CANS reporting as the intent to complete was evident. The outcome reporting for residential placements was another issue she was not concerned with. She was impressed with Albemarle's financial reports and data. She was also impressed with Program Sub-Committee and she considered it to be a form of UM. She did note that in our local manual that the Health Department was not mentioned as a CPMT member. Jennifer will get that corrected and included in the manual. She liked the idea of the cost containment work group providing templates to providers for progress reports to make sure reporting is clearly reflected. Albemarle and Charlottesville CPMTs do not require parental contribution on in-home services. However, this is not explicitly stated in its local policy. OCS considers not collecting parental contributions for in-home care a missed opportunity to offset costs. In 2010, an extensive work group (for Albemarle and Charlottesville CPMTs) did a lot of research by gathering data from other localities and consulting with the county attorney's office and created various options with regards to the parental contribution policy. There were concerns about efficiency and fairness; and as a result of that work group, the current policy was approved by CPMT. Jennifer asked CPMT to review the policy and make sure that the current CPMT is still in agreement with this policy. Another item OCS has in the past and continues to have identified is the way Charlottesville/Albemarle CPMTs have empowered FAPT to approve funding. Our local policy allows the child specific team to develop and recommend services; however, she did not consider the child specific team to be a multi-disciplinary team. Because our system is a hybrid, the child specific team plan services but the multidisciplinary component is at FAPT. Given FAPT's role in authorizing funding, it may be that CPMT might have to have something in the consent agenda for CPMT reviewing/approving costs. This would not delay services, as FAPT would maintain their ability to authorize funding. However, it would provide additional oversight by CPMT in reviewing individual expenditures. This item will be addressed once the written feedback from OCS is provided.

**Documents/Resources:** handout for parental contribution to cost of services

**Next Steps/Action(s) Taken:** Jennifer and Cheryl will make some updates to the policy regarding instances where we will not pursue support from parents and will bring back to next month's meeting. Jennifer will add the Health Department to the list of CPMT members in the local policy.

**Agenda Item:** OCS Communications

**Presenter:** CSA Coordinators

**Discussion/Summary:** Clarification about the best interest determination for kids. If it is determined, it is best for child to remain in their home school and it is not an IEP placement, IV-E or CSA will pay for transportation. If there were an IEP in place, then the school would be responsible to arrange and fund transportation.

**Documents/Resources:** Fostering Connections and the Every Student Succeeds Act

**Next Steps/Action(s) taken:** no action

**Agenda Item:** Program Committee Update

**Presenter:** Phyllis, Jennifer and Katie

**Discussion/Summary:** Phyllis wanted to begin discussion on how CPMT can support and guide Program Committee. She asked to table this discussion, as there were not enough members present.

**Documents/Resources:** Program Sub-Committee Doc handed out at meeting

**Next Steps/Action(s) Taken:** **Phyllis asked to table until the March meeting due to many members not in attendance. Will add to the March agenda.**

**Agenda Item:** Data Committee Report

**Presenter:** Katie Ralston

**Discussion/Summary:** There is nothing to report for February.

**Documents/Resources:** none

**Next Steps/Action(s) taken:** **N/A**

**Agenda Item:** Cost containment/Quality Control Workgroup

**Presenter:** Phyllis Savides and Jennifer Wells

**Discussion/Summary:** nothing to report this month

**Documents/Resources:** none

**Next Steps/Action(s) taken:** **N/A**

**Agenda Item:** Legislative Updates

**Presenter:** Phyllis Savides

**Discussion/Summary:** Phyllis advised CPMT that two Kinship Guardian Bills have moved along in the process farther than expected. The policy was tentatively drafted for part of the funding to come from CSA.

**Documents/Resources:**

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

**Agenda Item:** Other Business from CPMT-Independent Mentors

**Presenter:** Phyllis Savides

**Discussion/Summary:** A workgroup came with specific requirements for independent mentors including meeting certain criteria and looking at capped rates. CPMT asked to go back to County and City attorney to hold the independent mentors to certain standards. The County Attorney asked what other agencies require. Jennifer polled providers and developed a table to show which agencies meet the requirements that were being recommended for Independent Mentors to include CPR/First Aid, Mental Health First Aid, Supervision, Ethics, Mandated Reporter, Professional Boundaries, and being a member of a Treatment Team. The County attorney said, as long as agencies have the same requirements (the only one on the list who does not meet all the

requirements at this time is People Places), there is no problem holding the independent mentors to the same standards. The City Attorney advised that requirements could be set for a service, but not for a specific group (i.e. independent mentors). Phyllis wants the county to move forward since we are using them, which may involve the FY19 contracts to include an addendum or some change to the local policy. She wanted to get feedback from County CPMT and from Charlottesville CPMT. Diane said she would not allow independent mentors for CDSS cases unless the requirements are in place. There are not supervision requirements and no reporting requirements. The City Attorney says Charlottesville cannot differentiate between agencies and independent mentors. For the City, it is either we have the requirements for everyone or we do not have them at all. Albemarle says that it is fine to have this differential treatment for independent mentors because there is the expectation that the agencies are meeting the requirements. Do City CPMT members want Katie to go back to the city attorney?. Erin asked if daycare workers have to now be fingerprinted in the background check process. Katie said she had also heard that. Phyllis said last year there was a huge overhaul of the process.

**Documents/Resources:** handout listing requirements for mentors by agencies

**Next Steps/Action(s) taken:** Katie will go back to the City Attorney and attempt to talk about the table showing the criteria for each of the Mentoring Providers and see what the City Attorney's response would be if we focus on expectations of training and supervision. Possibly if we take the rate discussion out of it that could change her position. Albemarle will write up policy and bring it back to CPMT. Phyllis will check with her Child Care worker to verify for Erin if the fingerprinting change is true.

### Presententation Schedule

March- Case Presentation CDSS-Closed Session

April-tbd

May-tbd

Phyllis adjourned the meeting at 5:00 pm

**Next scheduled meeting: March 21, 2018 – Room 241**

Respectfully Submitted:

Lisa Jordan