

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Wednesday, August 15, 2018
County Office Building
401 McIntire Road
Second Floor, Room 235-B**

Present: Kaki Dimock, Jennifer Wells, Lisa Beitz, Mary Stebbins, Katie Ralston, Diane Kuknyo, Christa Galleo, Erin Callas, Hope Robinson, Katrina Lee

Absent: Phyllis Savides, Lori Allshouse, Mike Murphy, Martha Carroll, Kevin Kirst

Guests: Kevin Wasilewski- Assistant Director for Business Services for ACDSS, Tina Sexton-Administrative Assistant for CDSS

Quorum: Albemarle: Yes
Charlottesville: Yes

Kaki Dimock called the meeting to order at 3:34

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

Presenter: Chair

Discussion/Summary: Kaki asked the Charlottesville CPMT to make a motion to approve the consent agenda. Kaki asked Albemarle to make a motion to approve the consent agenda.

Documents/Resources: August 2018 Agenda, April and May 2018 Minutes, April/May/June/July Financial Reports sent by email.

Next Steps/Action(s) Taken: **Diane Kuknyo made a motion to approve the August Consent Agenda for Charlottesville CPMT, which was seconded by Erin Callas. Erin Callas made a motion to approve the August Consent Agenda for Albemarle CPMT, which was seconded by Lisa Beitz. Both motions passed unanimously.**

Agenda Item: Action: CSA Provider Agreement Revisions for August

Presenter: CSA Coordinators

Discussion/Summary. There were no agreement revisions for Charlottesville this month. Albemarle had three provider revisions. Jennifer said that all revisions were reviewed and approved by the County Attorney and she is looking for CPMT approval from Albemarle. Kaki asked Albemarle CPMT to make a motion to approve the provider agreement revisions.

Documents/Resources: Phoenix Houses of the Mid-Atlantic Inc., University of Virginia School of Medicine Institute of Law, Psychiatry, and Public Policy, and Grafton.

Next Steps/Action(s) Taken: Mary Stebbins made a motion to approve the three provider agreement revisions for Albemarle CPMT, which was seconded by Christa Galleo. Motion passed unanimously.

Agenda Item: Presentation-4th Quarter FY2018 Financial Reports

Presenter: Kevin Wasilewski for Albemarle and Diane Kuknyo for Charlottesville

Discussion/Summary: Kevin Wasilewski gave an overview of the financial reports for Albemarle FY18 Q4. Costs were down 4% and the County spent \$8 million. Albemarle has not needed a supplement yet. For FY19, there is not much to say because it just started and we have only spent \$5800 thus far as the majority of expenditures have not been reported yet. Overall the County continues to see a lower match rate due to use of community based services. Diane Kuknyo gave an overview of the financial reports for Charlottesville. They were up 20% on CSA costs and served 17% more children than last year. There has been a large uptick in foster care and prevention. Special Education is continuing to grow (across the state as well) and Charlottesville has had a large influx in children served. The community has been in turmoil and it filters down to families. See reports for details.

Documents/Resources: Reports sent with meeting documents

Next Steps/Action(s) Taken: informational

Agenda Item: FAPT Update

Presenter: CSA Coordinators

Discussion/Summary: CPMT members reviewed quarterly FAPT Survey results for Albemarle and Charlottesville FAPTs, noting the comments made by participants. The County had a large number of positive comments. Based on feedback from the County OCS audit, the CSA Coordinators have revised the signature page for the IFSP and Addendum that clearly indicates that a child specific team comes up with the plan. The website has also been updated with these forms.

Documents/Resources: FAPT survey results handed out by Jennifer and Katie

Next Steps/Action(s) Taken: informational

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

Presenter: CSA Coordinators

Discussion/Summary: Kaki asked if there were any questions about the routine foster care expense forms for the City or County. Hearing none, Jennifer explained the newest document (IFSP/Addendum Expenses) and why CPMT will be seeing this monthly. Jennifer stated the IFSP/Addendum Expenses are going to be brought to CPMT based on feedback from the OCS Audit findings. This is a way to show that CPMT is reviewing individual expenses. The names have been redacted to prevent having to go into closed meeting at every meeting. If there are questions about a specific case/expenditure then we could go into closed meeting. It is a way of showing that CPMT is reviewing individual expenditures approved by FAPT based on our hybrid model.

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 passed the confidentiality form around for members of both CPMT's to sign. Katie said that there has been discussion about sending designees to the meeting. In reviewing the local policy, the wording says representative. Jennifer suggested we use the same language the Code of Virginia uses stating that a member or designee can attend CPMT. Kaki said that in the City Council minutes from April 2016 there are rules of expectations for attending the meetings. Kaki will forward that information to Katie. Jennifer understands that in 2010 the decision was made by the Board of Supervisors that Community Attention is only part of Charlottesville not Albemarle because it is a City department. Currently the local policy does not differentiate County members from City members. The question is does CPMT have a preference in how the policy is written. Jennifer said there is a state workgroup currently looking at updating policy language regarding CANS. There will be some minor tweaks around the process to help clarify timeframes and the type of version to be used. Katie said she is invited to participate on a state workgroup looking at utilization management, trying to collect different Utilization Management policies to see if they can come up with a recommendation on what localities should be doing, and even how OCS can help. Unfortunately, she has not been able to attend due to staff shortage. She will hopefully be able to attend the next meeting.

Documents/Resources:

Next Steps/Action(s) Taken: Jennifer and Katie will update the local policy and bring back to CPMT in September.

Agenda Item: OCS Communications

Presenter: CSA Coordinators

Discussion/Summary: The state is asking localities to submit their private day facilities' rates and will be looking at how much Private Day schools are currently allowed to increase rates. If a new policy comes into effect, it will be implemented into the provider agreements.

Documents/Resources: Administrative Memos 18-04, 18-05, 18-06, 18-07 & 18-08
Intent to Develop Policy and CPMT Training

Next Steps/Action(s) taken: Jennifer and Katie will advise CPMT of any policy changes

Agenda Item: Program Committee Update

Presenter: CSA Coordinators

Discussion/Summary: There were some questions about Program that came from the Retreat in May. Program met in June and unfortunately the meeting was brief but it was clear that Program is still looking for direction from CPMT. Program would like to have structure (meeting frequency for example) guidance from CPMT. Program will not meet until October, as they would like to receive feedback from CPMT before they meet again. Tim Breedlove (former Chair) is no longer part of Program and they are looking for somebody to chair.

Next Steps/Action(s) Taken: Kaki said there would be a robust conversation about Program on the September agenda.

Agenda Item: Data Committee Report

Presenter: Kaki Dimock

Discussion/Summary: Kaki is delighted to have data from the Health Department and has been gathering data from the state as well. She will need to get data from the schools.

Documents/Resources: none

Next Steps/Action(s) taken: Kaki plans to bring the data to the October meeting showing 5-year trends.

Agenda Item: Cost containment/Quality Control Workgroup

Presenter: Kaki Dimock

Discussion/Summary: There will be another meeting scheduled for this group soon.

Documents/Resources: none

Next Steps/Action(s) taken: informational

Agenda Item: Other Business from CPMT

Presenter: Kaki Dimock

Discussion/Summary: Kaki advised the two CPMTs that there needs to be a formal nomination/election of CPMT Chairs for FY2019. Graciously, Kaki and Phyllis are willing to Chair one more year.

Documents/Resources: n/a

Next Steps/Action(s) taken: Diane Kuknyo nominated Kaki Dimock to continue serving as CPMT chair for the next year. Erin Callas seconded the motion. Hope Robinson nominated Phyllis Savides to continue serving as CPMT chair for Albemarle. Erin Callas seconded the motion. Both motions passed unanimously. Kaki Dimmock and Phyllis Savides are CPMT Chairs until June 30, 2019.

Presentation Schedule

September: Work Plan Update

October: Private Provider Rep-Hope Robinson for DePaul

November: Charlottesville City Public Schools-Katrina Lee

Kaki adjourned the meeting: 4:15

Next scheduled meeting: September 19, 2018

Respectfully Submitted:

Lisa Jordan