

**Albemarle CPMT  
Charlottesville CPMT  
Joint Committee Retreat Meeting Minutes  
Wednesday, May 15, 2019  
Water Street Center  
407 E. Water Street**

**Present:**, Cheryl Lewis, Hope Robinson, Martha Carroll, Erin Callas, Lori Allshouse, Misty Graves, Katie Ralston, Phyllis Savides, Kaki Dimock, Neta Davis, Jennifer Wells, Katrina Lee

**Absent:** Diane Kuknyo, Suzanne Fladd

**Guests:** Mary Stebbins and Jenny Jones

Quorum Present:        Albemarle: Yes  
                                  Charlottesville: Yes

The retreat began at 12:30 with lunch and an icebreaker.

**Agenda Item: Review of CPMT applications-CLOSED MEETING**

**Discussion/Summary:** Phyllis Savides asked that a motion be made that the City and County CPMT's each go into a closed meeting pursuant to sections 2.2-3700 and 2.2-5210 of the Code of Virginia to review the applications submitted for CPMT. [For the Charlottesville CPMT, Erin made a motion which was seconded by Neta. For the Albemarle CPMT, Phyllis made a motion which was seconded by Erin.](#) Phyllis declared that CPMT was in closed Session. Applications were reviewed and a recommendation was made. Phyllis asked for a motion that CPMT does certify by recorded vote that to the best of each team members knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. [The Secretary took a public recorded vote of each CPMT to certify that only public business matters lawfully exempted from the open meeting requirements the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting.](#)

Charlottesville CPMT:

Kaki Dimock-yes  
Erin Callas- yes  
Misty Graves- yes  
Martha Carroll-yes  
Neta Davis-yes

Albemarle CPMT:           Lori Allshouse-yes  
                                  Phyllis Savides- yes  
                                  Martha Carroll- yes  
                                  Erin Callas-yes  
                                  Hope Robinson- yes  
                                  Neta Davis- yes

Phyllis declared that both CPMT's were officially out of closed meeting session.\*\*

\*\*It was decided afterwards that CPMT did not need to go into closed session because the applications were available to the public. However, there were no additional people present, so no one was excluded from the discussion.\*\*

**Documents/Resources:** email

**Next Steps/Action(s) Taken:** Phyllis made a motion to have CPMT recommend Tarn Singh to the Board of Supervisors as the Private Provider Representative, which was seconded by Lori. Jennifer will ask Travis Morris, BOS clerk, to re-advertise the Parent Representative opening. Jennifer will follow up with the two applications who may be considered as the Parent Representative to see if they are interested.

### **Agenda Item: Workplan Update**

**Presenter:** Chairs

#### **Discussion/Summary:**

CPMT agreed to list items that are to be done and archive items that are completed.

Goal 1 reviewed and updated

Goal 2 reviewed and updated. CQI tool reviewed and adopted.

Goal 3-reviewed and updated

Goal 4-reviewed and updated

Additional items to consider on the workplan is our connection to the judicial system (i.e. Judges) focused on education and relationship building. New judge coming on-board...will be difficult to get time with them. Can we create a dialogue? Can we partner or to what extent can we? Martha is happy to try to help, but not sure what that will look like. Judge Barredo will hear more of the DSS cases for Charlottesville and Albemarle. Phyllis acknowledged how FTC and drug court is run as a possible model.

Items added to Goal One:

1.1.4-Provide resources and tools to providers and case managers

1.2-Increase engagement with the judicial system

1.3-Orient CPMT members to local CSA system

Goal Two was reviewed and the new CQI tool made available by OCS was adopted. CPMT will use this new tool along with data sources currently available to allow for an environmental scan.

Goal Three was reviewed and CPMT agreed that the majority of these items are handled through other committees (i.e. VACO, VLSSE, SLAT, etc); and when needed, CPMT has taken an active role through engaging in letter writing, participation on workgroups, etc.

Goal Four was reviewed. Mary and Jenny acknowledged that Program has been more efficient since CPMT's input from the last retreat; however, they noted that Program needs to meet more frequently than quarterly. Program is currently working on developing tools to gather feedback about provider performance. The cost containment workgroup will need to reconvene to decide how to use the reports being provided by outpatient therapists.

**Documents/Resources:** workplan

**Next Steps/Action(s) Taken:** **The workplan will be updated for CPMT's review.**

Phyllis reminded CPMT will need to decide new chairs for the upcoming fiscal year. This will be added to the June agenda.

Kaki adjourned the meeting at 4:02pm

**Next scheduled meeting: June 19, 2019**

Respectfully Submitted:  
Jennifer Wells