

**HANOVER COUNTY
COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING AGENDA
June 26, 2014 12:30 p.m.
Hanover Department of Community Resources Meeting Room**

1. Call to Order
2. Approval of the minutes of June 12, 2014.
3. Administrative items:
 - a. CSA by-laws - Confirmation of requirements
 - b. CSA local policy manual
4. Closed Session
The CPMT will go into Closed Session in Accordance with Section 2.2-3711 (A)(4) of the Code of Virginia for the protection of the privacy of individuals in personal matters not related to public business for the consideration of funding requests for services for particular children and/or families.
5. Reconvene
6. Certification of Closed Session
7. Action Related to Authorizations of Payment for the Procurement of Services on Behalf of Children.
8. Announcements
9. Adjournment –**July 17, 2014** - Hanover Department of Community Resources Conference Room. This meeting will include a fiscal report, parental co-pay report and review of cases and request for authorization of funding.

*Virginia Code Section 2.2-5210 states: “All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team. Proceedings held 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 assessed by this team or reviewed by the community management and planning team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential. Demographic, service and cost information on youths and families receiving services and funding through this chapter that is of a non-identifying nature may be gathered for reporting and evaluation purposes.”

**HANOVER COUNTY
COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM**

June 12, 2014
MINUTES

Present: Diane Brown, Sandy Brudvig, Mickey Callendar, Sheila Crossen-Powell, Hope Hodgson, Jackie Manzer, Lynn Robbins, Ivy Sager, Jim Taylor, B.J. Zarris.

The meeting was called to order by Jim Taylor, Chair, on June 12th, 2014 at 12:34 p.m. in the meeting room of the Hanover Department of Community Resources.

1. The minutes from the May 22nd meeting were approved.
2. Jackie Manzer presented the fiscal report. She explained a supplemental request for funding had not been filed yet. OCS informed that a request can be made up to 20 days prior to needing the funds and a request can be filed up to September 25, 2014.
3. CPMT members were asked to provide feedback by May 23rd, via email, on the draft of the local policy and procedures manual. All suggested changes were to be incorporated and sent back for CPMT review on June 6th. Members were sent the previously reviewed Part I, Part II and Appendices. No CPMT member provided feedback on the manual. At the June 12th meeting a request was made to send out the manual in a combined PDF format for another email review and opportunity to provide feedback.
4. CPMT members were provided with revised by-laws on April 7th for review and one member provided feedback, in addition to raising a few questions about current practice and policy. A change in the by-laws was to delete language referring to the administration of funds pursuant to 16.1-309.3. Lynn Robbins noted the Code Section is directly related to VJCCCA and it says that services may be administered through a CPMT. Hanover designated the CSU for management of VJCCCA funds and the plan is supported by CPMT. CPMT did not approve the by-laws based on questions about the requirement for an Intensive Care Coordination Policy and a need for clarification on who is responsible for reporting to the DBHDS on unsuccessful attempts to place youth in acute or residential facilities.
5. Upon a motion by Mickey Callendar, seconded by Sandy Brudvig, the CPMT went into Closed Session in accordance with Section 2.2-3711 (A)(4) of the Code of Virginia for the protection of the privacy of individuals in personal matters not related to public business for the consideration of funding requests on behalf of services for particular children and/or families.
6. Upon a motion by Lynn Robbins, seconded by B.J. Zarris, the meeting was reconvened.
7. Sheila Crossen-Powell moved to certify during the Closed Session only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and only such public business matters as were identified in the motion for Closed Session were discussed. Diane Brown seconded the motion with the following votes by the members:

Diane Brown	Aye
Sandy Brudvig	Aye
Mickey Callendar	Aye
Sheila Crossen-Powell	Aye
Lynn Robbins	Aye
Ivy Sager	Aye
Jim Taylor	Aye
B.J. Zarris	Aye
8. Upon motion by Lynn Robbins, seconded by Mickey Callendar, the cases listed below were approved. Case #2368 was not approved as presented. It was approved with a decrease in the number of hours for parental supports, from 15 to 10, which is reflected in the total listed below.

<u>Mandated</u>	<u>FAPT#</u>	<u>Requested</u>
	2420	\$ 450.00
	2421	\$ 1,750.00
	2144	\$ 8,000.00
	2439	\$ 47,905.00
	2325	\$ 8,909.00
	2434	\$ 12,160.00
	2433	\$ 3,400.00
	2231	\$ 2,324.88
	2447	\$ 1,800.00
	2239	\$ 5,340.00
	2368 (revised)	\$ 23312.00
	2136	\$ 23,807.60
	2316	\$ 6,650.00
	2180	\$ 13,288.00
	2446	\$ 7,878.00
	2147	\$ 17,494.25
	2301	\$ 1,034.00
	2273	\$ 925.00
	2274	\$ 925.00
	2347	\$ 700.00
<u>Mandated Consent</u>		
	2420	\$ 150.00
	2421	\$ 250.00
	2443	\$ 800.00
	2144	\$ 1,000.00
	2439	\$ 21,594.50
	2325	\$ 2,624.00
	2434	\$ 3,860.00
	2433	\$ 850.00
	2231	\$ 1,808.24
	2447	\$ 1,050.00
	2239	\$ 2,314.00
	2136	\$ 5,211.44
	2180	\$ 2,644.00
	2446	\$ 3,023.16
	2147	\$ 6,319.25
	2273	\$ 1,695.00
	2274	\$ 395.00
	2347	\$ 350.00
	2014	\$ 330.00
<u>Non-mandated</u>		
	2363	\$ 8,580.00
	2436	\$ 12,000.00
	2432	\$ 12,000.00
<u>Non-mandated consent</u>		
	2363	\$ 1,430.00

	2436	\$ 4,000.00
	2432	\$ 2,000.00
Total Mandated Requests		\$ 190,802.73
Total Mandated Consent Requests		\$ 56,268.59
Total Non-Mandated Requests		\$ 32,580.00
Total Non-Mandated Consent Requests		\$ 7,430.00
Education only mandated		\$ 12,574.63
TOTAL CSA FUNDS REQUESTED		\$ 299,655.95

9. CPMT requested follow up reports on mentoring for a sibling (case #2368) and the status of a youth in an assessment and diagnostic residential placement (case #2439).
10. CPMT discussed two co-pay appeal letters (case #2147 and case #2446). Co-payments are waived for June, with additional information provided at the June 26, 2014 CPMT. The LACM will gather additional information on how much the families feel they can afford to pay. Additional discussion on parental co-payments included: On case #2398, prior and current co-pays are forgiven, with the stipulation that OT continue and the parent continues to pay for that co-pay. Lynn Robbins noted case #2332 will need to be removed from the co-pay list. The only service approved was for drug screens which were paid by court services and the case is now closed. CPMT noted case #2432 is not included on the list and requested some more information regarding what efforts have been done to date on his co-pay.
11. CPMT advised when arranging co-pay meetings tracking of follow-up phone calls is necessary with families who have not established a co-pay, as required. If the family does not respond within 6 weeks, a letter should be mailed indicating that they have an additional two weeks to set up a meeting, and if it is not done, they will be assessed at the maximum co-payment rate.
12. Jim Taylor announced the Human Services Strategic Plan was completed and approved by the Board of Supervisors.
13. Adjourned at 1:51 p.m. until June 26, 2104 at 12:30 p.m. in the Hanover Department of Community Resources Meeting Room. This meeting will include a review of cases, administrative items and request for approval of funding.