

**HANOVER COUNTY COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
January 8, 2015
Hanover Department of Community Resources Meeting Room**

Present: Jim Taylor, B.J. Zarris, Sandy Brudvig, Mickey Callendar, Sheila Crossen-Powell, Jackie Manzer, Ivy Sager, Matt Eakin, Diane Brown, Karlyne Snead, and Kara Brooks.

1. The meeting was called to order by Jim Taylor, Chair, on January 8, 2015 at 12:36 pm in the meeting room of the Hanover Department of Community Resources.
2. The minutes from December 18, 2014 were reviewed by the team. Ivy Sager made a motion to approve the minutes, with the addition of Sandy's Brudvig's abstention on case #2427 be placed on the minutes and clarification of CPMT's approved funding total. BJ Zarris seconded the motion and the motion was approved by all members.
3. Jackie Manzer presented the current Fiscal Report; stating CSA has paid \$1.4 million and encumbered \$3.9 million has been for FY15. This is about \$400k higher than 2nd QRT FY14. At this time RTC is about \$135k more than last year and SPED is \$155k more. Jackie Manzer reported that CSA appears to be on track in the projected annual budget.
4. Upon a motion by Sandy Brudvig, and seconded by Shelia Crossen-Powell, 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 family.
5. Upon a motion by Diane Brown and seconded by Shelia Crossen-Powell, the meeting was reconvened. Jim Taylor 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. Mickey Callendar seconded the motion, with unanimous agreement by all CPMT members.
 - a. During the closed session Matt Eakin presented Case #2467 to the team to discuss placement in RTC and funding challenges with Medicaid.
 - b. During the closed session, Case #2474 was presented to CPMT to discuss substance abuse treatment options for parents/caregivers and possible funding approval of treatment for opioid dependency to include pharmaceutical methods.
 - c. During the closed session the parental co-payment appeal was heard regarding case #2290. Jim Taylor made a motion to accept the father's appeal for the parental co-payment on case # 2290 to include reducing the total due by half and establishing a payment plan with the father. The mother's co-payment on case #2290, is still past due and the CSA office will continue to pursue payment. Shelia Crossen-Powell seconded the motion and CPMT unanimously voted to approve the reduction of the father's payment.
6. BJ Zarris made a motion to approve the funding presented, except case #2467, in which funding will be approved for 60 days, instead of 90 days. Sandy Brudvig seconded the motion. The CPMT voted on the adjusted funds of \$82,268.00, with unanimous agreement.
7. CPMT reviewed the following administrative items:

- a) Kara Brooks presented a New Survey card for families and provider to complete following FAPT meetings; this information will be collected and the data will reviewed with FAPT members and CPMT at the end of the quarter to assess customer service and quality trends.
 - b) Parent Presentations directly to FAPT were not discussed in depth by CPMT. This conversation was deferred to a later date pending outcomes of current legislation.
 - c) CPMT briefly discussed CSA funding for residential services, which are denied by Medicaid with indication that the level of need for the child is less restrictive. The CSA Coordinator will talk with other localities, and review policy to present to CPMT at a later date if needed.
8. CPMT adjourned at 2:10 pm January 8, 2015, until January 22, 2015 at 12:30 pm in the Hanover Community Resources Conference Room. This meeting will include a review of cases, fiscal report, co-payment report in closed session, administrative items and request for approval 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."