

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

October 9, 2014 MINUTES *Revised 1/22/2015*

Present: Mickey Callendar, Sheila Crossen-Powell, Karlyne Snead, Jim Taylor, B.J. Zarris, Ivy Sager, Jackie Manzer Diane Brown.

The meeting was called to order by Jim Taylor, Chair, on October 9th, 2014 at 12:35 p.m. in the meeting room of the Hanover Department of Community Resources.

1. The minutes from the September 11th and September 25th meeting were approved as presented.
2. Jackie Manzer presented the fiscal report.
3. Upon a motion by Ivy Sager, seconded by Mickey Callender, 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.
4. Upon a motion by Mickey Callender seconded by B.J. Zarris, the meeting was reconvened.
5. 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 | Jim Taylor  | Aye |
| Mickey Callendar      | Aye | B.J. Zarris | Aye |
| Sheila Crossen-Powell | Aye | Ivy Sager   | Aye |

6. Upon motion by Sheila Crossen-Powell, seconded by B.J. Zarris, the cases listed below were approved.

|   |             |   |  |
|---|-------------|---|--|
| <i>EB</i>   | <i>2300</i> | <i>\$23,426.00</i>                                    |  |
| <i>KC</i>   | <i>2439</i> | <i>\$25,887.76</i>                                    |  |
| <i>ZC</i>   | <i>2398</i> | <del><i>\$16,500.00</i></del>                         | <i>Adjusted to-\$7,800</i>                               |
| <i>CE</i>   | <i>2468</i> | <i>\$504,750.00</i>                                   |  |
| <i>AG</i>   | <i>2462</i> | <i>\$5700.00</i>                                      |  |
| <i>AJ</i>   | <i>2376</i> | <i>\$91,536.13</i>                                    |  |
| <i>AM</i>   | <i>2445</i> | <i>\$19,750.00</i>                                    |  |
| <i>CR</i>   | <i>2379</i> | <i>\$3,000.00</i>                                     | <i>Add \$949.76 for transportation Total \$ 3,949.76</i> |
| <i>BR</i>   | <i>2430</i> | <i>\$1,800.00</i>                                     |  |
| <i>IS</i>   | <i>2428</i> | <i>\$7560.00</i>                                      |  |
| <i>ES</i>   | <i>2301</i> | <i>\$2850.00</i>                                      |  |
| <i>BS</i>   | <i>2309</i> | <i>\$6500.00</i>                                      |  |
|   |             |   | <i>Added ATC 2325 \$400</i>                              |
| <i>CE</i>   | <i>2468</i> | <i>\$6,231.67</i>                                     |  |
| <i>AJ</i>   | <i>2376</i> | <i>\$23,052.91</i>                                    |  |
| <i>AG</i>   | <i>2462</i> | <i>\$1,900.00</i>                                     |  |
| <i>EB</i>   | <i>2300</i> | <i>\$163.38</i>                                       |  |
| <i>CR</i>   | <i>2379</i> | <i>\$3,000.00</i>                                     |  |
| <i>Total Non-Mandated Consent Requests-</i>           |             |   | <i>\$0.00</i>  |
| <i>Education only mandated-</i>                       |             |   | <i>\$17,112.50</i>                                       |
| <b><i>TOTAL CSA FUNDS REQUESTED- \$760,720.35</i></b> |             | <b><i>TOTAL CSA FUNDS APPROVED: \$ 753,370.11</i></b> |  |

7. During closed session, Sheila Crossen-Powell discussed case # 2379 placement and service provider changes and requested to reimburse family for transportation cost based on federal mileage rate up to twice a month. CPMT approved case # 2376 for residential services based on the Medicaid eligibility effective October 1st. Jackie Manzer discussed case # 2325 and requested service approval for 30 days in September based on the June 4th IFSP Plan ending on September 30th. Ivy Sager requested services ending for case # 2406 on November 30th. CPMT discussed case # 2144 and the co-pay letter appeal based on medical hardship and deferred the discussion until supporting documents were submitted.
8. CPMT discussed the Administrative item regarding the Virginia Children's Services Practice Model in the FAPT process and family centered documents to give to families. Examples from Stafford County FAPT were reviewed and CPMT approved Hanover CSA creating a similar format based on Hanover County's policies and procedures. The Case Review process and the role of the FAPT team was deferred until the completion of the case review on # 2136.
9. Sheila Crossen-Powell announced the new CSA Coordinator, Kara Brooks.
10. Adjourned at 1:30 p.m. until October 23, 2014 at 12:30 p.m. in the Hanover Department of Community Resources Meeting 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.