

# MINUTES

## Hanover County CPMT

---

*Date | time* 1/11/2018 12:31 PM | *Meeting called to order by* Jim Taylor

---

### In Attendance

---

Jim Taylor | Tamara Temoney for Sheila Crossen-Powell | Ivy Sager | Nancy Davis  
Angela Kelchner | Diane Brown | Jackie Manzer | Julie Dubee

Jim Taylor chaired the meeting according to the agenda order. Bernie Jordan, Division Director, observed the meeting

### Approval of Minutes

---

The minutes from December 14, 2017 were approved, with one correction.

### Fiscal Report

---

Jackie Manzer shared the fiscal report as of 12/31/17. Total payments are \$1,381,000, which is \$356,000 higher than this time last year. Encumbrances are \$3.2 million, which are \$954,000 higher than the same time in FY17. Encumbrances without private day are 1.1 million, which are \$90,000 less than the same time in FY17. Spending in private day, residential, community-based and non-mandated are higher than at the same time in FY17, while spending in therapeutic foster care is lower. Jackie Manzer mentioned the importance of monitoring the non-mandated budget line.

CSA is currently projecting a final budget of \$4.9 million for FY18. CSA will be completing a board request for additional funding on January 24, 2017. The request will be for \$671,000, \$300,000 of that is local money. Diane Brown plans to share data on transfer youth and youth who are able to return from private day to their home schools.

### Administrative

---

Julie Dubee presented a new IFSP for CPMT's approval. The IFSP was approved by the Policy Subcommittee and was provided to FAPT and lead-agency case managers for review and feedback. Sheila Crossen-Powell made a motion to approve the new IFSP and the motion was seconded by Diane Brown. All members voted Aye in agreement.

Julie Dubee presented a new vendor for CPMT's approval. The approval for the vendor was deferred in order to obtain better references from other localities, and due to the client not requiring immediate placement. CPMT also discussed the vendor's unique and costly rate structure.

Julie Dubee shared data with CPMT about Hanover CSA's use of services in FY17. The services were explored by expenditure, client served, and service duration. Jim Taylor expressed an interest in looking at the residential costs, including the Medicaid payments.

### Closed Session\*

---

Upon a motion by Claiborne Mason, and seconded by Diane Brown, CPMT went into Closed Session for consideration of funding requests on behalf of services for particular children and/or families.

Jim Taylor asked about CASE #2436 and why services for a closed case were being requested. Julie Dubee explained that the services occurred prior to closure. Jim Taylor also asked about providing services for a sibling on CASE #2576. The team discussed that services were being provided to help the sibling with the client's transition home, and the importance of the goal of return home for this case. Julie Dubee provided an update on CASE #2301 and that costs were so high due to CSA paying for residential until the youth is Medicaid-eligible.

There were no copayment actions to present, but Jackie Manzer shared good news that CASES #2301 and #2497 had both paid in full.

Upon a motion by Claiborne Mason and seconded by Diane Brown the meeting was reconvened. Upon a motion by Claiborne Mason and second by Sheila Crossen- Powell the closed session was certified, only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act; only such public business matters as were identified in the motion for Closed Session were discussed. All members voted Aye in agreement and certified the closed session.

Angela Kelchner made a motion to approve the funding request per FAPT recommendations, as presented. The motion was seconded by Nancy Davis. All CPMT members voted to approve the funding request as presented.

---

### Announcements

---

Jim Taylor reminded the team of the budget request to board occurring on January 24, 2018.

Next Meeting: **Date | time:** 25 January 2018 at 12:30 pm | **Location:** Community Resources

Jim Taylor Adjourned the meeting at 1:13 PM on January 11, 2018.

---

*\*Virginia code section 2.2-5210 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 policy and management 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.*

*\*\*VA Code section § 2.2-5206. 3. Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay; 9. Authorize and monitor the expenditure of funds by each family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council;*