

MINUTES

Hanover County CPMT

Date | time 1/27/2022 1:00 PM | *Meeting called to order by* Jim Taylor

In Attendance

Jim Taylor | Ivy Sager | Sheila Crossen-Powell | Diane Brown
Karen Stalzer | William Fells | Jackie Manzer | Julie Dubee

Les Beasley, Bernie Jordan, and Karen Butler attended the meeting.

Approval of Minutes

The minutes from December 16, 2021 were approved as submitted

Fiscal Report

Jackie Manzer shared the fiscal report. As of December 31, 2021, mandated and non-mandated spending totaled \$2,176,000, which is higher than the same time last year by \$107,000. Encumbrances totaled \$4.4 million, which is \$601,000 higher than the same time last year. Spent and encumbered totaled \$6,618,000 which is \$780,000, or 12% higher than the same time last year.

Residential spent and encumbered is \$409,000, which is lower than last year by \$14,000. TFC spent and encumbered is \$828,000, which is higher than last year by \$476,000. Private day and residential education spent and encumbered is \$3,830,000, which is higher than last year by \$105,000. Community-based spent and encumbered is \$1,391,000, which is higher than last year by \$280,000. Family Foster Care, which includes Fostering Futures, spent and encumbered is \$97,000. This is lower than last year by \$44,000.

Medicaid billing was received for December and is \$99,332, which is slightly lower than the same time last year.

The FY22 budget is \$7,232,500, which is higher than last year by \$430,000. With spent and encumbered, there is \$515,000 remaining.

Les Beasley noted the biggest concern is the sustained growth in the TFC 2A1 category. Bernie Jordan added that they are including unknown youth in the projection. Sheila Crossen-Powell added that they currently have 53 youth in DSS custody and expect to receive one more child in foster care tomorrow.

Jim Taylor noted the importance of making sure what is being approved is truly needed.

Les Beasley added that regarding requesting additional funds, the earlier the call has to be made, the more they will have to rely on assumptions.

Administrative

Julie Dubee presented Optimum Youth Services and CATCH as potential new vendors for Hanover CSA. Both vendors are client specific requests and have submitted all contracting documentation. Upon a motion by Ivy Sager and seconded by Sheila Crossen-Powell, Optimum Youth Services was approved as a contracted vendor. All CPMT members voted Aye. Upon a motion by William Fells and seconded by Diane Brown, CATCH was approved as a contracted vendor. All CPMT members voted Aye.

Julie Dubee presented David White as a potential parent representative on CPMT and share about his history of serving on Hanover FAPT as a parent representative years ago. Upon a motion by Ivy Sager and seconded by William Fells, David White was approved as a parent representative on CPMT. All CPMT members voted Aye. Mr. White will need to be approved by the Board of Supervisors prior to starting.

Julie Dubee presented a power point presentation to review updates from OCS, audit and local policy revisions. The OCS updated were about administrative funds, transition of private day back to the Department of Education and the private day rate setting study rates.

For the audit, Julie Dubee reviewed items with a partial finding. The primary concern was that two cases received TFC Case Management and ICC funding at the same time, which is considered a duplication. Julie Dubee shared the policy excerpt and reviewed the three clients across FY21 and FY22 where the duplication occurred. Ivy Sager suggested including a provision about this in future contracts. Jim Taylor recommended asking out peers to see how familiar they were with the policy. The other findings were related to missing paperwork like signed IEPS, but the documents were requested, located and added to the files. Julie Dubee also reviewed suggestions for items on the Quality Improvement Plan. These items included a listing and schedule of reports to CPMT, quarterly updates of the CSA section of the county website and checking on CANVaS users and mechanisms for encouraging timely submission of case closure documents. CPMT suggested emailing the Department Head and/or CPMT representative if the documents are not received within a timely manner. CPMT also discussed ending ICC for any cases that are currently receiving ICC and TFC case management, effective 2/1/22.

Lastly, Julie Dubee also reviewed local policy updates. A statement was added to policy allowing CPMT members to participate virtually in CPMT during a declared state of emergency. The new UR position and their UR schedule was also updated in policy. Finally, there were updates to copayment policy to clarify a few items and to update forms. Upon a motion by Sheila Crossen-Powell and seconded by William Fells, the local policy updates were approved as presented. All CPMT members voted Aye.

Closed Session*

Upon a motion by Karen Stalzer and seconded by William Fells, CPMT went into Closed Session for consideration of funding requests on behalf of services for particular children and/or families.

Julie Dubee highlighted a few cases for CPMT. CASE #2618 has higher costs related to a concurrent plan of PRTF and TGH. This client has been residentially placed for 702 days and their team is actively working on step-down to a group home prior to return home. This client also has a number of community-based services requested to support the step-down. CASE #2648 is also actively working on discharge from residential. The request includes virtual residential services to ensure a safe transition home. Julie Dubee updated that CASE #2798 returned home in November and was hospitalized multiple times. The case manager is exploring both residential and group home options and the caregiver has filed relief of custody. The Department of Social Services is on-notice. CASE #2824 has higher costs associated with a TFC Level 3 placement, ICC, guided visitation and family support partner. For CASE #2824 and CASE #2788, CPMT should consider making a motion ending ICC services due to the duplication. CASE #2842 has higher costs related to residential placement. They are also actively working on discharge and requesting adding home-based and mentoring services as supports. Jim Taylor questioned added both services at the same time and proposed a more intensive review of clients with multiple community-based services. Julie Dubee suggested a subcommittee of both FAPT and CPMT members to discuss the use of community-based services. CPMT suggested the development of a decision tree to avoid duplication and also ensure CSA is staying within budget.

Sheila Crossen-Powell noted one mentor providing a number of services to Hanover CSA clients. Karen Butler added praise for the mentor's services and ability connect with clients.

CPMT discussed copayments for CASE #2325, #2775, and #2799.

Upon a motion by Sheila Crossen-Powell and seconded by Diane Brown, the meeting was reconvened. Karen Stalzer made a motion to certify the closed session and this motion was seconded by William Fells. 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 CPMT members voted Aye.

Karen Stalzer made a motion to approve the FY22 funding requests as presented, except for a suspension of ICC services for CASES #2824 and #2788 effective 2/1/22. William Fells seconded the motion. All CPMT members voted to approve the funding requests as presented.

William Fells made a motion to send CASE #2325, #2775, and #2799 to the Treasurer's Office for collections This was seconded by Karen Stalzer. All CPMT members voted Aye.

Announcements

Next Meeting: **Date | time:** 10 February 2022 at 1:00 p.m. | **Location:** Hanover DSS Large Conference Room

Jim Taylor adjourned the meeting at 2:33 PM on January 27, 2022.

**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;*