

**POWHATAN COUNTY CHILDREN'S SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM**

DATE: December 20, 2018

1. The meeting was called to order on December 20, 2018 at 9:00 a.m. in the Goochland-Powhatan Community Services Board Room. Susan Bergquist chaired the meeting.

Present:

Susan Bergquist/Chair, CSB
Colleen Hazard/Secretary, 11th District CSU
Vicki Stamps/Vice-Chair, Health Department
Rob Johnson/Private Provider Rep, Grafton
Jeff Searfoss, Sheriff's Department
Charla Schubert/Treasurer, Finance Director
Phoebe Wright/Parent Rep
Audra Morris, Children's Services Manager
Annette Larkin/Program Auditor, OCS

Absent:

Ted Voorhees, County Administrator
Sharon Rochelle, DSS
Lynn Clayton-Prince, Schools
Katie Wojcicki/FAPT Chair, Schools

2. On a motion by Jeff Searfoss and seconded by Vicki Stamps, the Consent Agenda item was approved as presented or amended: a.) 11.29.18 CPMT Minutes.

3. Audra Morris reported the following FY19 Financials:

-Local Medicaid Match:	None Reported for FY19
<u>Encumbrances and Expenditures:</u>	
-CSA:	\$1,558,030
-Wrap-Around:	\$ 18,686
-PSSF:	\$ 3,243

The following administrative items were reviewed:

- a. Annette Larkin/OCS Program Auditor informed the Team that the Office of Children's Services had completed the audit of Powhatan County CSA program. The audit included a review and evaluation of management oversight, operational, and fiscal practices. Based on the review and examination of the program and supporting documentation provided, internal controls governing management oversight, operational, and fiscal practices were determined as adequate and functioning as intended. No significant reportable non-compliance issues were observed. Annette Larkin thanked Audra Morris and the Team for the cooperation and stated the final Audit Report would be distributed as soon as possible. Annette Larkin asked the Team if they had any formal statement, to which the Team and Audra Morris thanked her for her hard work on the audit and for the ongoing collaboration as a State partner in providing services to at-risk youth and families.
- b. Audra Morris provided the Team with the Families First Act workgroup updates (copies provided upon request). Audra requested the Team read over the updates and provide any input she could share during upcoming meetings.
- c. Audra Morris provided the new State CANS Policy, Policy 3.6/Mandatory Uniform Assessment Instrument which will be effective January 1, 2019 (copy available upon request). Audra also requested approval of the local Policy, Section VII: Mandatory Uniform Assessment Instrument-SEC Policy 3.6, updated to meet the requirements of the new state policy, and effective January 2, 2019(copy available upon request).
- d. Audra Morris and the Team discussed the potential financial impact on the local program in future audits if CANS assessments are not completed in a timely manner according to the new state and local policies. The Team agreed each core agency should decide and report on a contingency plan by the March CPMT meeting. The Team will discuss further potential changes to policy and

procedure in order to protect from potential chargebacks to the local CSA during the January and/or February meeting when more core participating agency heads are in attendance.

- e. Audra Morris reported she has reached out to OCS for details on the Continuous Quality Improvement (CQI) program training pilot. Audra reminded the Team that Goochland's CSA Director has worked with the OCS workgroup on this new policy which will replace the current State Utilization Management (UM) Policy requirement and discussed the extreme importance of this policy requirement. The training with Goochland is tentatively planned sometime between January and March 2019. The Team previously agreed it would be beneficial to participate pending the Team availability and requirements for participation. Audra will keep the Team updated when she is informed of details.

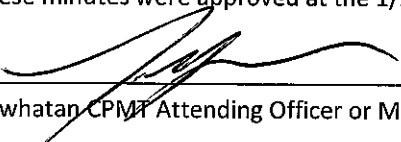
The financial and administrative items were reviewed and on a motion by Jeff Searfoss and seconded by Phoebe Wright, all items were approved as presented or amended.

- 4. Susan Bergquist moved that CPMT go into Closed Session in accordance with the Code of Virginia 2.2-3711(A) (4) for the protection of the privacy of individuals in personal matters not related to public business. The Team approved.
 - a. Case Reviews, including service plans, FAPT/CPMT/IFSP/FC Plan Review and Funding Tables, case updates, purchase order requests, additional approvals, FAPT email approvals, parental co-pays, and any other case specific information, were discussed.
- 5. Upon a motion by Charla Schubert and seconded by Jeff Searfoss, the CPMT meeting was reconvened.
- 6. Susan Bergquist moved that CPMT certify that in accordance with the Code of Virginia 2.2-3712(D); 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 the Closed Session were discussed. Upon a motion by Jeff Searfoss and seconded by Vicki Stamps, the closed session was certified.
- 7. Upon a motion by Colleen Hazard, seconded by Phoebe Wright, and carried by the majority, all cases were approved as presented or amended during closed session.

<u>Name</u>	<u>Vote</u>
Vicki Stamps	Aye
Susan Bergquist	Aye
Jeff Searfoss	Aye
Colleen Hazard	Aye
Phoebe Wright	Aye
Charla Schubert	Aye
Rob Johnson	Aye (Rob Johnson abstained from any decisions with regards to services provided by Grafton.)

- 8. The CPMT meeting was adjourned at 9:45 a.m. The CPMT's next regular meeting will be held on January 24, 2019.

These minutes were approved at the 1/24/19 CPMT meeting with a vote of 6 / 10.



Powhatan CPMT Attending Officer or Member



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