

**HANOVER COUNTY
COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING AGENDA
July 17, 2014 12:30 p.m.
Hanover Department of Community Resources Meeting Room**

1. Call to Order
2. Approval of the minutes of June 26, 2014.
3. Fiscal Report
4. Closed Session
The CPMT will go 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 for services for particular children and/or families.
5. Reconvene
6. Certification of Closed Session
7. Action Related to Authorizations of Payment for the Procurement of Services on Behalf of Children.
8. Announcements
9. Adjournment – **August 21, 2014** - Hanover Department of Community Resources Conference Room. This meeting will include a fiscal report, parental co-pay report in closed session, review of cases and request for authorization 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.”

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

June 26, 2014
MINUTES

Present: Diane Brown, Sandy Brudvig, Mickey Callendar, Sheila Crossen-Powell, Hope Hodgson, Heather Ramey, Lynn Robbins, Ivy Sager, Jim Taylor, B.J. Zarris.

The meeting was called to order by Jim Taylor, Chair, on June 26th, 2014 at 12:33 p.m. in the meeting room of the Hanover Department of Community Resources.

1. The minutes from the June 12th meeting were approved with the following changes: “as amended” was removed from item #1; the last two sentences were removed from item #4; the number of hours noted was reversed to show a decrease in hours on item #8, and on item #10 the word “pending” was changed to “waived.”
2. CPMT members approved the local CSA policy manual and by-laws, with an amendment to the recently revised co-pay guidelines that had been approved on May 22nd.
3. Upon a motion by Sandy Brudvig, seconded by Mickey Callendar, 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 Sandy Brudvig, seconded by Diane Brown, the meeting was reconvened.
5. Lynn Robbins 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. Ivy Sager seconded the motion with the following votes by the members:

Diane Brown	Aye
Sandy Brudvig	Aye
Mickey Callendar	Aye
Sheila Crossen-Powell	Aye
Lynn Robbins	Aye
Ivy Sager	Aye
Jim Taylor	Aye
B.J. Zarris	Aye

6. Upon motion by Lynn Robbins, seconded by B.J. Zarris, the cases listed below were approved. Funding for FINS case management on case #2398 is reduced by 104.00 per month, the revised amount is listed below.

<u>Mandated</u>	<u>FAPT#</u>	<u>Requested</u>
	2451	\$ 27,750.00
	2398	\$ 15,046.00
	2373	\$ 500.00
		\$ 14,793.00
<u>Mandated Consent</u>		
	2451	\$ 1,600.00
	2349	\$ 1,300.00
	2373	\$ 2,350.00
	2347	\$ 300.00

<u>Non-mandated</u>	2449	\$ 3,500.00
<u>Non-mandated consent</u>	2449	\$ 500.00
Total Mandated Requests		\$ 58,193.00
Total Mandated Consent Requests		\$ 5,550.00
Total Non-Mandated Requests		\$ 3,500.00
Total Non-Mandated Consent Requests		\$ 500.00
Education only mandated		\$ 54,551.22
TOTAL CSA FUNDS REQUESTED		\$ 122,190.22

7. CPMT discussed two co-pay appeal letters (case #2147 and case #2446). Historically, cases receiving residential placement services were expected to make a co-payment based on an assessment using Department of Child Support Enforcement guidelines. CPMT supported applying the sliding scale for community-based services to cases receiving residential placement services when the parent/caregiver requests an appeal and provides valid documentation. The community-based scale reduces the monthly co-payments for both cases. In accordance with the community based scale, case #2147 is reduced to \$0.00 and case #2446 is reduced to 20.00 per month.
8. Jim Taylor announced the resignation of Karyn Tancredi, Accounting Division Director. Jackie Manzer will be covering the work of the position in the interim.
9. Adjourned at 1:48 p.m. until July 17, 2104 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.