

**Hanover County Community Planning and Management Team (CPMT)**

**June 9, 2016**

**Location:** Hanover Community Resources Meeting Room 12306 Washington Hwy Ashland VA 23005

**Present:** Jim Taylor (chair), Diane Brown, Mickey Callender, Claiborne Mason, Jackie Manzer, Sheila Crossen-Powell, Ivy Sager, Re'Nee Teague, BJ Zarris, and Kara Brooks

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1. The CPMT meeting was called to order by Jim Taylor, on June 9, 2016 at 12:32 pm, in the meeting room of the Hanover County Community Resources meeting room.
  2. The approval of the May 26<sup>th</sup>, 2016 meeting was postponed to the next meeting.
  3. Jackie Manzer presented the CSA Fiscal report. At May month-end, amounts paid and encumbered totaled \$4,471,517, which is \$88k lower than at the same time last year. Total amounts paid of \$3,267k is similar to last year; trending \$47,200 higher. Total encumbrances are \$1.2 million, which is \$135k lower than compared to last May. Of the encumbrances, \$455k is related to private day activity, \$367k is community based services, and \$261k is residential/congregate care.

At this point, CSA reached the State budgeted amount and Finance is preparing a supplemental allocation request for additional funding. CSA still has \$618k remaining in the local budget.

As of May 31, Wrap around services are over-encumbered by the \$14k noted. CSA could potentially pay for the services from the non-mandated category if the category exceeds the State's \$50k budget amount. OCS has released their preliminary FY17 wrap funding amounts and Hanover's budget is \$45k, a supplement for wrap mid-year, so we will continue to monitor the activity in the category.

Medicaid reporting has been provided through April and is trending higher than last year. The amount shown above reflects \$199k, but when considering the accrual adjustment at the start of the year, CSA paid out \$287k in local match, compared to the \$181k at the same point last year. It is a favorable shift to have services funded by Medicaid as it reduces our local contribution.

4. Jackie Manzer also shared the WRAP funding allocations for FY 17 have been released and is lower than prior years. Hanover will plan to request additional funds at the end of the 2016 calendar year, when the funds are re-allocated.
5. Kara Brooks reviewed the policy discussion at the last meeting regarding CPMT approval of on- consent expenditures. As requested, Kara Brooks presented a sample form that could be utilized for lead agency's CPMT representative to sign (1) granting CPMT approval of the funds, pending the next meeting and (2) approve the service on consent on behalf of their agency, in the event CPMT denies the expenditure. After discussion among the team members, Ivy Sager indicated the current process of e-mailing confirmation for funding approvals works well. This process or request will be made from the LACM to the CPMT representative for each agency and then communicated with CSA.
6. Kara Brooks presented data and information about the current parental co-payments, as discussed in the prior CPMT meeting.

The current Medium and Mean amount is \$70. When we compare Hanover and Henrico County, the average rate in Hanover is \$70, reflecting a family income between \$38,000-54,000, depending on the number of household members, whereas, in Henrico county a \$71 parental co-payment is assessed for legal guardians with an earned income between \$21,096 -35,988.

If the 14 families paying '0', are removed from the calculation the Medium is \$100 and the Mean, not including 0 rates, is \$160; and currently there are seven (7) families paying a parental co-payment over \$300. Of the families currently contributing to CSA, there are six (6) households' with step parents' income in the calculations, which may be reduced by policy change. Also noted, seven (7) households were impacted by the change in policy regarding grandparents.

CPMT reviewed the policy revisions and explored the language reflecting the changes outlined in the prior meeting to include removing step parents income, merging sibling cases and a simplified co-payment scale. During the conversation, it was evident that several people were not present for the previous meeting Ivy Sager requested the revisions be sent prior to the next meeting, with all tracked changes noted. BJ Zarris offered to write a mission statement about parental co-payments, to help outline the policy. Kara Brooks will send a policy revision, with all tracked changes and reflective of code requirements, OCS guidance and the mission statement proposed by BJ Zarris.

7. Kara Brooks provided Jim Taylor with contract renewals from several vendors for signatures. None of the contracts were from new vendors or amended.
8. Upon a motion by BJ Zarris, CPMT went into Closed Session\* for consideration of funding requests on behalf of services for particular children and/or families.
9. Upon a motion by Re'nee Teague and seconded by Mickey Callender the meeting was reconvened.
10. Mickey Callender made a motion to certify 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. Sheila Crossen Powell seconded the motion and all members voted Aye to certify the session.
11. Claiborne Mason made a motion to approve the FY16 and FY17 funding request per FAPT and IEP recommendations, the motion was seconded by BJ Zarris. All CPMT members voted to approve the funding request as presented. Approved \$74,070.20 FY16 and \$244,842.50 FY 17.
12. Claiborne Mason made a motion to accept co-payment recommendations from finance, Mickey Callender seconded and all CPMT members supported the recommendations, to include case #2539 waive co-payment with a balance of '0'; and submit #2408 to Treasures office for collections, per policy.
13. Jim Taylor requested the IFSP's be provided to CPMT for the FY17 request, along with the funding summary.
14. As Jim Taylor prepared to adjourn the meeting, he and several other members indicated they would be absent at the next scheduled meeting (6/23/2016). With concerns regarding quorum and the fiscal year end, CPMT was adjourned and re-scheduled for 12:30 pm on June 30, 2016 in the Hanover Community Resources Meeting Room.

*\*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;*