

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

MEETING MINUTES: December 18, 2014 at 12:30 pm

Present: Jim Taylor, B.J. Zarris, Sandy Brudvig, Mickey Callendar, Sheila Crossen-Powell, Jackie Manzer, Ivy Sager, Lynn Robbins, Diane Brown, Karlyne Snead, and Kara Brooks.

1. The meeting was called to order by Jim Taylor, Chair, on December 18, 2014 at 12:32 pm in the meeting room of the Hanover Department of Community Resources.
2. The minutes from November 14, 2014 were approved, with the originally presented funding total of \$300,924.70; Sandy Brudvig abstained from the vote, but quorum was still met for the meeting and funding was approved; a note regarding case #2427 was removed from the minutes which previously deferred a vote until the December meeting.
3. Jackie Manzer presented the current Fiscal Report.
 - a. At November month-end, the total paid and encumbered is \$3.3 million for FY15, which is about \$150k higher than the same time last year. The encumbrance amount of \$2.2 million is consistent with the prior year. The more notable categories include congregate care, totaling \$185k, compared to \$96k in FY14 and community based expenses are down about \$100 from November FY14
 - b. It was also reported that the CSA FY 16 Budget was finalized and submitted.
4. Upon a motion by Shelia Crossen-Powell, and seconded by Lynn Robbins, 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.
5. Upon a motion by Jim Taylor and seconded by Sandy Brudvig, the meeting was reconvened. Jim Taylor 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. Mickey Callendar seconded the motion, with unanimous agreement by all CPMT members.
6. Lynn Robbins made a motion to approve the funding presented, with the following exceptions:
 - a. Case #344's funding approval through 2/28/2015, when the case returns to FAPT
 - b. Case #2479 be listed as non-mandated.
 - c. Ivy Sager amended the motion to remove case #2427's funding request which was reviewed and approved on 11/18/2014 with a majority vote. Mickey Callendar seconded the motion. The CPMT unanimously voted to approve the requested funds of \$425,548 (*adjusted to reflect the reduction of funds approved on 11/18/2014 for case #2427*).
7. Lynn Robbins made a motion to approve three parental co-payments (Case # 2363, #2411, and #2434) move forward through the collections process, per the recommendation of the Finance Department. Mickey Callendar seconded the motion and the CPMT unanimously voted to send the three cases to collections.
8. Administrative items
 - a. Hanover CSA Policy Manual revisions were reviewed and discussed by all CPMT members. Shelia Crossen-Powell made a motion to approve the changes, Mickey Callendar seconded the motion and all members unanimously approved the policy changes. The policy changes approved addressed the MCAT and FINS process, ICC vs CC, and FAPT/ CSA documentation

- requirements, per the recommended OCS audit.
- b. Shelia Crossen-Powell made a motion to appoint a work group to review and revise the Utilization Review Policy, Mickey Callendar seconded the motion and all members approved the development of a work group to present recommended changes to CPMT at a future meeting.
 - c. The OCS Audit Response was reviewed by CPMT members. Shelia Crossen-Powell made a motion to approve the Quality Improvement Plan (QIP) response. Diane Brown seconded the motion and CPMT unanimously approved the submission of the QIP to OCS by January 5, 2015.
 - d. Kara Brooks presented a brief update from SEC, which met at 9:00 am on December 18, 2014. The SEC reviewed the task force recommendations and accepted public comments on the topic of Non-CSA Parental Placements into Residential Treatment Programs. The SEC voted to create an additional work group to make recommendation policy changes to be presented at the SEC meeting on April 20, 2015.
9. CPMT adjourned at 2:38 pm, December 18, 2014 until January 8, 2015 at 12:30 pm in the Hanover County Department of Community Resources Conference 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.

*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."