

Pittsylvania County

COMMUNITY POLICY AND MANAGEMENT TEAM

Team Meeting Minutes

May 25, 2023

Pittsylvania County Community Center

I. Call to Order

Ms. Sandy Irby, Director Children's Health Services, Danville-Pittsylvania Community Services, called the meeting to order at 3:00 p.m.

II. Roll Call:

The following Team members attended the meeting.

Ms. Sandy Irby, Chair, Director Behavioral Health Services, Danville-Pittsylvania Community Services

Ms. Katherine Waller, RN Supervisor, Health Department

Ms. Dawn Loving, Supervisor, Pittsylvania County Court Services Unit, 22nd District

Ms. Regina Barger, Director, Pittsylvania County Department of Social Services

Ms. Ann Cassada, Pittsylvania County Schools

Mr. Robert Tucker, Pittsylvania County Board of Supervisors

Captain Corey Webb, Pittsylvania County Sheriff's Office at 3:05pm

Also attending the meeting are Ms. Cheryl Boswell, CSA Coordinator; Jennifer Cooper, UM/UR Specialist; and Sandy Ritchie, Office Coordinator.

III. Public Comment: No Public Comment.

IV. Approval of Agenda:

Ms. Irby asked if anyone had any additions or corrections to the agenda. Ms. Waller made a motion for the agenda to be approved as amended to reflect the correct time of 3:00pm instead of 2:00pm and Ms. Cassada seconded the motion. Motion passed.

V. Consent Agenda:

Ms. Waller made a motion to approve the April 2023 minutes and the April 2023 Pool Report. The motion was seconded by Ms. Cassada. Motion passed.

VI. New Business:

A. Agency Updates – DPCS; Ms. Irby shared DPCS is pausing ICC services at this time because the staff who could provide the service has put in her notice. PCS; Ms.

Cassada shared it had been a successful school year and graduation would be over the next couple of days. DSS; Ms. Barger shared that 4 children completed the adoption process this month, making a total of 5 for the year.

- B. Audit Findings-** Ms. Boswell received the findings from the audit on 5-9-2023. She has met with Ms. Hunt (County Attorney), Mr. Turille (County Administrator), and Ms. Van Der Hyde (Director of Finance). Ms. Boswell has completed an update to the Board to explain why there is a recoup of monies (\$33,449.93) and what has been put in place to prevent it in the future. If there are any other issues or concerns from the Board of Supervisors, Ms. Boswell will bring them to the attention of CPMT.
- C. Transition of CANVAS to OKTA-** Ms. Boswell discussed shared that as of 5-23-2023 anyone who has not transitioned will have to transition to OKTA to access the CANS website. Ms. Boswell shared staff may have to use the 800 number to access support getting everything set up. Ms. Boswell also shared there would be no change to the training website for CANS.
- D. FY 24 Adopted CSA Budget-** Ms. Boswell shared information about Fiscal Year funds already approved. There were no changes between this year and the last. 5 million in state funds and 1.4 million in county funds, for a total of 6.4 million. Last year spent total was 5.4 million, leaving CSA with a cushion as there has been an increase in costs and the number of children receiving services.
- E. Parent Confirmation Service Logs-** Ms. Boswell shared there has been some chatter about using the parent log or letting Providers use their own forms. The Team made a decision that beginning July 1, 2023, the parent Confirmation log will be used across the board for all community providers and should be provided with invoices and supporting documentation. Ms. Cooper will send out an email to contracted providers and Ms. Bowell will send out an email to all FAPT and CPMT members to make them aware.
- F. PSSF Funding-** Ms. Boswell and Ms. Barger shared information with the Team about how this funding stream comes from DSS and Ms. Barger and Ms. Malott have been working with the state on guidance about the wording of the funds and have submitted new requests and kept the wording much vaguer, so they are able to use the funding for more areas of opportunity. Ms. Barger is going to send over some examples for Ms. Boswell to share with the CPMT and FAPT Teams.
- G. Chair/Vice Chair Presentation of Nomination-** During the April Meeting, Ms. Boswell asked for a nominating committee to be established to select and present at the next meeting, the nomination for Chair and Vice Chair for FY23-24 year (July 1, 2023, to June 30, 2024). Ms. Karavanic, Ms. Waller, and Ms. Van Der Hyde all volunteered to be on the committee. Ms. Waller presented on behalf of the nominating committee the nominations of Ms. Irby to be the Chair and Ms. Cassada to also remain the Vice-Chair for the upcoming fiscal year. At the meeting in June, these nominations will be voted on.

VII. Old Business

- A. CSA Conference Registration-** Ms. Boswell shared registration is open, and she will be working on that in the coming weeks. Ms. Boswell requested Directors get a list of those who will be going to her as soon as possible and changes can be made

later on if needed. Ms. Boswell also shared CSA was able to secure rooms at the Hotel Roanoke this year for all of the Team.

- B. CSA Community Connections Vendor Fair-** Ms. Boswell shared the CSA office coordinated a Vendor Fair on 5-18-2023 and a number of the CMPT, FAPT, and Case Managers came. There were also members of the community present. Ms. Boswell felt it was a successful event and hopes to grow it in the coming years. The purpose of the Vendor Fair was to help with communication and collaboration, with an agenda of creating healthier lifestyles and families in our community.

Closed Meeting:

Ms. Irby asked for a motion to go into the closed meeting.

Ms. Cassada - I move that this meeting of the Pittsylvania County Community Policy and Management Team be recessed and that the Board immediately reconvene in closed meeting for the following purpose: Discussion or consideration of medical and mental health records as permitted by Subsection (A) (15) of Section 2.2-3711 of the Code of Virginia, 1950, as amended and more specifically to consider the treatment and rehabilitation provided to children under the jurisdiction of the Pittsylvania County Community Policy and Management Team. Motion was seconded by Ms. Waller, followed by a voice vote: Ms. Waller, yes; Ms. Irby, yes; Ms. Barger, yes; Ms. Loving, yes; Ms. Cassada, yes; Captain Webb, yes; and Mr. Tucker, yes. Motion passed.

Return to Open Meeting:

Ms. Cassada - I move that the Pittsylvania County Community Policy and Management Team immediately reconvene in open session. Motion was seconded by Ms. Waller, followed by a voice vote: Ms. Waller, yes; Ms. Irby, yes; Ms. Barger, yes; Ms. Loving, yes; Ms. Cassada, yes; Captain Webb, yes; and Mr. Tucker, yes. Motion passed.

Certification:

Ms. Cassada - I move that the Pittsylvania County Community Policy and Management Team adopt a resolution certifying that to the best of each member's knowledge that (1) only public business matters lawfully exempted from the open meeting requirements under section 2.2-3711 were heard, discussed or considered and, (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Motion was seconded by Ms. Waller, followed by a voice vote: Ms. Waller, yes; Ms. Irby, yes; Ms. Barger, yes; Ms. Loving, yes; Ms. Cassada, yes; Captain Webb, yes; and Mr. Tucker, yes. Motion passed.

Ms. Irby asked for a motion to approve Pittsylvania County Schools cases PCS-FY22-23/05-01 through 05-20 in the amount of \$160,629.88. The motion was made by Ms. Cassada and seconded by Ms. Waller. Motion Passed.

Ms. Irby asked for a motion to approve Pittsylvania County Mandated cases PCFY22-23/05-01 through 05-37 in the amount of \$355,389.23. The motion was made by Ms. Cassada and seconded by Ms. Waller. Motion Passed.

Ms. Waller made a motion to adjourn the meeting which was seconded by Ms. Cassada. The meeting was adjourned.