

Pittsylvania County

COMMUNITY POLICY AND MANAGEMENT TEAM

Team Meeting Minutes

July 27, 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 2:00 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 at 2:06pm

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

Ms. Ann Cassada, Pittsylvania County Schools

Mr. Robert Tucker, Pittsylvania County Board of Supervisors

Mr. David Gustler, Private Provider, The Arc of Southside

Ms. Courtney Dickens, Parent Representative

Ms. Kimberly Van Der Hyde, Director of Finance, Pittsylvania County

Also attending the meeting are Ms. Cheryl Boswell, CSA Coordinator, Jennifer Cooper, UM/UR Specialist, Sandy Ritchie, Office Coordinator, and Whitney Girten, Director of Childrens Services, DPCS Observation for Alternate.

III. Public Comment: No Public Comment.

IV. Approval of Agenda:

Ms. Irby asked if anyone had any additions or corrections to the agenda. Ms. Van Der Hyde made a motion for the agenda to be approved and Ms. Cassada seconded the motion. Motion passed.

V. Consent Agenda:

Ms. Van Der Hyde made a motion to approve the June 2023 minutes and the June 2023 Pool Report. The motion was seconded by Ms. Cassada. Motion passed.

VI. New Business:

- A. Agency Updates** – PCS; Ms. Cassada shared new teachers are coming back this week and there was a Principals meeting this week. Next week Mobile Health Care at Chatham Middle School and other County High Schools for children who need vaccinations to start school. The hope is to eliminate absences or delaying school start date for children due to required vaccinations.
- B. DPCS Alternate Change-** Ms. Boswell introduced Ms. Whitney Girten to the Team as the new alternate to Ms. Irby. She is replacing Ms. Sara Craddock. The Team introduced themselves and shared their title/position.
- C. CPMT Parent Representative-** Courtney Dickens has volunteered as CPMT Parent Representative Ms. Cassada made a motion to approve Courtney Dickens as the CPMT Parent Representative and Ms. Van Der Hyde seconded that motion at the June 2023 Meeting. Ms. Boswell took this nomination to the Board of Supervisors in July for approval. Ms. Boswell introduced Ms. Courtney Dickens to the Team as the new Parent Representative. The Team introduced themselves and shared their title/position.
- D. Supplemental Request-** Ms. Boswell shared we are heading to end of year (FY23). Everything must be submitted and approved to close out payments on 9-30-2023. Ms. Boswell reported CSA Office is planning to close out a couple of days before then, due to scheduling conflicts. Ms. Boswell asked everyone to please get in end of Fiscal Year invoices as soon as possible. Ms. Ritchie submitted a supplemental, and attempted to be sure not to ask for more than what is needed. Ms. Boswell reports CSA can request more money if needed.
- E. Administrative Memo #23-06 Private Day Guidance-** Ms. Boswell shared there were a couple of different items in the packet regarding Private Day Guidance. 7-1-2023 starts need fiscal year. Prior to 7-1-2023 there was guidance from the state that more than likely they would do away with Tier System, but it was not approved. Ms. Boswell reported the State sent a Memo and the impact study completed in 2022. It was also shared you cannot go over 2%. The State has also sent out a memo to the providers to let them know. Ms. Ritchie is working to get everything needed for private day. At this time, she is waiting on school to get paperwork to process requests and create PO's.
- F. FY 2024 Administrative Budget Plan-** Ms. Boswell reports \$17,534.00 was given to Pittsylvania County CSA to use towards CSA Salaries. It was also reported CSA has to do paperwork each year to ensure we get the funding. It has been signed off on the local end and is waiting on DOE to approve and send back to the office.
- G. UM/UR Surveys-** Ms. Cooper reported on FAPT and Vendor survey reports. Overall, the results given display Private Providers and FAPT are meeting the needs of the families and the children in the current programs and services. Families are satisfied with all current services and providers.
- H. Long Range Planning Goals** – Goal #1 CSU continues to target Diversion as a prevention measure. Ms. Loving shared CSU will be starting the GREAT program, which will start for youth on probation or thought to be a gang risk/involvement. For the County overall, things are going well, but probation is holding steady. What's new for the County is working with DPCS. Goal #2 DSS – Ms. Barger and Ms. Malott were not available. Ms. Boswell reported on their behalf. Ms. Boswell reported foster care numbers are holding steady with right around 50 kids in care.

This is an influx from pre-COVID. It is not predicted that this number will be going down. Goal #3 ICC – Ms. Boswell reported there are currently 2 children utilizing ICC. This is the lowest in the last few years. However, FAPT did just open another case though. Ms. Boswell reports she can't really say why numbers have gone down; there are lots of reasons that go into effect. Goal #4 SpEd Wrap- Ms. Boswell reports \$5,788.75 was used last year and it varies from year to year. This year- CSA did not allocate any encumbrances, but the new Fiscal Year just began July 1, 2023.

- I. **Administrative Memo #23-07-** Ms. Boswell shared this was information provided by the state giving information about administrative budget planning and can be used to compare what other localities get too.
- J. **Administrative Memo #23-08 FY2023 Year End Reimbursement-** Ms. Boswell reports reimbursement has to be completed and submitted by 9-30-2023. Ms. Boswell encourages everyone to make sure case managers are getting information and getting any submitted that are behind. Once submitted to the state, Ms. Boswell shared CSA will not be able to pay except for 100% County Money (Local Only). Ms. Van Der Hyde share that because the state waited so long to audit on the FY2020 expenditures, the County has a bill to pay. However, DSS always have remaining money that comes back into General fund, and it will be used to pay the money found in audit. The reimbursement is approximately \$30,000.00. This has been approved by the Board of Supervisors as well.
- K. **Rescinding of 5% Foster Care Rate Increase-** Ms. Boswell reports at the beginning of June the state sent out a 5% increase for Basic Maintenance and Clothing Supplement. However, when the bill went through the state, it was not approved so everything must go back to previous FY rates. Ms. Boswell shared everything on the Board sheet reflects the rates at the increase; if it doesn't change, CSA will bring back to CPMT show the rescinded totals or difference at the next CPMT meeting.
- L. **In Person Parental Participation in FAPT-** Ms. Boswell wanted to bring to the Team about inviting parents back to the table for in person FAPT if they would like. CPMT agrees with inviting families back to the table. CSA and FAPT will continue to offer phone and virtual options for participants.
- M. **FAPT Paperwork and Signatures-** Ms. Boswell shared the plan is starting in August that if paperwork is not completed and signed, we will remove it from the agenda and we will reschedule. Ms. Boswell will send out an email to all FAPT/CPMT/Case Managers, but Directors are encouraged to reiterate to staff.

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 the Directors get a list of those who will be going to her as soon as possible and changes can be made later if needed (up until 30 days prior to Conference). Ms. Boswell, also shared CSA, was able to secure rooms at the Hotel Roanoke this year for all of the Team.

Closed Meeting:

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

Ms. Van Der Hyde - 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; Mr. Gustler, yes; Ms. Loving, yes; Ms. Cassada, yes; Mr. Tucker, yes; Ms. Van Der Hyde, yes; Ms. Dickens, yes. Motion passed.

Return to Open Meeting:

Ms. Van Der Hyde - 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; Mr. Gustler, yes; Ms. Loving, yes; Ms. Cassada, yes; Mr. Tucker, yes; Ms. Van Der Hyde, yes; Ms. Dickens, yes. Motion passed.

Certification:

Ms. Van Der Hyde - 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; Mr. Gustler, yes; Ms. Loving, yes; Ms. Cassada, yes; Mr. Tucker, yes; Ms. Van Der Hyde, yes; Ms. Dickens, yes. Motion passed.

Ms. Van Der Hyde made a motion to deny payment for invoices 7-2022 and 9-2022 with the Madeline Centre due to lack of documentation as discussed in closed session. The motion was seconded by Ms. Cassada. Motion Passed.

*Ms. Irby abstained from approving/denying funding for 07-10 PC Mandated FY23-24.

*Ms. Dickens abstained from approving/denying funding for 07-06, 07-07, 07-11, 07-12, and 07-44 PC Mandated FY23-24.

Ms. Irby asked for a motion to approve Pittsylvania County Schools cases PCS-FY23-24 07-01 through 07-40 in the amount of \$1,767,512.40. 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 PCFY22-23/07-01 through 07-05 in the amount of \$13,435.87. 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 PCFY23-24/07-01 through 07-57 in the amount of \$770,561.25 and the Pittsylvania County Non-Mandated cases PCFY23-24/06-41 through 07-58 in the amount of \$10,200.00. The motion was made by Ms. Cassada and seconded by Ms. Waller. Motion Passed.

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