

Pittsylvania County

COMMUNITY POLICY AND MANAGEMENT TEAM

Team Meeting Minutes

March 28, 2024

Pittsylvania County Community Center

I. Call to Order

- II. Ms. Sandy Irby, Pittsylvania County Schools, called the meeting to order at 2:01pm

III. Roll Call:

The following Team members attended the meeting.

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

Ms. Ann Cassada, Pittsylvania County Schools

Ms. Monica Karavanic, Director, The Arc of Southside via phone 2:02pm

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

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

Sheriff Taylor, Pittsylvania County Sheriff's Office

Mr. Robert Tucker, Pittsylvania County Board of Supervisors

Ms. Katherine Waller, RN Supervisor, Pittsylvania County Health Department

Ms. Tracy Corns, RN, Pittsylvania County Health Department

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

Whitney Girten, Director Children's Services, Danville-Pittsylvania Community Services

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

IV. Public Comment:

No Public Comment.

V. Approval of Agenda:

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

VI. Consent Agenda:

Sheriff Taylor made a motion to approve the February 2024 minutes and the February 2024 Pool Report. The motion was seconded by Mr. Tucker. Motion passed.

VII. New Business:

- A. Agency Updates** – DSS; Ms. Barger shared that DSS has been able to finalize 3 adoptions that were long overdue during the month. PCS; Ms. Cassada shared Pittsylvania County Schools have been moving along well and looking forward to Spring Break. DPCS; Ms. Irby shared she would be retiring on May 31, 2024, after 32 years with VRS.
- B. IACCT Process**- Ms. Boswell shared to be sure we are all doing referrals for IACCT asap to get funding in place. Ms. Boswell included the goal was to have no money coming out of local funds. Ms. Boswell also shared that Keypro seems to be running smoother and they have worked some of the kinks out. Ms. Girten shared they are running into issues with requesting the CON. DPCS cannot get the CON (Certificate of Need) without a signed DPCS Release of Information (ROI). Ms. Girten is concerned about the 48-hour turnaround time in regard to CON release and ROI issues.
- C. Location Change**- Ms. Boswell shared CSA will officially be moved as of April 1, 2024, from 61 N Main Street to 18 Depot Street. FAPT will begin being held in the new space as of 4-1-2024. The Team also suggested and decided to move the CPMT (Community Policy and Management Team) meeting to the new location. Ms. Boswell will work on the public notice.
- D. Administrative Mem 24-01 Release of Policy 2.4 and 3.4**- Ms. Boswell shared this memo was release the week before this meeting. It shares changes of OCS Policies, but they do not affect local policy at this time. Ms. Boswell shared it speaks of a new way for OCS to report to the SEC and vice versa, as well as public comment and public hearing.
- E. Results of the FY2023 CSA “Time to Service” Survey**- Ms. Boswell reports that a spreadsheet was sent out to all localities to chart for a particular time frame and to show how lone it took to get referrals through the FAPT process. Ms. Boswell reports, the chart shows that Pittsylvania County did not participate, but Ms. Boswell and the CSA office did complete the spreadsheet and submit. Ms. Boswell has reached out to Ms. Richardson but as of the meeting, she had not heard back from her.
- F. Universal Referral for Residential Services**- Ms. Boswell shared this was created in a CSA Coordinators group she is a party of. It is a universal form someone created to submit information to when attempting to place a child. The thought is you could complete this form and send it out to multiple facilities. Ms. Boswell reports some have said it is helpful while others have said it is just another form to fill out. Not mandatory to use, but Ms. Boswell wanted to share it as a tool for those who may like to use it as a guide.
- G. Children’s Services Outcome Indicators Report FY 2023**- Ms. Boswell shared the state is looking at domains as in the camps and comparing them over the last four years. The packet included goes through the different domains and where each locality falls in those domains. Pittsylvania County seems to pretty much be in the average ranges and some above, but none are below average.
- H. FY2024 CSA Service Gap Survey (Follow- Up for FY 2023)**- Ms. Boswell shared last year the Team did the long form and this year it is follow up and a lot shorter. It is asking for any new gaps to be identified. It is something that can be added to and submitted back to the state. While looking over the survey, it appeared to the Team that every area needing attention was previously addressed as of currently.
- I. Quarterly UM/UR Reports**- 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.

- J. Subcommittee Policy Changes-** Ms. Boswell shared OCS has sent out information about seeing this is audits. Ms. Boswell suggested it is important to keep up with policy changes in the local policy. Ms. Boswell requested she would like input from others and to not leave it strictly on the CSA Office to review, because we are not only bound by state policy but local as well. Ms. Boswell requested a subcommittee to review the policy and decide on needed changes to keep up with the times and to also follow alongside the state policy. Ms. Cassada and Ms. Waller volunteered to be on the committee. Mr. Tucker asked for Ms. Boswell to email out the local policy to the Team to look over.

VIII. Old Business

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 Mr. Tucker, followed by a voice vote: Sheriff Taylor, yes; Ms. Karavanic, yes; Mr. Tucker, yes; Ms. Loving, yes; Ms. Cassada, yes; Ms. Corns, yes; Ms. Waller, yes; Ms. Girten, yes; Ms. Irby, yes; Ms. Van Der Hyde, yes; and Ms. Barger, 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. Cassada, followed by a voice vote: Sheriff Taylor, yes; Ms. Karavanic, yes; Mr. Tucker, yes; Ms. Loving, yes; Ms. Cassada, yes; Ms. Corns, yes; Ms. Waller, yes; Ms. Girten, yes; Ms. Irby, yes; Ms. Van Der Hyde, yes; and Ms. Barger, 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. Cassada, followed by a voice vote: Sheriff Taylor, yes; Ms. Karavanic, yes; Mr. Tucker, yes; Ms. Loving, yes; Ms. Cassada, yes; Ms. Corns, yes; Ms. Waller, yes; Ms. Girten, yes; Ms. Irby, yes; Ms. Van Der Hyde, yes; and Ms. Barger, yes. Motion passed.

Ms. Irby asked for a motion to approve Pittsylvania County Schools cases PCS-FY23-24/03-01 through 03-11 in the amount of \$194,120.90. 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 PC FY23-24/03-01 through 03-37 in the amount of \$564,789.69. The motion was made by Ms. Van Der Hyde and seconded by Ms. Cassada. Motion passed.

Ms. Irby asked for a motion to approve Pittsylvania County Non-Mandated cases PC FY23-24/03-38 through 03-40 in the amount of \$32,135.00. The motion was made by Ms. Van Der Hyde and seconded by Mr. Tucker. Motion Passed.

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