FAIRFAX-FALLS CHURCH CHILDREN’S SERVICES for

**AT-RISK CHILDREN, YOUTH & FAMILIES**

**December 4, 2020**

**Community Policy and Management Team (CPMT)**

**Virtual Meeting due to COVID-19 Emergency Procedures**

**Meeting Minutes**

**Attendees:** Lesley Abashian (home), Stacy Alexander (home), Robert Bermingham (office), Michelle Boyd (home), Tisha Deeghan (home), Deb Evans (home), Annie Henderson (home), Joe Klemmer (home), Michael Lane (home), Richard Leichtweis (home), Chris Leonard (home), Deborah Scott (office), Jane Strong (home), Nancy Vincent (home), Daryl Washington (home),

**Attended but not heard during role call:** Jacqueline Benson (home)

**Absent:** Gloria Addo-Ayensu, Christy Gallagher, Michael Becketts, Rebecca Sharp

**HMF Attendees:** Jim Gillespie, Desiree Gordon, Peter Steinberg,

**CSA Management Team Attendees:** Adam Cahuantzi, Patricia Arriaza, Janet Bessmer, Xu Han, Jessica Jackson, Andrew Janos, Kamonya Omatete, Sarah Young, Stephanie Pegues, Mary Jo Davis, Chris Metzbower, Tim Elcesser

**Stakeholders and CSA Program Staff Present:** Janet Bessmer, Patricia Arriaza, Sarah Young, Samira Hotochin, Lisa Morton, Xu Han, Kristina Kallini, Chris Metzbower, Shana Martins

**FOIA Related Motions:**

I move that each member’s voice may be adequately heard by each other member of this CPMT.

*Motion made by Tisha Deeghan; seconded by Bob Bermingham; all members agree, motion carries.*

Second, having established that each member’s voice may be heard by every other member, we must next establish the nature of the emergency that compels these emergency procedures, the fact that we are meeting electronically, what type of electronic communication is being used, and how we have arranged for public access to this meeting.

State of Emergency caused by the COVID-19 pandemic makes it unsafe for this CPMT to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA’s usual procedures, which require the physical assembly of this CPMT and the physical presence of the public, cannot be implemented safely or practically. I further move that this CPMT may conduct this meeting electronically through a dedicated Zoom conferencing line, and that the public may access this meeting by calling 888-270-9936 Conference code: 562732. It is so moved.”

*Motion made by Tisha Deeghan; seconded by Lesley Abashian; all members agree, motion carries.*

Finally, it is next required that all the matters addressed on today’s are statutorily required or necessary to continue operations and the discharge of the CPMT’s lawful purposes, duties, and responsibilities.

*Motion made by Tisha Deeghan; seconded by Joe Klemmer; all members agree, motion carries.*

1. **MINUTES:** Approve minutes of October 23, 2020 meeting. *Motion made by Chris Leonard; second by Rick Leichtweis; approved by all members, motion carries.*
2. **ITEMS:**
* **CSA Administrative Items**

**Item A – 1:** Establish an OCS Triennial Audit Steering Committee – Item presented by Janet Bessmer. Request that the CPMT establish a committee to oversee the upcoming CSA audit. Recommendation is that the CPMT Chair will appoint members to join this committee. Tisha has already selected members to serve on this committee. Members are as follows: Chris Leonard (CPMT Chair- as of next month) Michael Becketts (CSA budget is within DFS), Jane Strong (representing special education), Lesley Abashian (due to extensive knowledge of CSA). Nancy Vincent asked who will be the fiscal agent representative? Janet Bessmer responded that there has been a change in the fiscal agent and Michael Becketts and his staff will be corresponding with the fiscal agent as needed. Motion to approve members selected for the committee. *Motion made by: Rick Leichtweis seconded: Michael Lane. Approved by all members, motion carries.*

**Item A –** **2**: Establish a CPMT workgroup for CPMT Appeals Procedures – Item presented by Janet Bessmer. Short-term workgroup needed to develop recommendations to the CPMT to develop additional policies and procedures for Appeals. Michael Becketts and Jackie Benson have agreed to serve on this workgroup. Annie Henderson has also agreed to join. CSA Staff will also join/assist as needed. If any members are interested in joining please email Janet Bessmer. *Motion made by: Joe Klemmer, seconded by Staci Alexander approve; motion carries.*

* + **CSA Discussion Item**

**Item D – 1:** Discuss JLARC Recommendations (attach HHS fact sheet & paper) – A summary of the report was presented by Janet Bessmer. There may be impact to our local program if these changes are implemented. Adam Cahuantzi (FCPS MAS) stated that less the 1% of special education students are in day school placement, which is less than the benchmark established by the State. This is primarily due to the abundance of services and programs offered in Fairfax County. Across the State there is an increase in Private Day enrollments, but Fairfax County does not have a significant increase in enrollments. Fairfax is preforming well compared to the rest of the state. Tisha Deeghan asked what the likelihood of adopting these recommendations. Jane Strong stated that if the recommendation is adopted it will take some time since the department is not set up to implement these changes (report states July 1, 2022). Deb Evans asked where in the state is the increase in cost so great. Rick Leichtweis responded that the increase in cost is due to the increase in enrollment and type of child and availability of resources within the school jurisdictions.

* + **CSA Information Items**

**Item I – 1:** FY 21Budget Report – Item presented by Xu Han. Rick Leichtweis asked if we have reached our max budget for the year. Xu Han responded that although it seems that way, there is a delay in paying invoices, so this report does not capture the full picture of what has been spent as of today. This report captures the first quarter.

**Item I –** **2:** Review Annual CSA Parent Satisfaction Survey – Item presented by Janet Bessmer. Surveys were sent out to parents electronically as well as paper copies via mail. We have taken note that there are some concerns regarding time to service, CSA’s delayed response time and lack of availability of services/providers. CSA is also distributing surveys to parents after FAPT and Team Based Planning meetings. Rick Leichtweis offered to get private providers to assist with increasing the response rate.

**Item I –** **3**: Review CSA Service Monitoring Plan – Item presented by Patricia Arriaza. CSA was able hire a new position last year to focus on monitoring services. Various strategies of monitoring have been implemented to ensure that services are provided in a proper and timely manner.

**Item I –** **4**: Status update on CPMT workgroup on Magellan’s Single Case Agreement – Item presented by Janet Bessmer. Group is planning to gather data for a few new single case agreements moving forward and CSA will reach out to the workgroup if guidance is needed.

* **NOVACO – Private Provider Items –** Deb Evans brought up the issue of restraints in residential setting. Janet mentioned that there is a recommendation for that in JLARC. CSA Management Team has been trying to address issues of equity and behavioral health care access. One suggestion was to have that be the theme of the CSA Symposium, which will be a half day virtual training this year. Thank you to Tisha for leading this group. Starting next month Chris Leonard will take over as Chair of the CPMT.
* **CPMT Parent Representative Items –** Jackie Benson mentioned the Family Advisory Board (FAB) were discussing the topic of COVID 19 vaccine and when mental health providers will be able to provide services in the home. Tisha stated that she would share the vaccination plan that was provided by the Health Department. Daryl Washington mentioned that the adult group homes were included in the long-term care group for vaccination.
* **Cities of Fairfax and Falls Church Items –**
* **Public Comment –** no comments

**Adjourn 2:35 –** *Motion made by Chris Leonard; seconded by Michael Lane. All members approved.*

*Next Meeting: January 29, 2021 1:00 – 3:00pm (via Zoom)*