FAIRFAX-FALLS CHURCH CHILDREN’S SERVICES for

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

**July 30, 2021**

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

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

**Meeting Minutes**

**Attendees:** Lesley Abashian (home), Michael Becketts (home)*,* Jacqueline Benson (home), Robert Bermingham (home), Joe Klemmer (home), Richard Leichtweis (home), Chris Leonard (office), Dawn Schaefer (office), Deborah Scott (home), Lloyd Tucker (home), Nancy Vincent (home), Daryl Washington (home)

**Attended but not heard during roll call:** Annie Henderson, Rebecca Sharp, Michelle Boyd

**Absent:** Gloria Addo-Ayensu, Staci Alexander, Deb Evans, Cristy Gallagher, Michael Lane

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

**CSA Management Team Attendees:** Kelly Conn-Reda, Xu Han, Tim Elcesser, Barbara Martinez, Terri Byers, Jessica Jackson, Tim Elcesser, Barbara Martinez, Julie Bowman, Jesse Ellis, Matt Thompson

**Stakeholders and CSA Program Staff Present:** Janet Bessmer, Patricia Arriaza, Sarah Young, Samira Hotochin, Xu Han, Kristina Kallini, Chris Metzbower, Muhammad “Usman” Saeed, Jeanne Veraska, Shana Martins, Lisa Morton

**FOIA Related Motions:**

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

*Motion made by Chris Leonard; second by Lesley Abashian; 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 Toll Free Call In: 1 888 270 9936 Participant access code: 562732. It is so moved.

*Motion made by Chris Leonard; seconded by Bob Bermingham; 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 Chris Leonard; seconded by Daryl Washington; all members agree, motion carries.*

1. **MINUTES:** Approve minutes of June 25, 2021. *Motion made by Bob Bermingham; second by Deb Scott; all members agree, motion carries. Dawn Schaefer abstained.*
2. **ITEMS:**
* **ADMINISTRATIVE ITEMS:**

**Item A – 1:** Nomination of Provider Representative to BOS – Presented by Janet Bessmer. Requesting that Deb Evans be reappointed to CPMT. *Motion made by Bob Bermingham; second by Jackie Benson; all members agree, motion carries.*

**Item A – 2:** CPMT Member Remote Participation Policy – Presented by Janet Bessmer. Several boards are implementing a remote participation policy to allow members to participate remotely at a in person meeting. There are specific limitations and circumstances in which a member may participate remotely (see policy). A quorum must be present in person for the meeting to continue (remote participants will not count towards the quorum). Joe Klemmer asked if remote participation must be requested in advance. Janet responded that remote participation must be requested by the Chair and agency (DFS) prior to the meeting. Detailed procedures can be developed if this policy is approved. *Motion made by Lesley Abashian; second by Daryl Washington; all members agree, motion carries.*

**Item A –** **3:** Proposal to Expand CSB Case Support Services – Presented by Jim Gillespie (HMF), Mary Jo Davis (FCPS), Terri Byers (Finance). This item was endorsed by CSA Management Team on July 26, 2021. Presentation highlighting need for expansion of case support for FCPS. Nancy Vincent asked about the state level staffing shortage. Daryl Washington responded that the county’s HR is reevaluating all direct service provider positions and HR recently approved sign on bonus as well as other incentives to make these positions appealing. Michael Becketts asked if there are exciting positions that will be used for this expansion or will there be new positions created. Daryl Washington stated that some will be vacant positions and we are working on ways to create the other positions. Michael Becketts asked if there are funds available in the CSA budget. Terri Byers stated that the current number of youths served by CSA is much lower compared to previous years. We will need to review the first quarter spending (likely around December once a full quarter of bills have been paid) to get a clear sense of the fiscal impact. Finance will be closely monitoring the budget. Janet Bessmer expressed concern of expediting CSA services as it could be a potential audit finding. CSA is in full support of the expansion, but we need to look at this from a audit prospective when it comes to expedited services. Daryl Washington stated since the commissioner shut down state hospitals there are several youth waiting a great deal of time for hospitalization. Daryl Washington stated that there is some flexibility in the CSB budget and can work with Michael Becketts to work out details, so the CSA budget is not at risk. Lesley Abashian cautioned that looking into insurance plans to ensure all resources are exhausted is imperative. Jackie Benson stated that parents can get a case manager with the insurance company that can assist with finding resources. Rick Leichtweis stated that there have been youth waiting days to get placed. There is a committee working on this issue. This is not really an insurance problem and cannot be accessed/helpful during the crisis. Members asked for clarification on what they were voting on. Jim Gillespie clarified that vote is for increasing case support from 30 to 75 cases and to permit case support services to be purchased in lieu of ICC. Members are not voting on expediting CSA services. *Motion made by Deb Scott; second by Dawn Schaefer; all members agree, motion carries. Daryl Washington abstained.*

* **CSA CONTRACT ITEMS:**

**Item C – 1:** Monthly Out-of-State Placement Approvals – Presented by Barbara Martinez. No requests for out of state placements during the month of June or July.

* **CSA INFORMATION ITEMS:**

**Item I – 1:** Budget Report – Presented by Xu Han. Review of budget report.

**Item I – 2:** CPMT Quarterly Data Report FY21 Q4 – Presented by Patricia Ariazza. Review of 4th quarter report.

**Item I –** **3**: CPMT Appeal Procedures Changes – Presented by Janet Bessmer. CSA is suggesting a standing appeal meeting to ensure we meet the timeline for responding to appeals. CSA is suggesting that two standing meetings be scheduled per month and CPMT members would sign up for dates in advance so they can block that day/time to participate in the event an appeal is made. This will be an efficient way to address appeals in a timely manner.

**Item I –** **4**: Parental Contribution Billing and Collection Policy – Presented by Janet Bessmer. Director of OCS assured CSA that if delinquent payments are not sent to Department of Child Support Enforcement it will not be a audit finding. New proposal is to keep current practice for Parental Contribution in place and align fiscal practice of referring any families who are not keeping their accounts current to the Department of Tax Administration. We will still need to verify with DTA to ensure they are able to assist.

**Item I – 5**: Membership on CPMT Audit Steering Committee – Presented by Janet Bessmer. Since Jane Strong has retired was on our audit steering committed, we are requesting that CPMT chair appoint Dawn Schaefer who is currently acting in Jane’s position. CPMT Chair will officially appoint her to the committee.

* **HMF INFORMATION ITEM:**

**Item I – 6**: Behavioral Health Care Plan Development – Presented by Peter Steinberg. Michael Becketts asked who will be assisting with surveying. Peter responded that there is a workgroup and a consultant that will be assisting. Nancy Vincent and Daryl Washington stated that it is important to be sure to include families who do not speak English. Peter stated that this project has just started, and updates will be provided to the CPMT as we move forward.

* + **NOVACO – Private Provider Items –** none
	+ **CPMT Parent Representative Items –** none
	+ **Cities of Fairfax and Falls Church Items –** none
	+ **Public Comment –** none

*Next Meeting: September 24, 2021, 1:00 – 3:00pm Government Center Room, 232*

**Adjourn 2:42 pm –** *Motion made by Bob Bermingham****.*** *Second by Rick Leichtweis****.*** *All members approved.*