

MEMO TO THE CPMT

August 24, 2018

**Information Item A- 1:** Approve Proposed Updates/Changes to CPMT Bylaws

**ISSUE:** That the CPMT Bylaws require periodic updates and revisions to stay current with CSA state and local policy

**BACKGROUND:**

The CPMT Bylaws may be amended at any regular meeting of the CPMT by a two-thirds (2/3) vote of those present and voting; provided, however, that notice of the proposed changes have been submitted to the members of the CPMT thirty (30) days prior to the meeting. These bylaws may also be amended at any time without advance notice by unanimous vote of all members of the CPMT.

Proposed changes include:

- Updating the code sections referenced in Article I
- Adding duties to Article IV to reflect the Code
- Moving local government elected official or designee to Section 2: state mandated members
- Revise/remove Director of Department of Administration for Human Services from Section 3
- Optional members: Correct/amend number of private service providers from 2 to 1

**ATTACHMENT:** DRAFT of Proposed CPMT Bylaw changes

**STAFF:**

Janet Bessmer, CSA Manager

**BYLAWS OF  
THE FAIRFAX-FALLS CHURCH  
COMMUNITY POLICY AND MANAGEMENT TEAM**

**ARTICLE I: PURPOSE**

It is the purpose of the Community Policy and Management Team to implement the Children's Services Act as specified in Sections ~~2.1-745 through 2.1-759~~ §2.2-5200 through §2.2-5214 of the *Code of Virginia*.

**ARTICLE II: MISSION**

The mission of the Fairfax-Falls Church Community Policy and Management Team (CPMT) is to provide leadership in the development of new concepts and approaches in the provision of services to children, youth and families of Fairfax County and the cities of Fairfax and Falls Church. The primary focus of the CPMT is to lead the way to effective services to children already at risk of experiencing emotional/behavioral problems, especially those at risk or in need of out of home placements, and their families.

**ARTICLE III: PARTICIPATING JURISDICTIONS AND NAME**

The governing bodies of Fairfax County and the cities of Fairfax and Falls Church have agreed to work jointly in implementing the Children's Services Act. Therefore this body shall be known as the "Fairfax-Falls Church Community Policy and Management Team."

**ARTICLE IV: RESPONSIBILITIES**

As set forth in the *Code of Virginia*, the CPMT has the following duties and authority:

1. Develop interagency policies and procedures to govern the provision of services to children and families;
2. Develop interagency fiscal policies governing access to the State pool of funds by the eligible populations including immediate access to funds for emergency services and sheltered care;
3. Coordinate long range, community-wide planning which ensures the development of resources and services needed by children and families;
4. Establish policies governing referrals and reviews of children and families to the Family Assessment and Planning Teams and a process to review the teams' recommendations and requests for funding;
5. Establish Family Assessment and Planning Teams as needed;

6. Establish quality assurance and accountability procedures for program utilization and funds management;
7. Obtain bids and enter into contracts for the provision or operation of services in accordance with the Fairfax County Public Procurement Act;
8. Establish procedures for the management of funds in the interagency budget allocated to the community from the State pool of funds, the Trust fund, and any other source;
9. Authorize and monitor the expenditure of funds by each Family Assessment and Planning Team;
10. Submit grant proposals upon approval by the Fairfax County Board of Supervisors; and,
11. Serve as its community's liaison to the State Management Team, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system, including consideration of realignment of geographical boundaries for providing human services.
12. *Collect and provide uniform data to the Council as requested by the Office of Children's Services*
13. *Review and analyze local and statewide data; track the utilization and performance of residential placements using data and management reports to develop and implement strategies for returning children placed outside of the Commonwealth, preventing placements, and reducing lengths of stay in residential programs for children who can appropriately and effectively be served in their home, relative's homes, family-like setting, or their community;*
14. *Administer funds pursuant to § 16.1-309.3;*
15. *Have authority, upon approval of the participating governing bodies, to enter into a contract with another community policy and management team to purchase coordination services provided that funds described as the state pool of funds under § 2.2-5211 are not used;*
16. *Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents ages 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed exclusive of group homes, was sought but was unable to be obtained by the reporting entities.*
17. *Establish policies for providing intensive care coordination services for children who are at risk of entering, or are placed in, residential care through the Children's Services Act program,; and*
18. *Establish policies and procedures for appeals by youth and their families Such policies and procedures shall not apply to appeals made pursuant to § 63.2-915 or in accordance*

*with the Individuals with Disabilities Education Act or federal or state laws or regulations governing the provision of medical assistance pursuant to Title XIX of the Social Security Act.*

## **ARTICLE V: MEMBERSHIP, APPOINTMENTS AND TERM OF OFFICE**

### **Section 1. Memberships.**

The CPMT shall have no more than twenty-one (21) members. Eleven (11) members have legally mandated status under the Code of Virginia. Four (4) members are locally mandated by the Board of Supervisors. Six (6) members may be appointed by the Board of Supervisors on an optional basis. Of the twenty-one CPMT members, eight (8) are filled on a limited term basis by the Board of Supervisors.

### **Section 2. State Mandated Members.**

The following representatives are mandated under *Virginia Code* to serve as members of the CPMT:

- *Deputy County Executive, Human Services*
- Director of Court Services for the Fairfax County Juvenile and Domestic Relations Court
- Director of the Department of Family Services
- Executive Director of the Fairfax-Falls Church Community Services Board
- Director of the Department of Health
- Director of Special Services, Fairfax County Public Schools
- One (1) representative of the Falls Church City Public Schools
- One (1) human services representative appointed by the Fairfax City Council
- One (1) human services representative appointed by the Falls Church City Council
- One (1) representative of private service providers\*
- One (1) parent representative who is not an employee of any public or private provider of services to youth\*

### **Section 3. Locally Mandated Members.**

The following representatives are designated by the Fairfax County Board of Supervisors to serve as members of the CPMT:

- ~~Deputy County Executive, Human Services~~
- Director of the Office of Strategy Management
- Director of the Department of Neighborhood and Community Services
- Director of Special Education Procedural Support, Fairfax County Public Schools
- Director of Intervention and Prevention Services, Fairfax County Public Schools

### **Section 4. Optional Members.**

The Fairfax County Board of Supervisors may appoint the following positions as members of the CPMT:

- ~~Two (2)~~ *One (1)* representatives of private service providers\*
- Up to four (4) parent representatives who are not employees of any public or private provider of services to youth\*
- One (1) community representative\*

#### **Section 5. Appointments and Terms for Limited Term Members**

The eight (8) members identified by an asterisk (\*) in Sections 2, 3, and 4 above shall serve limited term appointments. The term shall be for two (2) years and re-appointments may be made for additional consecutive terms upon approval by the CPMT and Board of Supervisors. The terms of private service provider representatives shall expire in alternating years.

All jurisdictions shall be afforded the opportunity to nominate persons for limited term appointments. The Chair of the CPMT shall forward the CPMT's recommended nominee for membership to the Fairfax County Board of Supervisors or other appointing authority for approval. For the parent representatives, the Chair will appoint a Nominating Committee of three members with at least one parent representative to assist in obtaining nominations for these limited term members.

## **ARTICLE VI: OFFICERS AND THEIR DUTIES**

### **Section 1. Officers.**

The officers of the CPMT shall consist of a Chair and Vice Chair.

### **Section 2. Duties of the Chair.**

The duties of the Chair shall be:

- a. To set the agenda for and preside at all meetings of the CPMT.
- b. To appoint committees as needed to support the work of the CPMT.
- c. To keep the State Management Team, the Fairfax County Board of Supervisors, and the Councils of the participating cities informed of the activities of the CPMT.
- d. To perform other duties as determined by the CPMT.

### **Section 3. Duties of the Vice Chair.**

The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair and other duties determined by the CPMT.

## **ARTICLE VII: ELECTION OF THE OFFICERS AND TERM OF OFFICE**

### **Section 1. Elections.**

Election of officers shall be conducted by the CPMT acting as a Nominating Committee of the Whole. The election shall be held at the last meeting of the County fiscal year or as needed.

### **Section 2. Term of Office.**

The term shall be for the County fiscal year. There is no term limit on the number of terms which a person may serve.

## **ARTICLE VIII: MEETINGS**

### **Section 1. Meetings.**

The CPMT shall hold a sufficient number of meetings to properly conduct its business.

### **Section 2. Absences.**

Absences shall be managed in accordance with Fairfax County Procedural Memorandum Number 99, which states that the names of the members who are absent for three consecutive

regularly scheduled meetings are to be transmitted to the Clerk to the Board of Supervisors or other appointing authority for appropriate action.

**Section 3. Staff Support.**

The Chair shall assign Fairfax County staff designated by the Deputy Executive for Human Services to maintain the minutes of all meetings, to prepare agendas, and to distribute meeting minutes.

**ARTICLE IX: QUORUM**

A majority of the members of the CPMT including the Chair or Vice-Chair, present in person, constitutes a quorum at all meetings of the CPMT for the transaction of business.

**ARTICLE X: RULES OF ORDER**

**Section 1. Voting.**

Both officially appointed members and their designees may participate in discussions. However, only the officially appointed member may vote.

**Section 2. Decisions.**

The CPMT shall generally work by consensus. Robert's Rules of Order, Newly Revised, shall be used as a guide in conducting Management Team business. All issues of parliamentary procedure shall be referred to the Chairman or presiding officer where decisions shall be final or binding.

**ARTICLE XI: COMMITTEES**

Committees may be established as needed. Membership is not limited to members of the CPMT.

**ARTICLE XII: CONFIDENTIALITY**

All information about specific youth and families obtained by CPMT members in discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

**ARTICLE XIII: AMENDMENTS**

These bylaws may be amended at any regular meeting of the CPMT by a two-thirds (2/3) vote of those present and voting; provided, however, that notice of the proposed changes have been submitted to the members of the CPMT thirty (30) days prior to the meeting. These bylaws may also be amended at any time without advance notice by unanimous vote of all members of the CPMT.

**These bylaws were last approved by the Board of Supervisors on 6-20-17.**