

**AMELIA COUNTY CHILDREN'S SERVICES ACT  
COMMUNITY POLICY AND MANAGEMENT TEAM**

**Meeting Minutes**

June 23, 2022

Present: Jan Medley (Amelia County Public Schools), Nadeem Ahmed (CSB), Paul Folliard (Parent), Todd Robinson (Board of Supervisors), Martha Pullen (DSS) Chair, Tracy King (DJJ)Vice-chair, Cyntina Bagley (FAPT Chair). Absent: Cindy DeBusk (Health Dept)

Other attendees: Shantel Sydnor, DSS Family Services Specialist

I. The Chair called the meeting to order at 9:30 am with a quorum present in the County Administration conference room. The Chair introduced Mrs. Sydnor who is assisting with the CPMT audit response.

II. The draft minutes of the April 21, 2022 meeting were still unavailable and will be approved at the July meeting. The draft minutes of the May 19, 2022 meeting were reviewed and approved.

III. Announcements

The Chair reminded the Team that she will complete her term on June 30, 2022. Effective July 1, 2022, Mrs. King will begin her term as CPMT Chair, and Mrs. Debusk will begin her term as CPMT Vice-Chair. Mrs. Bagley told the Team that she will complete her term as FAPT chair effective June 30, 2022. Effective July 1, 2022, Brittany Allen (Amelia County Public Schools) will begin her term as FAPT Chair, and Sherri Cunningham (DSS) will begin her term as FAPT Vice-Chair.

IV. Self-assessment Audit

The Chair announced that the auditor sent her preliminary audit observations and they were emailed to the Team. Because of the short timeframe (two weeks ending June 29, 2022) to respond to the preliminary observations, the Chair sent her responses to the auditor which were also emailed to the Team. The Team reviewed the preliminary audit observations and the Chair's responses.

Dr. Medley excused herself from the meeting to attend to another commitment. A quorum remained present.

The Chair has already acted to clear those preliminary observations that could be cleared. Some of the preliminary observations must be rectified going forward, including two local policy issues:

1) The CPMT needs to approve a change to outdated language regarding a child being placed in foster through a "parental agreement between a local social services agency or public agency designated by the CPMT and his parents or guardians". The language that should be substituted for this clause is that a child can be placed in foster care through a "DSS Non-Custodial agreement".

On a motion made and approved by Dr. Ahmed, the Team approved the change so that the policy has been amended to read "The child or youth has been placed in foster care through a DSS Non-Custodial agreement, entrusted to a local social services agency by his parents or guardian or has been committed to the agency by a court of competent jurisdiction for the purposes of placement as authorized by §63.2-900."

2) The current local policy requires parental co-pays to be made to the service provider which is out of compliance with State guidance. Parental co-pays must be remitted to the local CSA program in

order to properly track and report them. The Team discussed changes to its entire parental co-pay policy and worksheet. There was concerned voiced by several members that the current policy does not operate on a sliding scale ability to pay. The Team will look at some options of sliding scales based on federal poverty guidelines to discuss at the next meeting. The Team desired to take action to amend the policy in a comprehensive manner and therefore no action was taken at this time.

V. PSSF FY23 Application

Mrs. Pullen informed the Team that the PSSF FY23 application approved by the Team at the May meeting was submitted to the State and approved as submitted. The total funding approved is \$18,000, the same as FY22.

VI. CSA Coordinator Search

Mrs. Pullen reported that since the last CPMT meeting, Taylor Harvie County Administrator/DSS administrative board approved full time status for the CSA Coordinator position. The position was posted as full time and the applicants have been screened. There are three applicants to be interviewed June 28, 2022. Since there is an internal applicant from DSS, Mrs. Pullen requested assistance with the interview process. Mrs. King volunteered to be on the interview panel.

VII. On a motion by Dr. Ahmed, a Closed Session was convened in order to review the FAPT funding requests in accordance with *Virginia Code § 2.2-5210\**.

VIII. Upon a motion made by Mr. Folliard and approved, the Team reconvened in open session. After reconvening in open session, the Chair moved to certify that during the Closed Session only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act, and only such public business matters as were identified in the motion for Closed Session, were discussed. A roll call vote of CPMT members was taken for this certification, and the votes were as follows:

Nadeem Ahmed	Aye
Paul Folliard	Aye
Todd Robinson	Aye
Tracy King	Aye
Martha Pullen	Aye

IX. Upon a motion by Dr. Ahmed, the FAPT funding requests for CSA case #'s 22, 57, 65, and 66, were approved as presented on the attached "*June 23, 2022 FAPT Funding Request*". Upon a motion by Mrs. King, the FAPT funding request for case #69 was approved, on the condition that the Court approved the CHINS status of the child.

*The next meeting is scheduled for **Thursday, July 21, 2022 at 9:30 a.m. in the County Administration conference room.***

\*Virginia Code Section 2.2-5210 states: "Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community management and planning team shall be confidential and not open to the public, unless the child and family who are subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential. Demographic, service and cost information on youths and families receiving services and funding through this chapter that is of a non-identifying nature may be gathered for reporting and evaluation purposes."