



Shenandoah County CPMT Meeting Minutes  
*April 12, 2023 at 10am*  
*Shenandoah County Social Services – Large Conference Room*

Attendees:

CPMT members :

Leea Shirley, CPMT Chair (Health District)  
Kim Collett, Vice Chair (Private Provider)  
Jennifer Stratton (SCPS)  
Jerry Stollings (DJJ)  
Beth DeLullo (DSS)  
Jean Martin (Parent Representative)  
Brad Pollack (BOS)

Aaron Hernandez, CSA Coordinator

Members of the public:

Alicia Aston (SCPS)  
Monica Johns (Life Enrichment Services)  
Nikki Smith (Life Enrichment Services)

1. Call to Order – L. Shirley called the meeting to order at 10:07am
2. Approval of the Agenda – *J. Martin motioned to approve the agenda as submitted, J. Stollings seconded. Unanimous approval*
3. Approval of March's CPMT meeting minutes – *B. DeLullo motioned to approve the March 1, 2023 CPMT meeting minutes as submitted, J. Stollings seconded. Unanimous approval*
4. Public Comment – L. Shirley opened the floor to public comment, none was made
5. FAPT report – paperwork review/approvals
  - a. IEP paperwork – A. Hernandez reported that the new implemented IFSP has all the information needed for other FAPT cases, but for IEP cases to fund private day school or IEP residential placements the full IFSP is not needed.
  - b. B. Pollack – IEPs are common, correct? J. Stratton confirmed that yes, they were common, but noted that there were over 900 current IEPs for students in Shenandoah County but less than 30 were receiving CSA funding for private day school or residential placement. These are high cost placements but ones that CSA, FAPT, and CPMT cannot change because they are federally mandated
  - c. A. Hernandez noted that there is current pending legislation to shift these special education expenditures to be under the Department of Education rather than OCS/CSA, but a final decision has yet to be made
  - d. A. Hernandez showed the proposed IEP paperwork and explained that it still included all the demographic information required by the state as well as the

budget section to be able to create purchase orders, but that the goals, objectives, discharge, utilization review, etc., was taken out, as this is contained in the IEP. B. Pollack asked if the state provided an example, and A. Hernandez clarified that this new paperwork was a version of what the state provides, edited for use specific to meet the needs of these IEP cases.

- e. *B. DeLullo motioned to approve the updated IEP form with the IEP attached, K. Collett seconded. Unanimous approval.*

#### 6. Old Business

- a. Parental referrals – A. Hernandez reported that there were none
- b. Pending legislation and OCS Memos – OCS memos reported are the 2 new business items on the agenda, the Time to service survey and the 2023 Service Gap survey. A. Hernandez reported that she would be submitting the time to service survey to the Office of Children’s Services this week, and would email out the Service Gap Survey to the team. J. Stollings reported that he didn’t feel that he would be best equipped to answer the survey, and B. DeLullo encouraged that CPMT members reach out to their respective FAPT representatives to gather additional feedback for the survey.
- c. Audit 2022 - Quality Improvement Plan Review – L. Shirley reported that this had been submitted after the special meeting to complete the plan a few weeks ago, no additional feedback has been received from the OCS auditor.
- d. Strategic Plan – A. Hernandez noted that OCS had provided the first training on how to strategic plan and that they offer additional training and will assist in walking through the planning process. Several team members stated that reaching out and utilizing this free resource made sense. A. Hernandez stated that she would reach out to OCS for more information and scheduling.
- e. Community Based Services Vendor Surveys/Timesheets – A. Hernandez clarified that this was the email questionnaire requirement sent out after the February CPMT meeting, reporting that these were received from vendors

#### 7. New Business

- a. Time to service survey – previously discussed that A. Hernandez would be submitting this to the state this week
- b. 2023 CSA Service Gap Survey – previously discussed, CPMT members to look for more information via email

#### 8. Pending CPMT items

- a. Joint CPMT/FAPT meeting – date? L. Shirley suggested that the meeting take place after the next CPMT meeting, so an extended meeting time of 9am-2pm. B. DeLullo stated that she would work on having lunch provided. A. Hernandez clarified that the plan would be for the regularly scheduled CPMT meeting would be held 9-11 and the joint meeting 11-2. B. Pollack stated that he had another commitment but would attend what he could. J. Stratton stated that she would have auditors reviewing files that day, so her attendance would be sporadic. L.

Shirley stated that we should get RSVPs soon to make sure everyone can attend and for lunch needs including dietary requirements.

- b. Program Consultant visit to FAPT 3/7/23 – observations: A. Hernandez stated that positive feedback was received regarding the increase in parent/guardian participation and that Courtney Sexton (OCS Program Consultant) had wanted to attend this CPMT meeting but had a scheduling conflict. L. Shirley reported that she and A. Hernandez had met with C. Sexton to discuss her observations and that she raised some concerns, but L. Shirley hoped that these observations/recommendations would be submitted to the team in writing to provide more concrete information and guidance.
- c. Program Enhancement Plan due dates – invite Judge Logan to a CPMT meeting: L. Shirley reported that she had wanted to invite him to the June CPMT meeting, but that she wanted to wait to see when C. Sexton could attend so that they didn't attend on the same day. Team members also expressed that scheduling with the judge may mean a special CPMT meeting to accommodate his schedule (may only be available a few Fridays/month).
- d. CPMT/CSA presentation to the Board of Supervisors in June – A. Hernandez explained that every year the Board of Supervisors invites CSA/CPMT to present on the CSA program, with core CPMT members providing a piece of the presentation that deals directly with how that agency spends CSA funds. A. Hernandez will email last year's presentation to the team for review. L. Shirley suggested going over the presentation at the June CPMT meeting – June 7<sup>th</sup>. Possible BOS meeting times for June would be June 13<sup>th</sup> at 4pm and June 27<sup>th</sup> at 7pm. B. DeLullo reported that in the past it was during the 4pm meeting and would depend on the BOS, but that she would get that information confirmed.
- e. Local Contract and Addendums – A. Hernandez reported that at the end of last calendar year, the previous CPMT Chair (M. Elwell) had reached out to the county attorney regarding updating current information to vendors. Shenandoah County currently has a MOA with vendors but the state has a sample contract. A. Hernandez also has the addendums that Winchester City uses as a guide. J. Stollings noted that other localities have had vendor issues due to their contract requiring certain levels of liability insurance making it more difficult for service providers. B. DeLullo suggested a timeframe to receive feedback from vendors regarding contract changes – 2 weeks? It was noted that localities are rolling out updated contracts now, so a new contract and any addendums need to be completed soon. A. Hernandez will send the team the state sample contract and example addendums from Winchester City.

## 9. Financial Report

- a. February and March Expenditures – see report from the pool reimbursement. A. Hernandez highlighted February overall expenditures were a little over \$700,000 total and for March it was just over \$474,000, noting that March was less than current averages due to slower turnaround with invoices which now require timesheets for payment. K. Collett requested to look at a years past comparison, wondering about expenditures and number of cases as compared to last year, as well as compared to pre-pandemic. A. Hernandez stated that this information was all available to the public on the Office of Children’s Services website, and that she could show the team how to access that information, for Shenandoah County and any locality in the state.
- b. State Supplemental and local supplemental requests – a state supplemental was needed to complete the upload of expenditures to the state for February and March. There is some discrepancy between what the DSS Administrative Manager, Lara Mason, has tracked and what A. Hernandez has, possibly due to how the fiscal years are tracked, but L. Mason is currently reporting that after March expenditures are accounted for by both state and local, only about \$14,000 will be left for the year, and local expenditures have run anywhere between \$107,000 (November) and \$211,000 (January). A. Hernandez also reported that L. Mason may have started not accounting for the increase in the budget for this fiscal year, but additional money needed from the locality, at current expenditures, will need anywhere from \$300,000-\$500,000.
- c. Spending cuts – L. Shirley motioned to cut spending by 35%, with a possible 50% cut later, SMART goal including timeline should be provided in all funding requests. Second consideration – currently FAPT recommended services start immediately upon approval, should this shift to CPMT to approve first. No other locality in the area has immediate start of service. J. Stollings and L. Shirley reported that they sit on several other CPMTs in the area and emergency situations in between CPMT approvals are handled in a few different ways. Option 1 – in other locality CSA Coordinator sends out an email poll to CPMT; Option 2 – CPMT Chair to approve until next CPMT meeting. J. Martin noted that it was harder to stop a service once it starts. J. Stollings noted that the CPMT meeting may need to shift to later in the month to be able to capture the month prior appropriately, K. Collett suggested there may be a need to meet twice in one month to catch up, or does CPMT meet more often over the next few months to work on curbing these expenditures
- d. *J. Stollings motioned that effective immediately, FAPT recommendations for future and continued services will not start until CPMT approves, K. Collett seconded. Unanimous approval*

- e. L. Shirley suggested a process for emergency approvals – A. Hernandez to send approvals to L. Shirley, K. Collett as back up to approve as CPMT Chair until CPMT meets – should this come from the department heads?
- f. The CPMT discussed the Emergency paperwork process – Each department head will submit justification for emergency approval to CPMT Chair or Vice chair for service to being until the next scheduled CPMT meeting. Current IFSP should be sufficient to explain general need with measurable goals and discharge planning.
- g. Additional discussion regarding paperwork and expenditures: L. Shirley – CPMT work group may need to take another day to pull all the budgets and look at expenditures. Current budget approvals go through July, and many of the budgets are unsustainable expenditures, case managers need to be in the conversation to reduce the services; “necessity versus nicety”. B. DeLullo noted that she already had that conversation with my staff about reductions. K. Collett stated that CPMT does not have a choice, these decisions aren’t easy, but we have to be diligent - are there SMART goals, are outcomes being achieved etc. J. Martin – focusing on the goals is important; it isn’t the money. L. Shirley – I disagree, it needs to be both. B. DeLullo reminded the team of the growing concern that the BOS will say that they will only pay for these mandated populations: Foster care placements, IEP placements, and residential placements. K. Collett stated that changes need to be made to serve the community better to be able to continue to serve, based on these concerns.
- h. *L. Shirley asked for a motion for Department heads to talk to their case managers about reducing expenditures by 35% J. Stollings motioned, B. DeLullo seconded*

*Shirley Motioned to convene in Closed Session in accordance with the provisions of 2.2-5210 of the Code of Virginia, and pursuant to 2.2-3711 (A) (4) and (15) for proceedings to consider the appropriate provision of services and funding for a particular child and/or family who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team and/or (A) (1) to discuss appointment(s) to the community policy and management team. J. Stratton seconded.*

#### 10. Closed Session – FAPT case reports (budget approvals), Case staffing

*J. Stollings motioned to Come Out of Closed Session and Immediately Reconvene in Open Session; B. DeLullo seconded.*

*J. Stollings motioned to Certify Compliance by Roll Call Vote*

*Move that the members of the Shenandoah County CPMT certify that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements, 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; K. Collett seconded*

*Roll call to certify: L. Shirley – certified; K. Collett – certified; J. Martin – certified; B. DeLullo – certified; J. Stollings – certified, J. Stratton – certified B. Pollack – left before closed session ended*

*J. Stollings, noting the unsustainable expenditures for FY23, motioned the following from closed session:*

- *Approve all budget requests from 2/28, 3/7, 3/14, 3/21, 3/28*
- *As of the May 16<sup>th</sup> FAPT meeting, no funding will be approved if the plan is not complete with goals and objectives, discharge planning and Medicaid/private insurance funded services having been exhausted including specific waitlist information (i.e. Agencies/vendors contacted and last date of contact)*
- *Any previously approved cases in which the IFSPs are not complete by May 16<sup>th</sup>, services will be suspended until the paperwork is resubmitted and approved by CPMT.*

11. Announcements – none

12. Meeting adjournment – J. Martin motioned to adjourned the meeting, meeting adjourned at 12:55pm.

Upcoming CPMT meetings: May 3<sup>rd</sup> at 9am; joint CPMT/FAPT meeting 11am-2pm  
June 7<sup>th</sup> at 10am  
July 5<sup>th</sup> at 10am

Respectfully Submitted,



Aaron Hernandez, CSA Coordinator

4/14/23

Date