

CARROLL COUNTY CPMT

Minutes

March 17, 2014

The Carroll County Community Policy & Management Team met on March 17, 2014 at the Carroll County Department of Social Services in Hillsville. Members present for the meeting included: Mike Jennings (DSS; Chair), Laura Goad (Carroll County Public Schools), Rob Hiatt (27th Circuit Court, CSU), Vicky Richardson (Carroll County Health Dept), Gary Larrowe (County Administrator), and Trent Staton (FPS). Absent: Laura Davis (Mt. Rogers CSB) and Heather Shockley (parent representative).

Doug Garvey, FAPT representative and Jackie Roberts, CSA Coordinator, attended.

Mr. Jennings called the meeting to order at 9:02 a. m.

Motion was made by Ms. Richardson and seconded by Mr. Staton to approve the minutes of the joint FAPT/CPMT meeting/work session on Wednesday, February 12, 2014. The minutes were approved.

Motion was made by Mr. Larrowe and seconded by Mr. Hiatt to approve the minutes for the February 18, 2014 CPMT meeting. The minutes were approved.

Motion was made by Mr. Larrowe and seconded by Ms. Richardson to approve the minutes for the February 20, 2014 meeting. The minutes were approved.

Upon motion by Mr. Stanton, seconded by Mr. Hiatt, the CPMT accepted the current fund balance and reimbursement requests.

Mr. Jennings shared announcements of staff changes at OCS. Mr. Hiatt reported on the DJ-CCC Annual Plan for Carroll, Galax, and Grayson. He reviewed details of the plan and shared that this area is second in the state in use of diversions. Mr. Jennings shared that the Safe and Stable Families Grant has been completed. There is an increase in funding, if the grant is awarded.

Mr. Jennings, seconded by Mr. Staton, stated: "Pursuant to Section 2.2-3711 (A) Code of Virginia, I move that the Carroll County Community Policy and Management Team convene a closed meeting for the purpose of discussion with the Family Assessment and Planning Team representative regarding case presentations exempted from open session, as authorized by Section 2.2-3711 (A) (1) of the Code of Virginia." This was approved by vote: Ayes: 6 Nays: 0 at 9:15 a.m.

Doug Garvey presented recommendations of the March 6, 2014 and March 13, 2014 FAPT meetings.

Mr. Jennings made a motion to return to open session. Mr. Jennings read: "I move that a certification be approved stating the Carroll County Community Policy and Management Team while in closed session discussed only public business matters lawfully exempted from the open meeting requirements as stated in Virginia Law and that only such public matters as were identified in the motion convening the closed meeting were heard, discussed, or considered." This motion was seconded by Ms. Richardson and approved by vote: Ayes: 6 Nays: 0 at 10:20 a. m.

Upon motion by Mr. Staton with second by Mr. Larrowe, the CPMT approved all cases as presented.

Mr. Hiatt left the meeting at 10:21 a. m. Mr. Garvey remained as his designee.

Ms. Roberts shared the audit report and actions taken to date. The CPMT discussed, reviewed, revised, and corrected documents as indicated below.

Motion was made by Mr. Larrowe and seconded by Mr. Staton to approve the By-Laws as amended and review again at April meeting. The By-Laws were approved.

Statements of Economic Interest Forms were addressed.

Motion was made by Mr. Larrowe and seconded by Mr. Staton to accept the Mission/Vision and Guiding Principles of Carroll County CSA. These were approved.

Motion was made by Mr. Larrowe and seconded by Mr. Staton to accept the Goals and Objectives of Carroll County CSA with additional review of Strategies and Targets at the April meeting. These were approved.

Motion was made by Mr. Jennings with second by Ms. Richardson to launch the CSA page of the Carroll County website with local policy added once revisions to local policy have been approved. This was approved.

Motion was made by Mr. Staton with second by Mr. Jennings to approve the orientation packet (developed for policy manual – Section 4) be posted to the CSA page of the Carroll County website and evaluate for any changes at the April meeting. . This was approved.

Motion was made by Mr. Jennings and seconded by Mr. Staton to amend the By-Laws to state that CPMT officers “may rotate on an annual basis based on the annual election” of officers. This was approved.

Motion was made by Mr. Jennings with second by Mr. Staton to make an addition to local policy to include procedures of maintaining a list of students receiving CSA funding. This was approved.

Motion was made by Mr. Staton with second by Mr. Larowe to clarify that the CPMT Chair or CPMT Vice-Chair (as designee) will have the authority to approve emergency funding. This was approved.

Ms. Richardson left at 10:50 a. m. Mr. Garvey as Mr. Hiatt’s designee completed the quorum.

Motion was made by Mr. Staton and seconded by Mr. Jennings to amend local policy to include that all emergency service placements will be presented to FAPT within 14 day period. This was approved.

Motion was made by Mr. Larowe and seconded by Mr. Garvey to amend local policy to clarify that the Social Work Supervisor will have the authority to approve foster care maintenance services only and those service will not exceed \$500 with all other services being referred to FAPT for review. This was approved.

Mr. Larowe moved, and Mr. Staton seconded a motion of a policy change that parental copayment be made directly to the fiscal agent. This parent copayment will be reported to the CSA Coordinator for record keeping and will be reported to CPMT. This was approved.

Mr. Staton moved, and Mr. Garvey seconded a motion to amend local policy to indicate that CPMT is the authority for collection of delinquent accounts. This was approved.

Motion was made by Mr. Larowe and seconded by Mr. Staton that the CPMT is responsible for establishing the duties and responsibilities of the CSA Coordinator. This was approved.

Mr. Jennings made the motion with second by Mr. Staton, that the FAPT Handbook reflect the change in meetings from once to twice per month. This was approved.

Ms. Roberts reported on Program Activities and Fiscal Activities and corrections made.

Motion was made by Mr. Jennings with second by Mr. Garvey to adopt the Code of Ethics for Carroll County FAPT/CPMT as amended and that it be implemented (member signatures on document) at April meetings. This was approved.

The next meeting will be on Tuesday, April 22, 2014 at 9 a.m. due to Carroll County Public Schools being closed.

Mr. Jennings adjourned the meeting at 11:38 a. m.