

CARROLL COUNTY CPMT

Minutes

February 18, 2014

The Carroll County Community Policy & Management Team met on February 18, 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), Laura Davis (Mt. Rogers CSB), and Trent Staton (FPS). Absent: Heather Shockley (parent representative).

Patricia Draughan, FAPT representative and Jackie Roberts, CSA Coordinator, attended.

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

Motion was made by Mr. Stanton and seconded by Mr. Larrowe to approve the minutes for the January 21, 2014 meeting. The minutes were approved.

Upon motion by Mr. Stanton, seconded by Mr. Larrowe, the CPMT accepted the current fund balance and reimbursement requests. Expended and encumbered amount to date is less than this date last year.

Mr. Jennings, seconded by Mr. Hiatt, 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: 7 Nays: 0 at 9:09 a.m.

Patricia Draughan presented recommendations of the February 6, 2014 FAPT meeting. The February 13, 2014 could not be held due to inclement weather and state holiday.

A break was taken from 9:51 – 9:53 a. m. to contact FAPT members for an emergency meeting.

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: 7 Nays: 0 at 10:06 a. m.

Upon motion by Mr. Jennings with second by Ms. Davis, the CPMT approved all cases as presented including: one mandated and one non-mandated case where Safe and Stable Families Grant was not sufficient and increases for two children due to VEMAT change.

Jill Burcham with P.U.S.H. Ministries was mentioned from FAPT as a possible parent representative to FAPT. This was tabled to next CPMT meeting. Mr. Jennings is in the process of applying for Safe and Stable Families Grant. The FAPT and CPMT were asked to function as a focus group. Copies of the CSA Plan approved on February 12, 2014 were distributed.

The next meeting will be on Monday, March 17, 2014 at 9 a.m.

The CPMT took a break from 10:10 – 10:58 a. m. while the FAPT held an emergency meeting.

Mr. Jennings, seconded by Ms. Richardson, 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: 7 Nays: 0 at 10:59 a.m.

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 Mr. Larrowe and approved by vote: Ayes: 7 Nays: 0 at 11:11 a. m.

On motion from Mr. Larrowe, with second by Mr. Jennings, the two cases presented from the emergency meeting were approved by CPMT.

Stephanie Bacote with the Office of Comprehensive Services was introduced along with all present. Ms. Bacote reviewed the purpose, process, and objectives of the CSA Audit. The Audit will be a review of cases from February 1, 2013 to January 31, 2014. She will be on-site until Thursday. She will follow-up with the CSA Coordinator and CPMT Chair. The primary objectives are to evaluate internal controls present to reduce likelihood of risk (policies and procedures, means of protecting assets – data and fiscal, etc.) and how well goals and objectives are being met. The audit will include a review of a sample of case files (10%) looking at IFSPs, goals/objectives, purchase orders, invoices, utilization reviews, etc. Ms. Bacote asked what the team members felt were risk factors. This led to a discussion of our recent gap survey and the need for more medical specialists and therapists in the area. Ms. Bacote has already reviewed local policies and procedures, the county external audit, and the DSS 4-E team review.

Ms. Bacote shared that the goal of the audit is quality improvement. The audit will note “management discussion points” or concerns. These will be followed-up and may be shared at the debriefing on Thursday, February 20, 2014 at 1 p. m. The exit conference will occur before the written report will be released. The written report will include recommendations and could take as long as 60 days to complete. The audit will require a Quality Improvement Plan within 45 days of the written report. Self reports of progress are also appropriate. The audit also asks for FAPT/CPMT evaluation of the audit process.

Patricia Draughan asked several questions. Charge backs will likely occur if any of the following occur: no IFSP in file, no CANS, payment without invoice, or emergency placement not presented to FAPT within 14 days.

Ms. Bacote will be interviewing FAPT Chair Patricia Draughan and CPMT Chair Mike Jennings during the audit. Any FAPT or CPMT member can contact Ms. Bacote with questions or concerns.

Mr. Jennings adjourned the meeting at 11:53 a. m.