

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, March 27, 2018 beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Letitia Douthit, Crystal Hale, Alisha Vines, Vickie Baker, Susan Aylor, and Joseph Nagel. Also present: N/A

RE: PUBLIC APPEARANCES
No appearances at this time

Mr. Nagel called the meeting to order at 12:05 p.m.

RE: NEW BUSINESS

RE: CLOSED SESSION

Mrs. Aylor moved at 12:06 p.m. that we enter closed session pursuant to Virginia Code Section 2.1-344, Mrs. Baker seconded, all were in favor. At this time, cases in regard to the youth on the case agenda were reviewed and discussed.

Mrs. Aylor then moved to exit closed session at 12:39 p.m., all were in favor.

RE: FUNDING FOR AGENDA CASES

Ms. Baker made a motion to approve all funding for the cases that were discussed and approved during closed session at 12:39 p.m., seconded by Mr. Nagel, all were in favor.

RE: Annual By-law & Policy/Procedure Review

Mrs. Vines distributed the FAPT and CPMT policy and procedure manuals as well as the CPMT By-laws for the membership to review and bring back any suggestions to the April meeting.

RE: FAPT MEMBER SELECTION PROCESS FORMS & POLICY

Mrs. Vines distributed copies (see attached) of the proposed application forms to be used for private providers interested in applying to be a representative on Orange County FAPT. A brief discussion was held and it was asked of each member to review the documents and to bring any additions, deletions, or corrections to the April meeting so the forms may be voted up. Additionally, the process will be added to the current policy and procedure documents to lay out the process in which the CPMT will use to choose the private providers in the future.

RE: READING AND APPROVAL OF PREVIOUS MINUTES

RE: FEBRUARY 27, 2018

The minutes from the February 27, 2018 meeting were reviewed. Mr. Nagel asked that the spelling of his name be corrected. Mrs. Hale made a motion to accept with these changes, seconded by Ms. Baker, all were in favor.

RE: NOVEMBER 28, 2017 AND DECEMBER 19, 2017 – AMENDMENTS

Mrs. Vines presented amendments that needed to be made to the two minutes of the two meeting dates listed above to further clarify actions taken during those meetings. See attached. After discussion, Mrs. Aylor made a motion to approve, seconded by Mrs. Hale, all were in favor.

RE: UNFINISHED BUSINESS

Mrs. Hale asked about the status of the FAPT meeting minutes. Mrs. Douthit informed the membership that they had started but were only taking them for the open business meeting portion of the FAPT meetings. After a discussion, it was determined that CPMT would like for any significant events that happen during the closed session be documented only. These events should be case specific (case number) but not mention any child or family.

RE: REPORT OF AGENCIES

RE: CSA COORDINATOR

Nothing to report at this time

RE: GOVERNMENT REPRESENTATIVE

Mrs. Vines informed the team that April is Child Abuse Prevention Month and that the pinwheel gardens would be across the County this year. The big garden will be at the intersection of Routes 15 & 20 and that businesses/individuals have purchased smaller 5X5 gardens to place at their residence or business to help raise awareness. Additionally, the Office on Youth is selling Flying Squirrels baseball game tickets to help raise money to pay for the remaining pinwheels and signs that will be placed around Orange County.

Mrs. Vines also reminded the membership that it is budget season and that the OOO may have the opportunity to partner with the Orange Extension office for another Strengthening Families Program opportunity. More information will follow.

RE: DEPARTMENT OF SOCIAL SERVICES

Mrs. Hale also spoke about the pinwheel gardens and her departments partnership with the Office on Youth. She is excited about having them across the County this year and helping spread awareness. She also stated May is Elder Abuse Prevention Month.

Mrs. Hale also reports that her department is still short staffed. She encourages the membership to send people to her department if they are looking for employment.

RE: HEALTH DEPARTMENT

Absent

RE: DEPARTMENT OF JUVENILE JUSTICE

Absent

RE: COMMUNITY SERVICES BOARD

Absent

RE: ORANGE COUNTY PUBLIC SCHOOLS

Mrs. Aylor reports that the schools are moving right along and that Spring Break is the following week. She also reports they were fully funded on their mental health grant and have been holding mindfulness trainings for staff. Additionally, Dr. Taylor from UVA will be conducting a trauma training with school counselors, social workers, etc.

Mrs. Baker reports that a GED teacher is needed at the jail and to have anyone interested contact her.

Lastly, they report that the number of students in their self-contained classroom are up.

RE: PRIVATE PROVIDER

Nothing to report at this time

RE: PARENT REPRESENTATIVE

Absent

RE: COMMITTEES

RE: FINANCE

Mrs. Vines distributed the most recent Board of Supervisors report that includes information regarding the total expenses through January and projections for the remainder of the year. A brief discussion followed.

RE: NEW MEMBER ORIENTATION COMMITTEE

Mrs. Vines stated the committee will set another meeting in the near future to finish the manual.

RE: OUTCOMES STUDY COMMITTEE

Mr. Nagel reported that this committee has had one meeting and will be setting up another meeting for April 19th from 8:30 am – 11:00 am. A discussion was held on what was found from the first meeting and what we are looking for. The group will provide more feedback at the April CPMT meeting.

RE: INFORMATION ITEMS

RE: SUCCESS STORIES

It was shared that a student has returned to the public schools from a day placement.

RE: ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:30 p.m. after a motion from Mrs. Vines, a second by Ms. Baker, and all were in favor.

Respectfully Submitted
Alisha Vines
04/23/18

Children's Services Act



***Application for Private Provider
Membership to CPMT or FAPT
Orange County, Virginia 2018***

Applicant Checklist

Please be sure this application is completed neatly and returned by the deadline. Incomplete, illegible, and/or late applications will not be considered for appointment to the Orange County FAPT or CPMT.

Interested applicants shall include in a sealed envelope:

- Completed Application
- Completed Statement of Economic Interest

Interested applicants can drop of, or mail*, their documents to:

Orange County CSA
Attn: Alisha Vines
146 Madison Road, Suite 205
Orange, VA 22960

*All mailed documents must be postmarked by the deadline date.

Please direct all questions regarding applying to the Orange County FAPT or CPMT to the Office on Youth Director, Alisha Vines, at avines@orangecountyva.gov or (540) 672-5484 ext. 4.

Private Agency Information

Please Type or Print

This application is to apply for (please only choose one team per application and you may only apply for a position that is vacant and posted on the Orange County CSA website):

Orange County FAPT Orange County CPMT

Agency Name: _____

Physical Address: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Please list ALL services your agency provides to youth (if applicable):

Main Contact (proposed primary FAPT or CPMT member):

Name: _____ Title: _____

Telephone: _____ Cell: _____

E-mail: _____

Alternate Contact Information (proposed back-up FAPT or CPMT member):

Name: _____ Title: _____

Telephone: _____ Cell: _____

E-mail: _____

Agency Questions

Please click in the gray boxes. They will expand as you type.

1. Please tell us why you want you/your agency to serve as a member of the Orange County FAPT or CPMT:

2. Please describe you/your agency's approach to service planning for clients:

3. Please describe how you/your agency supports, or will support, the CSA goals of individualized, community-based care for youth and families:

4. Please list any training/experience the proposed member/s have in wraparound approaches to service planning:

Expectations for Orange County FAPT/CPMT Members

Orange County FAPT and CPMT members are expected to engage in strength-based, community-based, individualized service planning for clients and families. They are expected to contribute to the decision-making process and respect and utilize the experience and expertise of other team members while encouraging family participation in all aspects of assessment, planning and implementation of services. This requires consistent attendance at FAPT and/or CPMT meetings. The private provider position will be reassigned if the Orange County CPMT deems unexcused absences excessive. Prior notification is considered an excused absence.

Certification:

By signing this application, we certify that we are applying to be a member of the:

XXX Orange County Family Assessment Planning Team or

___ Orange County Community Policy and Management Team

for the term July 1, 2018 – June 30, 2019. We certify we have read and understand the expectations for FAPT and/or CPMT members in Orange County and if selected as a member of the FAPT or CPMT, we will abide by such expectations.

Primary Contact signature

Date

Alternate Contact signature

Date

ORANGE COUNTY, VIRGINIA

OFFICE ON YOUTH

ALISHA L. I. VINES
DIRECTOR

avines@orangecountyva.gov
PHONE: (540) 672-5484
FAX: (540) 672-2311



ADDRESS:
146 MADISON ROAD
SUITE 205
ORANGE, VA 22960

To: Orange County Board of Supervisors
From: Alisha Vines, Office on Youth Director
Through: R. Bryan David, County Administrator
Date: March 19, 2018
Subject: CSA Monthly Report

Please find attached the CSA report for July – January 2018. As stated in our previous report, our expenses and projections show our CSA program over budget. In addition, our case load has increased compared to the same reporting time in 2017 – 134 from approximately 128. As you know, this has been the trend over the past several years and across the Commonwealth. We do anticipate having to come back to the Board to request supplemental funding. As the year continues to progress, we will update you with the amount needed since the figures provided in this month's report may fluctuate.

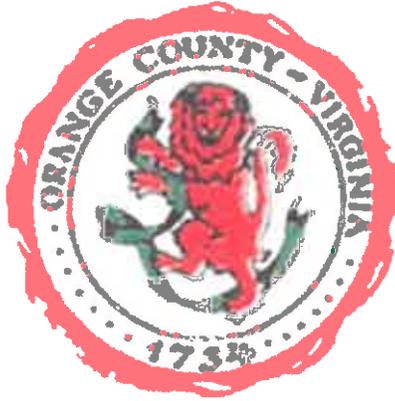
Last month I reported on two projects CPMT is working on – an outcome study of our CSA Program and updating our New Member Orientation Manual. As an update, both committees have met and have begun working on each. Updates will be provided as we make progress on both of these projects.

We thank you for your continued support and please let Letitia or myself know if you have any questions after reading the attached report.

Cc: Letitia Douthit
File

March 16, 2018

CHILDRENS SERVICES ACT FOR AT-RISK YOUTH AND FAMILIES
ORANGE COUNTY COMMUNITY POLICY & MANAGEMENT TEAM
ORANGE COUNTY FAMILY ASSESSMENT & PLANNING TEAM



Letitia Douthit
146 Madison Road, Suite 205
Orange, Virginia 22960
PH: 540-661-5459
FAX: 540-672-2311
E-Mail: ldouthit@orangecountyva.gov

Orange County Children's Services Act Program Report February 2018

FY18 County budget: \$2,300,00

FY 18 YTD Expenses as of 2/28/18 (which are expenses July – January 2018):

	YTD Expenses	Projections	Total Projected	FY18 Budget
43270 Residential Congregate Care	132,695.96	258,325.75	391,021.71	300,000
43275 Foster Care	409,803.64	301,765.77	711,569.41	400,000
43276 Congregate Care ED Services	199,694.13	281,697.80	481,391.93	350,000
43277 SpEd (IBP) Priv Day Placement	693,309.50	762,431.00	1,455,740.50	700,000
43280 Community Based Services	256,473.14	510,307.24	766,780.38	499,867
43285 Special ED Wrap - CBS	7,089.75	14,705.75	21,795.50	21,856
43290 Non-Mandated - CBS	2,471.25	0.00	2,471.25	28,277
	1,701,537.37	2,129,233.31	3,830,770.68	2,300,000

Thank-you for your continued support. We are half way thru the Fiscal year, as of February 28, 2018, the projections are over budget by \$1,530,770.68 for Fiscal Year 18. When comparing expenses, the current period to the same time in FY17, we are about 57% over last year. As of February 28th, we have provided multiple services to 134 At Risk Youth/Families compared to approximately 128 Youth/Families at this time in 2017. We will do our best to stay within our budget while continuing to provide the much-needed services to our At-Risk families and Youth of Orange County.

Respectfully Submitted,

Orange County CSA Coordinator