

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, June 26, 2018 beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Marc Moore, Lynne Blythe, Letitia Douthit, Alisha Vines, Susan Aylor, and Joseph Nagel. Also present: N/A

RE: PUBLIC APPEARANCES

Mr. Nagel called the meeting to order at 12:08 p.m.

RE: NEW BUSINESS

RE: CLOSED SESSION

Ms. Blythe moved at 12:09 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 regarding the youth on the case agenda were reviewed and discussed.

Ms. Blythe then moved to exit closed session at 12:53 p.m., all were in favor.

RE: FUNDING FOR AGENDA CASES

Mrs. Vines made a motion to approve all funding for the cases that were discussed and approved during closed session at 12:54 p.m., seconded by Dr. Kartchner, all were in favor.

RE: READING AND APPROVAL OF PREVIOUS MINUTES

RE: MAY 29, 2018

The minutes from the May 29, 2018 CPMT were reviewed and discussed. Mrs. Aylor pointed out a grammatical error and made a motion to approve with changes, seconded by Dr. Kartchner, all were in favor.

RE: UNFINISHED BUSINESS

RE: FAPT POLICY F2 DRAFT REVISION

Mrs. Vines distributed a draft of the proposed changes to FAPT Policy F2. The changes included leaving the private provider representative number at two and adjusting the dates of service to align with the fiscal year. After a brief discussion, Mrs. Aylor made a motion to accept the changes, seconded by Mr. Moore, all were in favor.

RE: PRIVATE PROVIDER SELECTION FOR JULY 1, 2018 – JUNE 30, 2019

Mrs. Vines presented copies of applications for three private providers interested in serving on the Orange County FAPT team for the next fiscal year. Copies had been scanned in to Dropbox and had been available for members to review in advance. After a discussion, Mrs. Aylor made a motion to appoint Heath Connect America as the Primary private provider on FAPT, seconded by Ms. Blythe, all were in favor. After another discussion, Dr. Katchner made a motion to appoint The Discovery School as the Secondary private provider on FAPT, seconded by Mr. Moore, all were in favor. Mrs. Douthit would reach out to both agencies to let them know and the Office on Youth will draft an official letter to all three agencies.

RE: REPORT OF AGENCIES

RE: CSA COORDINATOR

Mrs. Douthit has nothing to report at this time as she is working through her end of the year processes.

RE: GOVERNMENT REPRESENTATIVE

Nothing at this time

RE: DEPARTMENT OF SOCIAL SERVICES

Absent - excused

RE: HEALTH DEPARTMENT

Nothing at this time

RE: DEPARTMENT OF JUVENILE JUSTICE

Nothing at this time

RE: COMMUNITY SERVICES BOARD

Ms. Blythe reports that there was a meeting at the Commonwealth Center regarding the discharge process. There was a lot of discussion on how fast kids are returned to the community. Although there were a lot of discussions held, there were no breakthroughs on how to deal with the issue. The members present for the meeting also got to take a tour of the facility and there may be one or two more meetings.

Ms. Blythe also reports that they are close to breaking ground on a REACH facility. It will be in Culpeper County but will be regional and will take about six months to complete. It will have about 8 beds, short-term, and for youth 18 and under. A brief discussion was held.

RE: ORANGE COUNTY PUBLIC SCHOOLS

Mrs. Aylor reports that the schools are in the planning stages for the upcoming school year. This summer has been shorter due to the earlier start of the next school year – August 15th. Teachers report back on August 2nd/3rd. She also reports they are continuing to work on projects with trauma sensitive training and that the new Orange County Schools Superintendent, Dr. Cecil Snead, starts Monday, July 2nd.

RE: PRIVATE PROVIDER

Nothing at this time

RE: PARENT REPRESENTATIVE

Absent

RE: COMMITTEES

RE: FINANCE

Mrs. Vines distributed the June 26th Board of Supervisors report to the membership. (see attached) A discussion was held on the budget numbers.

RE: OUTCOMES STUDY COMMITTEE

Mr. Nagel stated that he must withdraw from the committee. After a discussion, it was determined that Mrs. Hale and Mr. Moore would continue to work on this committee and move forward.

RE: INFORMATION ITEMS

RE: SUCCESS STORIES

The team is very excited about a few cases on the horizon. Additionally, we have a child/family that is reported to have turned a corner and has shown significant positive changes and therefore, this child is no longer a foster care candidate at this time.

RE: ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:34 p.m. after a motion from Mrs. Vines, a second by Mrs. Aylor, and all were in favor.

Respectfully Submitted
Alisha Vines
07/20/2018

**Family Assessment and Planning Team
Policy and Procedures**

Membership

Policy No.: F2

Effective: 08/28/2012
Reviewed: 04/27/2018
Revised: 04/27/2018

A. Composition and Terms of Appointment

1. Composition:

Pursuant to § 2.2-5207 VA Code Ann., the Orange County FAPT shall include representatives of the following community agencies (lead agencies) who have authority to access services within their respective agencies:

- a. Rappahannock - Rapidan Community Services Board established pursuant to [§ 37.2-501](#) VA Code Ann.;
- b. 16th District Court Service Unit;
- c. Orange County Department of Social Services (DSS); and
- d. Orange County Public Schools.
- e. FAPT also shall include a parent representative.
- f. The FAPT may include a representative of the Department of Health at the request of the chair of the local CPMT.
- g. The FAPT may include a representative of a private organization or association of providers for children's or family services and of other public agencies.
- h. The CSA Coordinator shall serve as a non-voting, ex-officio member of the FAPT.

2. Terms of Appointment:

The terms for FAPT members, other than those listed as lead agencies above; extend for a period of ~~two (2)~~one (1) years. Terms may be held consecutively with no limit on terms served.

FAPT members not required by § 2.2-5207 VA Code Ann, shall be given the opportunity to serve a ~~two~~one-year appointment as follows:

- a. Letters of interest for private providers shall go out during the ~~second~~first quarter of the calendar year in which the current terms expire.
- b. Interested parties shall return their letter of interest no later than ~~August~~April 1st to the Director of the Office on Youth.
- c. CPMT members will then review the letters of interest during their ~~September~~April and ~~October~~May meetings.
- d. Appointments for the next ~~two~~one-year term shall take place during the ~~November~~May or ~~December~~June CPMT meeting so terms can begin ~~January~~July 1st.

B. Minimum Guidelines and Qualifications

Agency team members shall serve at the discretion of the agency head. Any changes in FAPT members will be reported by the agency head to the CSA Coordinator at least 30 calendar days prior to the changes.

1. If employed by one of the agencies listed in the Membership Policy F2A, and appointed to the FAPT, the member must be an approved representative of that agency and shall have the authority to access services, depending on availability of resources, within their respective agencies.
2. The member must be prepared to serve as the Case Manager for cases referred by their agency, if necessary.
3. The member must agree to accept and follow the policies and procedures adopted by the CPMT.
4. Other members may be appointed to the FAPT at the discretion of the CPMT after consultation with FAPT.
5. Vacancies on FAPT will be filled by each individual agency. Agencies will notify the CSA Coordinator of any changes.

C. FAPT Member Characteristics

1. All those serving on a FAPT shall demonstrate the following characteristics:
 - a. Commitment to the philosophy of the CSA;
 - b. Respect for the beliefs and traditions of individuals coming from a wide variety of cultural, religious and ethnic heritages;
 - c. Experience in coordination and provision of services across agencies;
 - d. Knowledge about services offered within their agencies and authority from their agencies to access those services;
 - e. Willingness to participate in training and skill development programs as required;
 - f. Flexibility in their work schedule in order to accommodate needs of families; and
 - g. Willingness to maintain the ethics of confidentiality.
2. All mandated members, or their approved alternates, should be in attendance at regularly scheduled or emergency meetings.

D. Parent Representative

- a. Pursuant to § 2.2-5207 VA Code Ann., parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a FAPT may serve as parent representative provided that they do not, as a part of their employment, interact directly and on a regular basis with potentially eligible children or youths, or supervise employees who do so. Notwithstanding this provision, foster parents may serve as parent representatives.
- b. Parent representatives may not be parents of children or youths that are currently receiving CSA funded services or have received CSA funded services within the past year.

- c. Orange County residents interested in serving as the parent representative on the FAPT shall complete the Office on Youth Volunteer application and submit to the CSA Coordinator for presentation at the next FAPT meeting.
- d. The FAPT will review the parent representative application and make its recommendation to the CPMT. All applicable reference and background checks will be completed prior to the presentation of a potential candidate to CPMT.
- e. CPMT will review the potential candidate and, if deemed appropriate, the parent representative applicant will be contacted by the CSA Coordinator.

E. Immunity

Pursuant to § 2.2-5207 VA Code Ann., members of the FAPT will be immune from any civil liability for decisions made about the appropriate services to a family or proper placement or treatment of a child or youth who comes before the team, unless it is proven that such a person acted with malicious intent.

F. Officers, Meetings and Rules

The FAPT will have a Chairperson and Vice-Chairperson that rotate between Lead Agencies each year. (See Form F2) Meetings will be held at least once per month at dates and times determined by the FAPT.

Meetings will generally be conducted informally with decisions reached by consensus. Should consensus not be achieved, the most recent version of *Robert's Rules of Order* will be invoked. Any voting member may also request *Robert's Rules of Order* be used in conjunction of business of the FAPT.

G. Quorum

Fifty-percent of the FAPT's members shall constitute a quorum for all FAPT meetings.

H. Attendance

Attendance is expected at all FAPT meetings. FAPT members **are required** to personally attend, or send an approved designee, to at least 75% of the regularly scheduled meetings held within a calendar year.

The Chairperson of the CPMT will be notified by the FAPT Chairperson or the CSA Coordinator of failure on the part of any member or agency to attend or provide representation at regularly scheduled meetings and/or any consistent pattern of inadequate representation.

ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

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To: Orange County Board of Supervisors
From: Alisha Vines, Office on Youth Director *AV*
Through: R. Bryan David, County Administrator
Date: June 26, 2018
Subject: CSA Monthly Report

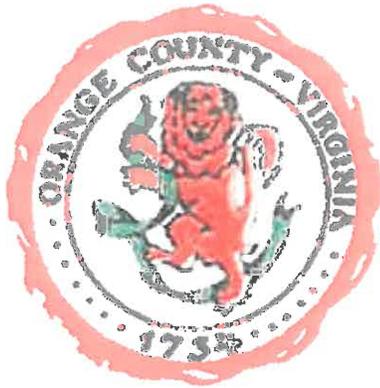
Please find attached the CSA report for July – March 2018. As stated in our previous report, our expenses and projections continue to show our CSA program over budget for FY2018. Compared to the April report, the total expenses and projections for this reporting period have continued to drop, and are currently reported at \$3,320,801, compared to the March report of \$3,830,770. As stated previously, increases and decreases in the total projected costs may continue to happen as the year continues to progress and cases open and close.

I would also like to take the time to thank the Board for their attention at the May 22nd work session meeting. We know that the information we are providing can be overwhelming and we appreciate each of you listening to our presentation and we look forward to returning in the near future to complete the presentation.

As always, 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

June 26, 2018



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

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Orange County Children's Services Act Program Report
May 2018

FY18 County budget: \$2,300,00

FY 18 YTD Expenses as of 5/31/18 (which are expenses July – March 2018):

	YTD Expenses	Projections	Total Projected	FY18 Budget
43270 Residential Congregate Care	221,236.53	44,380.77	265,617.30	300,000
43275 Foster Care	593,404.06	116,054.09	709,458.15	400,000
43276 Congregate Care ED Services	287,405.43	148,555.43	435,960.86	350,000
43277 SpEd (IBP) Priv Day Placement	1,099,892.00	219,486.00	1,319,378.00	700,000
43280 Community Based Services	369,124.27	202,796.26	571,920.53	499,867
43285 Special ED Wrap - CBS	13,043.25	2,457.00	15,500.25	21,856
43290 Non-Mandated - CBS	2,466.25	500.00	2,966.25	28,277
	2,586,571.79	734,229.55	3,320,801.34	2,300,000

Thank-you for your continued support, as of May 31, 2018, the projections are over budget by \$1,020,801.34 for Fiscal Year 18. As of May 31st, we have provided multiple services to 142 At Risk Youth/Families compared to approximately 145 Youth/Families at this time in 2017. In addition, we have opened 3 cases so far in June. One of which is a foster care case involving an undocumented youth which means they don't qualify for any assistance (i.e. Medicaid, IVE) – CSA will be asked to fund all services (health care, etc.).

Respectfully Submitted,

Orange County CSA Coordinator