

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, January 28, 2020 beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Marc Moore, Letitia Douthit, Crystal Hale, Alisha Vines, Dr. Wade Kartchner, and Dr. Joseph Nagel. Also present: N/A

Mr. Moore called the meeting to order at 12:04 p.m.

RE: PUBLIC APPEARANCES
No visitors were scheduled

RE: NEW BUSINESS

RE: CLOSED SESSION

Mrs. Hale moved at 12:05 p.m. that we enter closed session pursuant to Virginia Code Section 2.1-344, Mrs. Vines seconded, all were in favor. At this time, cases regarding the youth on the case agenda were reviewed and discussed.

Mrs. Hale then moved to exit closed session at 12:47 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 12:48 p.m., seconded by Dr. Kartchner, except for Mr. Nagle abstaining from two cases, all were in favor.

RE: PARENT REPRESENTATIVE APPLICATION

Mrs. Vines brought to the membership's attention an application for FAPT Parent Representative that was submitted by Clifton Barnes. After a brief discussion, Mrs. Hale moved to appoint Mr. Barnes to FAPT as the Parent Representative pending a clear background check and acceptable reference checks. This motion was seconded by Mr. Moore, all were in favor. Mrs. Vines will send Mr. Barnes the ink for the background check and conduct the reference checks.

RE: READING AND APPROVAL OF PREVIOUS MINUTES

RE: DECEMBER 17, 2019

Dr. Nagel moved to approve the minutes from the December 17th, 2019 CPMT meeting, seconded by Mrs. Hale, all were in favor.

RE: REPORT OF AGENCIES

RE: CSA COORDINATOR

Mrs. Douthit brought up Family First updates and a discussion followed. This included who would be on the local team to attend the meeting in April. All parties seemed satisfied with the list of team members. More information will follow after the meeting occurs.

RE: GOVERNMENT REPRESENTATIVE

Mrs. Vines informed the membership of the Interim County Administrator, Brenda Garton. She will be with Orange County until a replacement Administrator is hired. Mrs. Vines also stated the stipends for the FAPT and CPMT Parent Representatives were included in her budget request for this year. Additionally, she informed the membership that Orange has switched over to a new, updated website and that EpIC postings will continue to be updated. Lastly, Mrs. Vines reported on the new grant that was awarded to the Office on Youth by the Virginia Foundation for Healthy Youth that will focus on obesity prevention in both youth and adults. More information will come after the first of July.

RE: DEPARTMENT OF SOCIAL SERVICES

Mrs. Hale reported that she requested a new Family Services Specialist in her FY21 budget request and that DSS is short staffed in the Services Unit but they are conducting interviews for three positions. A discussion was also held on the possible changes coming to IVE.

RE: HEALTH DEPARTMENT

Nothing to report at this time

RE: DEPARTMENT OF JUVENILE JUSTICE

Nothing to report at this time

RE: COMMUNITY SERVICES BOARD

Absent – CSB Board meeting

RE: ORANGE COUNTY PUBLIC SCHOOLS

Absent

RE: PRIVATE PROVIDER

Dr. Nagel discussed his resignation from CPMT after 25 years. He will be present at the February meeting which will be his last. Everyone expressed their appreciation for his years of service to the children and families of the Orange Community.

RE: PARENT REPRESENTATIVE

Vacant – According to several individuals, there may be interested parties who may be applying. The vacancy will continue to be posted on the Board of Supervisors “Boards and Commissions” vacancy link on the Orange County website.

RE: UNFINISHED BUSINESS

RE: ANNUAL POLICY & PROCEDURE MANUAL REVIEW

Tabled to the February meeting for approval and or changes

ANNUAL BY-LAW REVIEW

Mrs. Vines brought up the need to add something about Private Providers from the same company not serving on both FAPT and CPMT in order to ensure a very broad representation of our private providers on our teams. After a brief discussion, it was decided that “Private organizations shall not be allowed to be the Private Provider representative on both FAPT and CPMT”. This will be listed under Article III – Membership, section C. This change, along with a change to Article III – Membership, section F, which will change to align with our current practice of appointing Parent and Private Providers to one year terms beginning January 1st of each year, will lay on the table for consideration and voted upon at the February CPMT meeting.

ANNUAL STRATEGIC PLAN REVIEW

Tabled to the February meeting for approval and or changes

RE: COMMITTEES

RE: FINANCE

The January 28th Board of Supervisors report was distributed. A brief discussion followed.

RE: PROJECT LINK

Mrs. Hale stated there are 5-6 families involved at this time. Two of the original families for Orange Project LINK are getting ready to discharge soon, hopefully in February. Mrs. Hale also reported that the CSB has a grant position open dealing with Substance Abuse and are anxious to get it filled. More information can be found out by contacting the CSB.

RE: INFORMATION ITEMS

RE: SUCCESS STORIES

Two of the original families for Orange Project LINK are possibly going to discharge in February.

RE: ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:27 p.m. after a motion from Mrs. Vines, a second by Mrs. Hale, and all were in favor.

Respectfully Submitted
Alisha Vines
02/18/2020

Orange County Children's Services Community Policy and Management Team

BY-LAWS

Article I - NAME

The name of this group shall be the Orange Community Policy and Management Team, hereinafter referred to as the "CPMT".

Article II – PURPOSE

The purpose of the CPMT shall be to create, maintain and manage a collaborative system of services and funding that is youth centered, family focused and community based when addressing the strengths and needs of troubled and at-risk youth and their families.

Article III – Membership

The eight (8) person membership of the CPMT shall meet the requirements of § 2.2-5205 VA Code Ann. and is appointed by the Board of Supervisors of Orange County ("Board") as provided in that section. The membership shall include, at a minimum, the local agency heads or their designees who have authority to approve funds from the following community agencies:

- One elected official or appointed official from the governing body of a locality that is a member of the team; and
 - Community Services Board established pursuant to § 37.2-501 VA Code Ann; and
 - 16th District Court Service Unit; and
 - Orange County Health Department; and
 - Orange County Department of Social Services; and
 - Orange County Public School System.
- A. The CPMT shall also include a representative of a private organization or association of providers for youth and family services if such organizations or associations are located within the locality.
- B. The CPMT shall also include one parent representative as defined in §2.2-5205 VA Code Ann.
- C. Persons representing private organizations and associations and parent representatives shall be required to file a statement of economic interest as set out in the § 2.2-3117 VA Code Ann. of the "State and Local Government Conflict of Interests Act". ("COIA" § 2.2 – 3100 *et seq.*)
- Persons representing private organizations or associations shall abstain from voting on cases where there is a conflict of interest.

- Private agencies shall not be allowed to occupy a seat on both FAPT and CPMT in order to allow a broader representation of private providers on our teams.
- D. Parent representatives shall abstain from decision-making involving individual cases or agencies in which they have either a “personal interest”, as defined § 2.2-3101 of COIA, or a “fiduciary interest”.
- E. Other appointed public or governmental agency CPMT members shall serve at the pleasure of the Board.
- F. Parent and private provider representatives shall be appointed by the Orange County Board of Supervisors to serve a ~~two-one~~ (21) year term that will begin on January 1st expire on ~~June 30th December 31st -of the second year.~~ Terms may be held consecutively with no limit on terms served.
- G. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- H. A member of the CPMT who fails to personally attend to at least seventy-five (75%) of the regular meetings within any calendar year shall be reported to the Orange County Board of Supervisors.
- I. The CPMT may solicit advisory personnel to assist in achieving its objectives in accordance with its approved programs and mandates.

Article IV – Duties and Responsibilities

The CPMT shall have the general powers, duties and responsibilities of a policy and management team as outlined in § 2.2-5206 VA Code Ann.

Article V – Family Assessment and Planning Team

Section I:

The CPMT shall appointment the members of the Family Assessment and Planning Team hereinafter referred to as the “FAPT”. The CPMT shall ensure that the FAPT is composed of representatives as specified in the Children’s Services Act.

Section II:

FAPT members, and their designee (*designees should not be a member sitting on the CPMT*) representing the agencies as specified in § 2.2-5207 VA Code Ann. shall serve at the pleasure of the CPMT. Terms may be held consecutively with no limit on terms served. The FAPT membership shall be reviewed and appointed annually by the CPMT.

Section III:

The FAPT shall provide input on policies and procedures in accordance with § 2.2-5208 VA Code Ann., which shall be submitted to the CPMT. All policies and procedures must be approved by the CPMT.

Article VI – Officers of the CPMT and their Duties

Section I:

The officers of the CPMT shall consist of a Chair and Co-Chair who shall be elected by the CPMT in the July meeting and serve at the pleasure of the CPMT.

The term of office shall be for one (1) year. No member may serve more than two (2) consecutive terms in the same office. The election shall be a ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

Any member desiring to serve in the seat of an officer must be present at the July meeting when elections are held.

Any vacancy occurring among officers shall be filled to serve the remainder of the unexpired term.

Section II:

The Children’s Services Act, (“CSA”), Coordinator shall serve as the Secretary for the cases presented during closed session. A member of the CPMT shall act as secretary for the open meeting.

Section III:

The Orange County Treasurer shall serve as Fiscal Agent for the Orange County CSA Program. The duties of the Fiscal Agent include, but are not limited to, approving the submission of the CSA Pool Reimbursement and Supplemental allocations.

Section IV:

The elected officers, secretary, and County appointed official shall serve as the Executive Committee. The Executive Committee shall be authorized to conduct the necessary business between meetings of the CPMT. All action of the Executive Committee is to be ratified at the next regular business meeting of the CPMT.

Section IV:

Duties of the Chair:

- a. Preside at meetings of the CPMT.
- b. Appoint committees necessary for the operation of the CPMT.
- c. Work closely with the Chair of FAPT.
- d. Perform any other duties determined by the CPMT.

Section V:

Duties of the Vice-Chair:

- a. The Co-Chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties as assigned by the CPMT.

Article VII – Meeting

Section I:

Regular meetings shall be held at a time to be determined by the CPMT.

Section II:

Special meetings of the CPMT may be called by any member of the Executive Committee or upon written request of three (3) members.

Section III:

The quorum for all CPMT meetings shall be 50% of its members, including one member of the Executive Committee.

Article VIII – Rules of Order

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 CPMT.

Article IX – Confidentiality

All information about specific youth and families obtained by CPMT and FAPT members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

Article X – Amendments

Proposed changes to the CPMT By-Laws shall be provided in writing to all members at least two (2) weeks prior to the next scheduled meeting, at which time, they may be voted upon.

These By-Laws were adopted at a regular meeting of the Orange County Community Policy and Management Team held on Tuesday, December 19, 2017, by a vote of in favor, and not in favor.

Official Vote - ___ In favor, ___ Not in Favor

Members present:

Orange County Administration

CSA Coordinator

Orange County Department of Social Services

Community Service Board

Orange County Health Department

Orange County Public Schools

Virginia Department of Juvenile Justice

Community Representative

CPMT Chair

Date

DRAFT

ORANGE COUNTY, VIRGINIA

OFFICE ON YOUTH

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ADDRESS:
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ORANGE, VA 22960

To: Orange County Board of Supervisors

From: Alisha Vines, Office on Youth Director *AV*

Through: Glenda Bradley, Asst. Co. Administrator for Management Services

Date: January 8, 2020

Subject: CSA Monthly Report

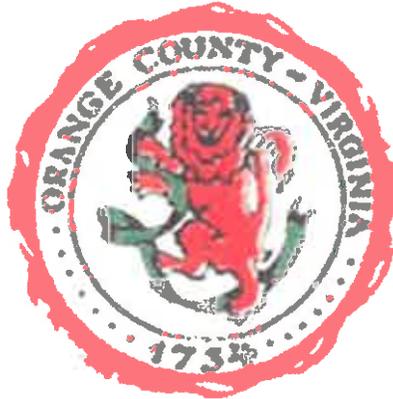
Please find attached the CSA report through December 2019 (expenses through November 2019). As we stated in our last report, we are currently under our FY20 budgeted expenditures, however, it is still very early in the year. Additionally, as we reported last month, we have served more youth and families so far this year compared to the same reporting period in 2018. We will continue to monitor the budget and keep you apprised of any concerns we may have as the year continues to progress.

In addition to the daily responsibilities, staff is busy preparing for our upcoming on-site audit by the Office of Children's Services (CSA's governing agency). Orange County is due for our audit sometime during FY2020. We will inform the Board of this event once we receive confirmation of the dates.

As always, we thank you for your continued support and please let Letitia or I know if you have any questions after reading the attached report.

Cc: Letitia Douthit
File

January 8, 2020



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

Letitia Douthit

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Orange County Children's Services Act Program Report

Thank-you for your continued support in serving our At-Risk Youth and families. As of December 31, 2019, CSA expenses are projected under the budget by \$ 434,812.00, however we are still early in the Fiscal Year. We have provided multiple services to 100 At -Risk Youth/Families compared to approximately 89 Youth/Families in 2018. Our Parental Agreements for RTC placement and our Priv Day placements continue to be a concern. Going forward into FY20, 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.

FY 20 County Budget: Original \$3,00,133

FY 20 YTD Expenses as of 12/31/2019 (which are expenses thru Jul. 2019 – Nov. 2019)

	YTD Expenses	Projections	Total Projected	FY20 Budget
43270 Residential Congregate Care	88,284.22	45,995.78	134,280.00	300,000
43275 Foster Care	111,043.56	173,164.44	284,208.00	600,000
43276 Congregate Care ED Services	103,190.92	81,345.08	184,536.00	350,000
43277 SpEd (IBP) Priv Day Placement	524,089.97	831,514.03	1,355,604.00	1,200,000
43280 Community Based Services	208,841.35	347,718.65	556,560.00	500,000
43285 Special ED Wrap - CBS	5,585.50	16,270.50	21,856.00	21,856
43290 Non-Mandated - CBS	10021.08	18,255.92	28,277.00	28,277
	\$1,051,056.60	\$1,514,264.40	\$2,565,321.00	3,000,133

Respectfully Submitted,

Orange County CSA Coordinator