

Alexandria Community Policy and Management Team

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Social Services

Mike Mackey
Court Service Unit

Kimberly Carll
ACPS- Special Education

Nathan Shultz
Parent Representative

"Where families are families and not 'cases'!"

January 22, 2025 - Meeting Minutes **Via Zoom Platform**

Member(s) present via Zoom: Meghan McGrane, Barbara Paulson, Mike Mackey, Kimberly Carll, Tricia Bassing, Felicia Simmons

Member(s) absent: Christopher Bishop, Nate Shultz

Staff/Others present via Zoom: Sharon Minter, Jasmine Chapman, PJ Gingrey, Richard Orah

Meeting called to order at 2:06pm by Chair, M. McGrane

Quorum present.

I. Welcome and Introductions

II. Public Comments: No requests received from the public to make comments.

III. Executive (Closed) Session

- Motion made by M. Mackey, second by T. Bassing for ACPMT to enter closed session at 2:08pm. No additional discussion. Motion passed.
- Motion made by T. Bassing, second by M. McGrane to re-convene ACPMT meeting at 2:56pm. Motion passed.

Via roll call, all ACPMT members present certified that "only matters that are excluded from public business were discussed during the closed session."

Motion made by T. Bassing, second by M. McGrane to proceed with actions as discussed during the Executive session. No additional discussion. Motion passed.

IV. Minutes of the October 23, 2024 meeting reviewed. Motion to accept minutes of meeting made by M. Mackey, second by T. Bassing. No additional discussion, motion passed.

V. Fiscal Reporting & CSA Program Review

- **Finance Reports** – Presented by R. Orah.
 - **CSA FY25 allocation** is \$9.2M. YTD expenditure (through December) is \$2.9M (35% of allocation) with \$369K in local match required. IV-E expenditure to date is \$147K with no local match required. Medicaid YTD expenditure is \$52K, with local share YTD of \$31K. FY25 refunds to CSA/cancelled checks, to date, are \$39K.

ALEXANDRIA COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

January 22, 2025

Page 2 of 2

- **CSA Reports** – Presented by J. Chapman. FY25 IEP Wrap allocation is \$66,476. \$29K is encumbered to date. FY25 Protected funds allocation remains at \$201,836 with \$107K encumbered thus far. Much of this funding is being used for Substance Abuse Treatment services for youth.
 - FAPT continued to hear children/youth requests every week, in hybrid format, utilizing the MS Teams platform. Any technical issues encountered were effectively managed.
 - During the month of December, the FAPT team reviewed 20 children/youth requests as follows: 8-Foster Care, 2-Foster Care Prevention, 2-IEP Wrap Funding, 1-Parental Agreement, 2-Child Welfare congregate care (residential) and 5-Protected (non-mandated).
 - Congregate Care detail report was unavailable.

VI. Discussion Items

A. **SEC Policies Open for Public Comment (Informational)**

- **SEC Policy #4.5.3 – Administrative Funds**
 - Removed outdated language that referenced activity done in 1994
 - Eliminated the CPMT task of annually submitting a plan for use of Admin funds
 - Streamlined the process for the local fiscal agent to certify how the funds will be used (personnel, non-personnel and equipment costs) and to accept the funds
- **SEC Policy #4.4.2 – Medicaid Funded Services**
 - Removed duplicative language from the CSA Policy Manual about the requirement to use Medicaid when available and appropriate before use of CSA funds. Language remains part of the Code Appropriations Act.
- **SEC Policy #2.1.3 – Notice of Intent**
 - Notice of Intent to revise the existing policy for Individual Participation in SEC Meetings by Electronic Means.
 - Brief discussion. No action required, no comments to make.

B. **Policy Updates**

- T. Bassing led discussion on revisions needed to align certain policies and practices with the state Office of Children's Services
- #16 CSA Parental Agreements (policy) & 16B Attachment - Parental Agreement (practice document)
 - Removal of outdated language and update in accordance with current practice
 - Motion made by M. McGrane to adopt the revisions made to Policy #16 and its B attachment, second by M. Mackey.
- #22 – HFW-ICC
 - Additional work needed to further revise the language in this policy regarding practice of CSA Coordinator pre-authorization of service start prior to FAPT.
 - T. Bassing and S. Minter will work together on changes needed
 - Document will be brought back to members for approval upon completion of needed changes.

C. **Strategic Plan Development**

- This discussion item was moved to the next meeting agenda due to time constraints.

VII. Adjournment: With no further items to be discussed, a motion was made to adjourn the meeting at 4:03 pm.