

Alexandria Community Policy and Management Team

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Community Services Board

Meghan McGrane, Vice-Chair
Finance Department

Vacant
Private Provider

Felicia Simmons
Health Department

Greta Rosenzweig
Social Services

Vacant
Family Representative

Mike Mackey
Court Service Unit

Amy Creed
ACPS- Special Education

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

October 25, 2023 - Meeting Minutes

Members present: Tricia Bassing, Felicia Simmons, Erin Stone, Meghan McGrane, Carla Oliver

Staff/Others present: Barbara Poulson, Richard Orah, PJ Gingery, Sharon Minter,
Jasmine Chapman (via Teams)

Absent: G. Rosenzweig, M. Mackey

Meeting called to order at 2:09pm by T. Bassing
Quorum present.

I. Welcome and Introductions

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

III. Minutes of the September 27, 2023 meeting held for approval at the November meeting.

IV. Fiscal Reporting & Program Review

- **Finance Reports** – Presented by R. Orah. CSA FY24 allocation is \$8.1M. YTD expenditures are \$425K reflecting 4% of the allocation currently spent. YTD local match for expenditures is \$210K. YTD refunds to CSA are \$2700.00. FY24 expenditures billed to Medicaid, through September, are \$91K. YTD expenditure billed to IV-E is \$99K with no local match required. FY23 expenditure reporting officially closed on 9-30-23. The total expenditure for all of FY23 was \$8.3M. Expenditures were within the allocation amount and no supplementals were needed.
- **CSA Reports** – Presented by PJ Gingery. FY24 IEP Wrap allocation is \$90K with \$25K encumbered to date. FY24 Protected funds allocation is \$201,836 with \$49K encumbered thus far.
 - FAPT continued to hear children/youth requests every week utilizing the MS Teams virtual platform. Any technical issues encountered were effectively managed. During the month of September, the FAPT team reviewed 30 children/youth requests as follows: 18-Foster Care, 2-Foster Care Prevention, 9-Congregate Care and 1-Protected (Non-Mandated) Funding.
 - Congregate care detail: residential facility placements currently total 9 (8-Parental Agreement & 1-Child Welfare youth.)

V. Discussion Items (order changed from Agenda)

A. Public Policy Comment Forum (info only)

- S. Minter provided background information on three State Executive policies currently under revision and open for public comment until October 30, 2023.
- SEC Policy 2.4 outlines a process and requirements for public participation in all policy development by the SEC. This process includes clear definitions of activities, a multi-phase process providing for public input at several points in time, and specific time frames for each phase and activity in the proposed

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process. It also outlines the technical mechanism by which public input will be solicited, collected, and made available.

- SEC Policy 3.4 provides guidance to local Children's Services Act (CSA) programs regarding the processes related to the dispute resolution process for appealing administrative actions.
- SEC Policy 4.2 provides guidance to local Children's Services Act (CSA) programs regarding the processes related to the transfer of CSA cases upon the notification of a family's change of legal residence.
- There is no anticipated fiscal impact to either the Commonwealth or local governments by the revisions made to these already existing policies.

B. CSA Conference Recap

- General consensus from those who attended that this year's conference was very good and offered a greater variety of training/information sessions for participants.
- The conference theme was built around celebrating 30 years of CSA.
- S. Minter was recognized during the conference for her 22 years of service as a CSA Coordinator.
- Some of the conference presenters will be invited to share their presentations at the upcoming NOVA Regional Symposium in March of 2024.
- Session on data generated a lot of interest in the ACPMT beginning to incorporate use of the state's CQI Dashboard in order to examine trends more closely in our CSA expenditures and aid in strategic planning.

C. FY24 CSA Audit

- Alexandria CSA is scheduled for an onsite audit to commence in the last quarter of FY24.
- Discussion of preparation process used in prior audits and suggestion to form workgroups and develop a workplan with deadlines to meet a target date of March 31, 2024 for completion of the Self-Assessment workbook.
- Discussed roles of the CSA staff and ACPMT members in this process.
- S. Minter will send a copy of the 2019 Self-Assessment document to ACPMT members.
- ACPMT members are asked to review the workbook prior to the next meeting and come prepared to discuss the sections that each member will commit to working on.
- S. Minter will work with the IT department to create a S.W.O.T. template that can be placed on a share site that ACPMT members can access to start inputting feedback on what they see as the CSA program's current strengths, weaknesses, opportunities, and threats (S.W.O.T.).
- Will develop the workplan at the next meeting.

D. Next Meeting Date

- Due to the upcoming holiday the regular meeting date is changed to November 29, 2023.
- An ACPMT work session, focused around the self-assessment, will be scheduled for December 13, 2023 from 3-5pm. This will be a virtual session on Zoom.

E. Election of Officers

- The chair called for nominations for the positions of Chair and Vice-Chair. Term of service is two years.
- E. Stone nominated M. McGrane for Chair and G. Rosenzweig for Vice-Chair with second by F. Simmons. No additional discussion. Motion passed.

VI. Adjournment: With no further items to be discussed, a motion was made to adjourn the meeting at 3:24pm.