

# Alexandria Community Policy and Management Team

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**Meghan McGrane**  
Finance Department

**Mike Mackey, Chair**  
Court Service Unit

**Cynthia Agbayani**  
Private Provider

**Deborah Bowers RN, MSN**  
Health Department

**Greta Rosenzweig**  
Social Services

**Vacant**  
Family Representative

**Tricia Bassing, Vice-Chair**  
Community Services Board

**Theresa Werner M.Ed., J.D.**  
ACPS- Special Education

## **October 28, 2020 Meeting Minutes**

Members present: Cindy Agbayani, Deborah Bowers, Greta Rosenzweig, Meghan McGrane, Mike Mackey, Terry Werner and Tricia Bassing.

Others present: Staff: Sharon Minter, Jasmine Chapman, PJ Gingery; Guests: R. Orah

Meeting called to order at 2:30 p.m. by M. Mackey.

Quorum present

### **1. Welcome and introductions**

**2. Minutes** of the September 23, 2020 meeting were reviewed and motion to accept made by C. Agbayani, second M. McGrane. Motion passed.

### **3. Fiscal Reporting & Program Review**

- **Finance Reports** – Presented by R. Orah. CSA FY20 Total expenditures were \$8,203,691; CSA FY21 allocation is \$8,439,201, YTD expenditures are \$583,401. Total IV-E expenditures for FY20 were \$1,011,374. IV-E FY21 YTD is \$130,159.
  - R Orah commented that expenditures appear to be on track as compared to FY20. Medicaid appears to be caught up and paying in a timely manner.
  - Finance division had no concerns over the expenditures at the present time.
- **CSA Reports** – Presented by J. Chapman & PJ Gingery. FY21 IEP Wrap allocation is \$87,740. YTD expenditures are \$51,475. FY 21 Protected funds allocation is \$201,836 with no expenditures thus far.
  - FAPT has continued to hear cases every week since the lockdown via the use of the MS Teams virtual platform.
  - The CSA staff is fielding an increased number of calls from ACPS case managers to request Wrap funding, however many of the services being requested do not meet funding criteria. T. Werner addressed the matter of increased referral requests from ACPS. She informed the team that the majority of these requests are in response to students who are on the Autism spectrum and may be in need of ABA services or specific behavior management strategies to assist with online learning. Neighboring jurisdictions are experiencing similar issues and many families are having difficulty with the remote learning process.
  - Additional group discussion about the need to explore alternative funding sources, such as Medicaid and personal insurance, prior to requesting CSA funding.
  - Case managers are encouraged to continue calling CSA staff to process request and explore viable options.

**4. Public Comments:** No requests received to make public comments.

### **5. Discussion items:**

#### **A. FAPT Team Member Assignments**

- T. Bassing asked ACPMT members to reaffirm their commitment to assigning primary and back up staff, who are well oriented to the CSA system, to serve on the FAPT. She reminded the group that this is a foundational commitment.
- T. Werner indicated that she would follow up to find out about the status of the permanent school representative to be assigned to FAPT.
- M. Mackey identified the CSU primary and back-up staff persons who will participate on the FAPT.

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- Additional discussion about FAPT Chairmanship and the rotation process. K. Russo is recognized as the primary Chair and Utilization Review specialist, mainly due to the fact that the majority of cases come from Child Welfare. Chairman duties do, however, rotate to other FAPT members as cases from their specific agencies are presented.

### **B. CSA Response to Incidents in Residential Facilities**

- G. Rosenzweig discussed recent incidents involving CSA-funded Child Welfare and other agency clients placed in residential facilities. In one of the incidents a youth sustained an injury which Child Welfare staff did not learn about until after the youth had been discharged from the facility.
- S. Minter reminded the team that per contract requirements facilities are expected to notify the CSA office within 24 hours of an incident occurring.
- C. Agbayani stated that private providers are required by law to report any serious incident within 24 hours to both the State and the case manager of the youth.
- Additional discussion.

### **C. CSA Survey Drafts and Best Practice Implementation**

- Discussion about the draft survey sent to ACPMT members prior to today's meeting.
- T. Bassing reminded group of previous discussions around conducting surveys to solicit stakeholder feedback.
- Four different surveys will be needed to get feedback from the families we serve, the Case Managers, Service Providers and the FAPT members. Surveys need to be available in different languages.
- C. Agbayani stated that she will send a link for a literacy tool to T. Bassing for her to review.
- Next steps to include: T. Bassing will share the survey draft with key stakeholders for feedback, CSA staff will discuss survey administration/logistics, ACPMT will continue discussions on frequency of review, data analysis process and survey confidentiality.
- ACPMT agreed with the need to proceed with the next steps in bringing about a survey protocol. Updates and discussions will continue at subsequent meetings.

### **D. Legislative Proposal Regarding Family Support Partners**

- T. Bassing stated the difficulty in obtaining parent/family representation on FAPT and ACPMT.
- T. Bassing spoke to the benefits of having Family Support Partners serve in this capacity: consistency, the lived experience and professional skillset that they have, as well as the fact that they are more representative of the clients we serve.
- T. Bassing has submitted a legislative request, in her capacity as a CSB representative, to change the language in the Code of Virginia that places restrictions on who can serve as parent/family representatives to the two teams.
- T. Bassing requested a vote of support from the ACPMT for being able to utilize Family Support Partners as members of the FAPT and/or ACPMT. Motion to support made by C. Agbayani. G. Rosenzweig second. M. Mackey recused. Motion passed.

### **E. Virtual and Hybrid Meeting Best Practices and Etiquette**

- M. Mackey previously sent to the team the Board of Commissions guidelines for review. Members indicated that they had reviewed the information and had no questions about the information.

**6. Adjournment:** With no further items to be discussed, a motion was made to adjourn the meeting. Meeting adjourned at 3:50 p.m.

**Due to the COVID-19 Pandemic emergency, this meeting is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 or Section 4-0.01(g) in HB29 and HB30, enacted by the 2020 Virginia General Assembly (Virginia Acts of Assembly Ch. 1283 and 1289), to undertake essential business. Members of the Board and staff are participating from remote locations through a Zoom platform.**