

# Alexandria Community Policy and Management Team

2525 Mt. Vernon Avenue Alexandria, Virginia 22301

Phone: (703) 746-5792 Fax: (703) 746-5974

**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

## **December 9, 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 2:36 p.m. by M. Mackey.

Quorum present

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

**2. Minutes** of the October 28, 2020 meeting were reviewed and motion to accept made by T. Bassing, second C. Agbayani. 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 \$1,875,452. Total IV-E expenditures for FY20 were \$1,011,374. IV-E FY21 YTD is \$118,264.
  - R. Orah commented that expenditures appear to be on track as compared to FY20. No Medicaid updates from the state office.
  - Finance division had no concerns over the expenditures at the present time. YTD expenditures are at 22% of the CSA budget allocation as compared to 26% at this same time in FY20.
- **CSA Reports** – Presented by J. Chapman & PJ Gingery. FY21 IEP Wrap allocation is \$87,740. YTD expenditures are \$87,500. FY21 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 month of November the FAPT team reviewed 22 cases.
  - The IEP wraparound allocation is almost depleted; a supplemental request will need to be submitted to OCS.
  - CSA staff has noted an increase in parental agreement requests for residential placements.

**4. Public Comments:** There were no requests received to make public comments.

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

#### **A. Shelter Care and CSA Funding**

- M. Mackey provided background information and inquired about establishing a CSA contract to fund sheltercare placements. He cited the example of Arlington County placing children in sheltercare and having that service funded through their CSA.
- PJ Gingery provided additional context to explain the historical basis for establishing a CSA contract initially for sheltercare.
- M. McGrane reported that the City currently pays \$1.4M for sheltercare services. Additional discussion followed.
- M. Mackey stated that he will follow-up to find out more information, possibly seek cost analysis benefit, if any, of transferring these costs totally to being CSA-funded.

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### **B. Depth of System Needs – Stakeholder Agencies & CSA**

- G. Rosenzweig & T. Bassing discussed the increased administrative paperwork burden for case managers to monitor, track, and complete FAPT paperwork for their cases.
- G. Rosenzweig has inquired with Finance department staff about creating a position that could assist with the need. She stated that what is needed is a Management Analyst/Financial type person who could attend FAPT meetings and complete all follow-up administrative requirements.
- Team queries included whether there is any available funding to be had through CSA that could pay for a staff person to fill this need? Is there an opportunity to bring aboard a City staff person who is currently being under-utilized as is being done in other departments?
- M. Mackey offered to have a conversation with the financial staff in his office.
- S. Minter will follow up to ask Fiscal how CSA administrative funds are currently used.
- T. Bassing asked if the stakeholder agencies would be able to share in the cost of a temporary worker? T. Werner indicated that she would not be able to do so because of the current set-up of her budget.
- Conversation around this matter to be continued.

### **C. CSA Contracting Process**

- M. Mackey voiced questions and concerns about the approval and signing off on CSA contracts. His concerns centered specifically around the need for a tracking process and sign-off line after review.
- J. Chapman explained the current process for review and approval of contracts by the City Attorney's office.
- M. Mackey will contact the City Attorney to discuss concerns.

### **D. Action Steps Regarding Providers of Concern**

- Discussion around the remedies that are available in our contract for breaches.
- S. Minter stated that as the CSA office is made aware of concerns, they follow up directly with Provider CEOs.
- The CSA office is also able to contact licensing and other regulatory entities under which service providers are established.

### **E. ACPMT Meeting Schedule**

- Team discussed the feasibility of changing the meeting time.
- Since several team members stated the need to be done by 4pm, the consensus of the group was to leave the meeting time as it currently is from 2:30-4:00pm.

### **F. 2021 Retreat**

- When scheduled it should be in conjunction with the FAPT and focus on looking at strengths and weaknesses.
- Development of an action plan will be one of the desired outcomes of the retreat.
- To be scheduled at a future date.

**6. Adjournment:** With no further items to be discussed, a motion was made to adjourn the meeting. Meeting adjourned at 4 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.**