

# Alexandria Community Policy and Management Team

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**Meghan McGrane, Chair**  
Office of Management & Budget

**Greta Rosenzweig, Vice-Chair**  
Social Services

**Christopher Bishop**  
Private Provider

**Felicia Simmons**  
Health Department

**Tricia Bassing**  
Community Services Board

**Carla Oliver**  
Family Support Partner

**Mike Mackey**  
Court Service Unit

**Erin Stone**  
ACPS- Special Education

**Nathan Shultz**  
Parent Representative

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

## **May 22, 2024 - Meeting Minutes**

Members present: Meghan McGrane, Tricia Bassing, Mike Mackey, Christopher Bishop, Carla Oliver

Member(s) present via Zoom: Nate Shultz

Members absent: Erin Stone, Greta Rosenzweig, Felicia Simmons

Staff/Others present: Barbara Paulson, Sharon Minter, PJ Gingrey, Richard Orah

Meeting called to order at 2:08pm by Chair, M. McGrane

Quorum present.

### **I. Welcome and Introductions**

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

### **III. Minutes** of the March 27, 2024 and April 24, 2024 meetings reviewed. Motion to accept minutes of both meetings made by Mike Mackey, seconded by T. Bassing. No additional discussion, motion passed.

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

- **Finance Reports** – Presented by R. Orah. CSA FY24 allocation is \$8.1M. YTD expenditure is \$7.2M, reflecting 74% of the allocation currently spent. YTD local match for expenditures is \$3.8M. YTD refunds to CSA are \$96K. FY24 expenditures billed to Medicaid are \$140K billed through February. YTD expenditure billed to IV-E is \$357K with no local match required. Discussion about whether or not CSA will need to request a supplemental to finish out the year and, if so, the impact on the City budget. Finance will work with the CSA staff to look at the outstanding Private Day encumbrances which represent the largest expenditure in the CSA budget.
- **CSA Reports** – Presented by PJ Gingrey. FY24 IEP Wrap allocation is \$90,989 with \$85K encumbered to date. FY24 Protected funds allocation is \$201,836 with \$56K encumbered thus far.
  - 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 April, the FAPT team reviewed 24 children/youth requests as follows: 13- Foster Care, 2-Foster Care Prevention, 1-IEP Wrap Funding request, 8-Congregate Care.
  - Congregate care detail: 4-Parental Agreement youth & 4-Child Welfare youth

### **V. Discussion Items**

#### **A. CSA Statewide Conference – Oct. 15-17, 2024**

- Will be held at the Roanoke Hotel & Conference Center in Roanoke, VA
- Team members are encouraged to book their room as soon as possible.

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- There will be a joint training on 10/15/24 for members of CPMTs, FAPTS and CSA Coordinators.

### **B. FY25 Risk Assessment** (submitted to state OCS on 5/9/24)

- This year was the short assessment that asked about any changes to last year's submission.
- Given that there were no changes and similar information in this regard was recently completed for the Audit Self-Assessment workbook the report for FY25 was submitted without issue.

### **C. FY24 Audit Update – On-Site Visit**

- The state Auditor was on-site May 1 – 3, 2024.
- S. Minter reported on the process and the 10 cases the Auditor reviewed.
- S. Minter is working with the Auditor to answer questions and provide clarifying information on answers provided in the Governance section of the workbook.
- The Auditor provided some preliminary verbal observations and recommendations regarding glitches in uploading data to the state that must be addressed to strengthen tracking in certain financial categories.
- Over the coming weeks, he will review information previously provided as well as data from case files he reviewed while on-site in preparation for completion of the audit report.
- S. Minter will create and provide the team with a written summary of preliminary observations of items to begin addressing.

### **D. Strategic Plan Development**

- Discussion about establishing priorities and the plan for how to achieve them.
- Suggestion: look at what we want to accomplish and how best data can be used to gauge success
- Suggestion: using the System of Care values as our framework around which to build a strategic plan.
- In preparation for the next meeting, each team member is asked to review the sample plans of neighboring localities and give thought to priorities and guiding principles that should be established for Alexandria's CSA program.
- Will need to think about 2-3 goals that are measurable around which the strategic plan can be built.
- The goal is to have a draft of the strategic plan ready by November.

### **E. Miscellaneous**

- M. Mackey asked us to keep the topics of detention and shelter care numbers on our radar along with developing alternatives to detention.
- Recommendation that data on client profiles, numbers of clients and types of services that the youth are awaiting would be helpful in aiding discussions.

**VI. Adjournment:** With no further items to be discussed, a motion was made to adjourn the meeting at 3:40pm.