

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

May 26, 2021 - Meeting Minutes

Members present: Cindy Agbayani, Meghan McGrane, Mike Mackey, and Tricia Bassing

Member(s) absent: Deborah Bowers, Greta Rosenzweig, Terry Werner

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

Meeting called to order at 2:03pm by M. Mackey with virtual meeting policy announcement read.
Quorum present.

1. Welcome and Introductions

2. Public Comments: No requests received.

3. Minutes of the April 28, 2021 meeting were reviewed. Motion to accept made by M. McGrane, second C. Agbayani. Motion passed.

4. Fiscal Reporting & Program Review

- **Finance Reports** – Presented by R. Orah. CSA FY21 allocation is \$8,439,201, YTD expenditures are \$5M, with 60% of allocation currently spent. This continues to be a bit less as compared to this same time period in FY20.
 - R. Orah commented that despite the decrease, expenditures continue to be on track as compared to FY20. Finance unit sees no areas of concern. No Medicaid updates from the state office.
 - Finance office continues to process FY21 invoices to facilitate end-of-year closing.
 - Discussion about resolving issues with outstanding purchase orders and working with Providers to get invoices submitted on a more timely basis.
- **CSA Reports** – Presented by J. Chapman & PJ Gingery. FY21 IEP Wrap allocation is \$87,740. YTD encumbrances are \$94,345. FY21 Protected funds allocation is \$201,836 and \$21,540 has been encumbered thus far.
 - Although IEP Wrap encumbrances appear to be over the allocation by \$6600, it is believed that we will actually break even once the June invoices are received and processed.
 - FAPT continues to hear cases every week utilizing the MS Teams virtual platform. Some technical issues encountered but usually able to overcome. During the month of April, the FAPT team reviewed 32 cases.

5. Discussion Items

• **Election of Officers**

- Due to the absence of several members, it is the consensus of the group that this item be deferred until the June meeting.

• **Upcoming Evidence Based Practices Training**

- Several ACPMT members and CSA staff are scheduled to participate in this training on June 14th and June 28th. Members are asked to view a brief presentation and complete a pre-training survey before the initial session.

ALEXANDRIA COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

May 26, 2021

Page 2 of 3

- **OCS Webinars on Upcoming Changes: Private Day & Family First**

- The Office of Children's Services (OCS) will host two webinars to discuss the impact to CSA with the upcoming changes to Private Day and the Family First launch.
- Members are welcome to participate in the webinars and registration is required. S. Minter will forward the registration information and meeting link to the group.

- **Parent Representatives (continued from April meeting)**

- T. Bassing had an initial discussion with Gloria Sitton, City Clerk, about this position and City Council's role in filling it. She will follow up with another discussion about any language criteria of which to be mindful.
- The ACPMT makes the recommendation to the City Council on the chosen person/persons for this position.
- The priorities remain to solicit applicants with lived experience and for all efforts in this matter to align with the City's racial equity initiative.
- ACPMT members will need to develop set interview questions that focus on the desired knowledge, skills and abilities. T. Bassing volunteered to work on drafting questions for the group to review.
- Additional discussion around advertising to enable a broader reach included: distributing flyer to families attending FAPT and translation of the flyer into Spanish and the other main languages into which Alexandria Public Schools translates their documents. Simultaneous translation may also be needed.
- Family Support Partners (FSP) are expected to start attending CPMT meetings, to provide their opinions, thoughts and perspectives on our process, by the September meeting if not earlier.
- Work on the position advertisement and distribution as well as additional discussion of this matter will continue.

- **Policy #23 – Records Management**

- No code changes have been enacted and this policy as written reflects current practice. Motion to approve Policy 23, with grammatical revisions, made by C. Agbayani, M. McGrane second. Motion passed.
- M. McGrane will forward grammatical revisions to CSA office.

- **Miscellaneous: Policy Review Discussion**

- Suggestion made to hold a policy meeting during the summer months.
- PJ Gingery tasked with sending list of policies to M. McGrane. M. McGrane volunteered to send ACPMT members a Doodle Poll to ascertain respective policies that each member wishes to specifically work on.
- ACPMT members will work on policies in 3 groups, each group to be paired with a CSA staff person.
- Discussion to continue at June meeting on finalizing the process for policy review during the summer.

- **Executive (Closed) Session**

- Motion made by C. Agbayani, second by M. McGrane for ACPMT to enter closed session at 3:00pm. No additional discussion. Motion passed.
- Motion made by C. Agbayani, second by T. Bassing to re-convene ACPMT meeting at 3:32pm. 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."

- **Miscellaneous: Closing of Residential Facilities**

- C. Agbayani informed the group that Riverside Behavioral Health is closing effective August 1st.
- Discussion as to the potential for other facilities to close and the possibility that the closure(s) could be related to the new certifications being required as a result of the Family First initiative.
- Additional discussion about the state's efforts with regard to training of these facilities and the monitoring process for facility certification.

ALEXANDRIA COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

May 26, 2021

Page 3 of 3

6. Adjournment: With no further items to be discussed, a motion was made to adjourn the meeting. Meeting adjourned at 3:38pm.

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.