

# Alexandria Community Policy and Management Team

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

**Barbara Paulson, 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

**Kimberly Carll**  
ACPS- Special Education

**Nathan Shultz**  
Parent Representative

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

## **September 25, 2024 - Meeting Minutes**

Members present: Meghan McGrane, Barbara Paulson, Mike Mackey, Kimberly Carll, Tricia Bassing,

Member(s) present via Teams: Christopher Bishop

Members absent: Nate Shultz, Felicia Simmons, Carla Oliver

Staff/Others present: Sharon Minter, Jasmine Chapman, PJ Gingrey, Richard Orah

Meeting called to order at 2:15pm by Chair, M. McGrane  
Quorum present.

- I. Welcome and Introductions** – Kimberly Carll, newly appointed Director of Special Education Programs for ACPS and new member of the ACPMT introduced herself to the group.
- II. Public Comments:** No requests received from the public to make comments.
- III. Minutes** of the June 26, 2024 and July 24, 2024 meetings reviewed and approved.
- IV. Fiscal Reporting & Program Review**
  - **Finance Reports** – Presented by R. Orah.
    - **CSA FY24 allocation** was \$8.1M. Final expenditures for FY24 were \$9.6M, reflecting 115% of the allocation and an overspending of our FY24 budget. A supplemental request for \$495K was submitted to and approved by the state Office of Children's Services. FY24 expenditures billed to Medicaid were \$313K with a local share of \$186K. FY24 expenditures billed to IV-E were \$418K with no local match required.
    - **CSA FY25 allocation** is \$9.2M. YTD expenditures are \$141K with \$63K in local match required. IV-E expenditures to date are \$35K. No Medicaid update for FY25 is currently available. FY25 refunds to CSA, to date, are \$9K, most of which were cancelled checks.
    - DCHS Director, Kate Garvey, has asked for CSA budget projections as the City begins its FY26 planning cycle. The fiscal unit is already working on compiling the projections data and will share info with CSA Coordinator and ACPMT.
    - Will need to explore the changes needed to the CSA fiscal process whereby approximate expenditures can be provided so that all involved parties can be aware of service costs.
  - **CSA Reports** – Presented by J. Chapman. FY25 IEP Wrap allocation is \$66,476, which is a \$25K reduction in amount from FY24. \$31K is encumbered to date. FY25 Protected funds allocation remains at \$201,836 with \$61K encumbered thus far. Much of this funding is being used for Family Support services for youth returning from congregate care.

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- 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 August, the FAPT team reviewed 25 children/youth requests as follows: 18-Foster Care, 1-Foster Care Prevention, 4-IEP Wrap Funding, 1-Parental Agreement, 1-Child Welfare congregate care (residential) and 0-Protected (non-mandated).

### V. Discussion Items

#### A. Vendor Request for Contract

- New Private Day provider, NOVA Day School, requesting to have a contract with ACPMT. They have bundled all services into one and, as a result, are the highest priced provider of these type services.
- Provider has recently received conditional licensing approval.
- Team discussion.
- ACPMT has decided to take a wait and see approach with regard to establishing a contract with this provider. Will observe the program in action and its results as they move towards becoming fully licensed.

#### B. FY24 Annual Plan

- All respective agencies provided updated information which is currently being compiled for this year's submission to the City Clerk's office.
- The plan is due by September 30, 2024.
- Copies of the plan will be sent to team members.

#### C. Quality Improvement Plans Response to Audit Findings

- Discussed the draft of the first quality improvement plan, which will be the most comprehensive of the plans, developed in response to the audit findings.
- Areas of focus include internal controls, strengthening training needs and document processing timelines that have fiscal impact.
- Minimum of six-month time frame to address many of the identified areas.
- The remaining three plans will focus on other areas that are currently being addressed.
- Plans will be submitted to the Office of Children's Services by the end of the month and will also be shared with the team for reference.

**VI. Adjournment:** With no further items to be discussed, a motion was made to adjourn the meeting at 4:00 pm.