

**Minutes**  
**Spotsylvania County Community Policy and Management Team**  
**January 25, 2018**

Attending:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Tedra Richardson, SCPS     | <input type="checkbox"/> Board of Supervisors Representative        |
| <input checked="" type="checkbox"/> Ben Nagle, Office on Youth | <input checked="" type="checkbox"/> Dana Humphry, Health Department |
| <input type="checkbox"/> Vince Butaitis, DJJ                   | <input checked="" type="checkbox"/> Mary Lyons, Private Provider    |
| <input type="checkbox"/> Gail Crooks, DSS                      |   |
| <input checked="" type="checkbox"/> Jane Yaun, RACSB           | <input checked="" type="checkbox"/> Erica Mann, CSA Program Admin.  |

- I. Call to Order
- II. Review of minutes. Motion to approve minutes by J. Yaun, 2<sup>nd</sup> by B. Nagle.
- III. Items of Business
  - a. Discussed OCS memo regarding CSA funding for IEP placements and requirement that parent/guardian consent to sharing information so that eligibility for pool funds can be confirmed. In cases in which the parent does not consent, financial responsibility falls to the school (in order to maintain FAPE.)
  - b. Reviewed CPMT Code of Ethics.
  - c. E. Mann reported on past due copayments and the option to send to collections. B. Nagle moved that eligible cases can be forwarded to collections, 2<sup>nd</sup> by M. Lyons.
- IV. Old Business
  - a. Discussed progress/findings from work on OCS Workbook. B. Nagle reported on case review section regarding documentation of pool fund eligibility, that it appears use of CHINS checklist is consistent. If screened out from checklist however, how should it be shown they are funded in another manner. Discussion of the five criteria. B. Nagle reported a risk identified is that parent is not required to demonstrate child meets criteria, (such as age, residency.) Suggested a form be developed for this purpose, suggest county attorney be consulted. Change can be included in corrective action plan. T. Richardson reported that birth certificate and proof of residency are required for school enrollment, can confirm eligibility with consent. Case file reviews will continue.
- V. No MDT update due to inclement weather closure.
- VI. Financial Report. E. Mann presented report. Costs are continuing as expected, foster care count down by one.
- VII. Closed Meeting.

Reconvene – Chairperson announces that the CPMT is returning to open meeting.

Certification of closed meeting – chair calls for a certification from all members that, to the best of their knowledge, the CPMT discussed only matters lawfully exempted from statutory open meeting requirements; and only public business matters identified in the motion to convene the closed meeting. Roll call vote. All vote aye.

B. Nagle motioned to approve consent and review agenda, 2<sup>nd</sup> by D. Humphry.
- VIII. Adjournment at 3pm.