

**City of Suffolk**  
**Children's Services Act**  
**Community Policy and Management Team Meeting Minutes**  
**June 15, 2022**  
**9:00 am**  
**Social Services Building, Third Floor Training Room A**

**Members Present:**

Mary Bess- Parent Representative  
Donna Boykin – WTCSB (Chairperson)  
Jenny Hodge – Tidewater Youth Services Commission  
Kimberly Jennings – 5<sup>th</sup> District Court Services Unit  
Rachel Lewis – CSA Coordinator  
Saniyyah Manigault-Westbrook – Suffolk Dept. of Social Services  
Sarah Scouten – Suffolk Health Dept.  
Stephanie Whitley – Suffolk Public Schools

**Members absent:**

Glynda Branch - Fiscal Agent  
Randah Gaitan – Administrative Analyst, City of Suffolk  
Sheridan Meriwether – The UP Center

**Guests Present:**

Roxanne Flamer – CSA Office Assistant  
Sharon Reams – The Up Center

1. The meeting is called to order at 9:10 a.m. by Donna Boykin.
2. Motion made by Sarah Scouten to approve the minutes as written, and seconded by Jenny Hodge. One abstain for Stephanie Whitley, motion carries.
3. Rachel Lewis reviewed the financial report as of June 15, 2022. CSA should only need one supplemental allocation. Cost will increase due to foster child in Texas. SPED Wrap funds have been encumbered to \$32,000. Can request more. Motion made by Sarah Scouten to accept Financial Report as written, and seconded by Jenny Hodge. All in favor.
4. **CLOSED SESSION** - Donna Boykin entertains a motion to convene a Closed Meeting for the purpose of discussing cases before the Family Assessment and Planning Team in accordance with the provisions in subsection A of § 2.2-3711 of the Code of Virginia as amended in 2001 and 2005 respectively. Only applicable exceptions as provided in section § 2.2-3707 or subsection A of Section § 2.2-3711 are to be discussed. Sarah Scouten motions to enter closed session. Jenny Hodge seconds motion to enter into closed session. All in favor.

5. **RETURN TO OPEN SESSION** – Donna Boykin entertains a motion to move out of Closed Meeting. Sarah Scouten motions to enter open session. Kimberly Jennings seconds the motion. All are in favor and the motion passed. Donna Boykin initiated a roll call certifying that to the best of each member’s knowledge only the following matters were discussed during the closed session: 1) public business matters lawfully exempted from statutory open meeting requirements and 2) public business matters identified in the motion to convene the closed meeting. All affirmed.
6. Motion to approve all cases presented. Jenny Hodge enters the motion. Mary Bess seconded the motion. All in favor. Total amount approved: **\$374,308.38.**
7. **Old Business**
  - A. ARPA Mental Health Grant/Community Violence Initiative – The Steering Committee held a meeting on Wednesday, June 8, 2022 at 2:00p.m. here at DSS to go over some statistics and watch videos in reference to strategic planning for the grant requirements. Rachel Lewis contacted Dave Ellis Consulting LLC, who is known for his expertise on “The Art of Hosting Conversations That Matter”. On Wednesday, July 6, 2022 @ 1 p.m. here at DSS, the committee will meet with Mr. Ellis via web ex to see what services he may be able to offer. Donna Boykin made an honorable mention to Rachel Lewis for all her hard work that she has invested in helping to coordinate the Steering Committee and getting some of the necessary resources. Committee member Mary Bess submitted local civic league contact information. Members are: Donna Boykin, Rachel Lewis, Kimberly Jennings, Saniyyah Manigault-Westbrook, Sarah Wray, Glynda Branch and Mary Bess.
  - B. Suffolk CPMT Strategic Plan and Audit Update – Rachel Lewis discussed the City of Suffolk’s CPMT Strategic Plan and Audit. She outlined all changes made and let members know that the updated plan was submitted on June 6, 2022. Sarah Scouten motion to adopt the City of Suffolk CPMT Strategic Plan. Jenny Hodge second the motion. All are in favor and the motion passed.
  - C. Items from Members – Sharon Reams with The Up Center informed members that Sheridan Meriwether would be on leave for the summer due to their community programs (mental health skill building and intensive in home services) no longer getting the numbers needed to keep the programs in service. Until further notice Ms. Reams will be attending the monthly CPMT meetings.

Rachel Lewis asked everyone to **SAVE THE DATE** for the combined Suffolk/IOW, CPMT and FAPT Retreat for Friday, September 16, 2022 from 9:00 a.m. – 4:30 p.m. at the Suffolk Planter’s Club. If anyone have any ideas and/or suggestions for topics, facilitators, trainings, etc., please submit information to Mrs. Lewis.

8. **New Business**
  - A. Admin Memo: Medicaid Budget Impacts on CSA – Rachel Lewis informed members of the upcoming changes pending the Governor’s approval of the budget. As stated

- in the memo, “Effective July 1, 2022, DMAS is authorized to continue to provide a 12.5% increase for community-based behavioral health services which include intensive in-home, mental health skill-building, therapeutic day treatment, and crisis services”. These changes will also affect CSA funded clients.
- B.** Admin Memo: Rate Adjustments for MST and FFT – Rachel Lewis discussed the rate adjustments for FY2023 Multisystemic Therapy and Functional Family Therapy.
  - C.** Admin Memos: Private Day Rate Setting – Rachel Lewis strongly encourages school staff to register for the upcoming Virginia Private Day Special Education Rate Study Implementation Training that will take place on June 17<sup>th</sup> and June 29<sup>th</sup>. CSA staff will be participating in the training. The General Assembly directed standardized rate setting for Private Day education effective July 1, 2022.
  - D.** New Password – All members in attendance were given the new password for Suffolk CSA encrypted emails that will go into effect July 1, 2022.
  - E.** CQI Data – School Data  
([https://www.doe.virginia.gov/statistics\\_reports/index.shtml](https://www.doe.virginia.gov/statistics_reports/index.shtml))
    - a. School Quality Profiles – Rachel Lewis shared school data that can be found on the Virginia Dept. of Education website. On this website there is a lot of resourceful information such as: accreditation, assessments, enrollments, etc. Mary Bess asked if there would be any statistics in reference to vocational programs. Stephanie Whitley discussed how the guidance counselors and staff are working together so that students will be given credits early. This will help to prevent students from falling behind and not being able to graduate on time.
    - b. School Climate Reports – Truancy, Disciplinary offenses and measure - There was a slight decline in school enrollment during the 2020-2021 academic year and chronic absenteeism. This concern could also be a result due to the pandemic. Stephanie Whitley mentioned that some of the statistics are related to repeat offenders in regards to these offenses.
  - F.** Items from the Members –Rachel Lewis passed out flyers about the upcoming Summer Youth Trauma Support Program for children between the ages of 6 to 17, hosted by The Genieve Shelter and Blakey Weaver Counseling Center, June 27 – August 29, 2022 at The Salvation Army Corps and Community Center of Suffolk.
9. Adjourn – CPMT adjourned the meeting at 11:22 a.m. Motion to adjourn by Sanyiah Manigault-Westbrook, seconded by Jenny Hodge. All in favor.

Recorded by Saniyyah Manigault-Westbrook and Roxanne Flamer, CSA Office Assistant.