

City of Suffolk
Community Policy and Management Team
August 17, 2022
9:00 am - 12:00 pm
Social Services Building, Third Floor Training Room A

1. Call to Order
2. Approval of the minutes of the July 20, 2022 meeting (enclosure)
3. Financial Report
4. Closed Session to Consider Pending Cases:
All cases involve funding requests unless otherwise noted: See attached list
5. Old Business
 - A. ARPA Mental Health Grant/Community Violence Initiative Update
 - B. Reminder- FAPT/CPMT retreat - Sept. 16, 2022- Planters Club, 9 am to 4 pm
 - C. Items from Members
7. New Business
 - A. Resignation of FAPT Private Provider, Nakkia Grimes, NCG, effective 9/6/22
 - B. OCS- Guidance for Virtual FAPT, CPMT Chair Job Description (enclosures)
 - C. OCS- FY 2022 Service Gap Survey (powerpoint)
 - D. Items from the Members (Updates from Member Agencies)
8. Adjourn

CPMT Officers Effective July 1, 2021

Chair – Donna Boykin, WTCSB

Vice-Chair - Randah Gaitan, City Representative

Secretary - Kimberly Jennings, Court Services

Benchmarks/Objectives for FY 2021

- 1) Reduce the number of children in congregate care placements.
 - a) Increase public awareness of CSA
 - b) Increase referrals of at risk youth at a younger age than the average age at which youth are entering foster care
 - c) Provide annual and stop gap training to case managers from all public agencies who make referrals to CSA regarding the purpose and benefits of referral to CSA as well as the use of evidence based practices and least restrictive community based alternatives.
- 2) Reduce the length of stay in congregate care placements.
 - a) Continue intensive care coordination on all congregate care cases.
- 3) Maintain the cost per child at or below the state average.
 - a) Educate stakeholders regarding community resources, including evidence based practices, that can be utilized to maintain children in the community and provide potential alternatives to congregate care.
4. Maintain minimum attendance at CPMT and FAPT. (75% per year per agency).
 - a) Continue alerting all members of annual calendar of regularly scheduled meetings as well as emailing meeting reminder and agenda one week ahead of each meeting.
 - b) Restructure CPMT meetings to focus less on cases in closed session and focus more on long range community wide planning and continuous quality improvement (CQI).

City of Suffolk
Children's Services Act
Community Policy and Management Team Meeting Minutes
July 20, 2022
9:00 am
Social Services Building, Third Floor Training Room A

Members Present:

Donna Boykin – WTCSB (Chairperson)
Jenny Hodge – Tidewater Youth Services Commission
Kimberly Jennings – 5th District Court Services Unit
Marli Laudun – Suffolk Health Dept.
Rachel Lewis – CSA Coordinator
Saniyyah Manigault-Westbrook – Suffolk Dept. of Social Services

Members absent:

Mary Bess- Parent Representative
Glynda Branch - Fiscal Agent
Randah Gaitan – Administrative Analyst, City of Suffolk
Sheridan Meriwether – The UP Center
Stephanie Whitley – Suffolk Public Schools

Guests Present:

Kellie Evans – The Up Center
Roxanne Flamer – CSA Office Assistant

1. The meeting is called to order at 9:14 a.m. by Kimberly Jennings, Secretary, in the initial absence of Donna Boykin, Chair.
2. Motion made by Kimberly Jennings to approve the minutes as written, and seconded by Kellie Evans. All in favor.
3. Rachel Lewis reviewed the financial report as of July 20, 2022. At the end of FY 2022, CSA paid out a total of \$1,841,544.67, which was more than the allocated amount. Mrs. Lewis has requested additional funding to cover the June expenses. A request for additional funding will be submitted, after receiving the CPMT Chair's signature for approval. Total expenditures did not exceed the city's allocation, however. FY 2023, CSA received a slight decrease in funding. No allocations were awarded for SPED Wrap. Although funding was cut in other areas there was an increase for administrative in the amount of \$4,317.00. Mrs. Lewis discussed the need for CPMT members to make a decision as to how much funding should be protected for non mandated. The state allows \$309,218 but the CPMT has traditionally only protected \$225,000. Motion made by Kimberly Jennings to accept Financial Report as written, and seconded by Saniyyah Manigault-Westbrook. All in favor. Jenny Hodge entertains a motion to allocate \$225,000 for non-mandated funds, and seconded by Saniyyah Manigault-Westbrook with the understanding that unused non-mandated funds can be used for mandated. 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. Jenny Hodge motions to enter closed session. Saniyyah Manigault-Westbrook 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. Jenny Hodge motions to enter open session. Kellie Evans 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. Kimberly Jennings enters the motion. Jenny Hodge seconded the motion. All in favor. Total amount approved: **\$118,851.23** with the exception to the BA case. Kimberly Jennings enters motion for DSS to explore a show cause and deny the mother’s request for a new provider and to continue with Dr. Hollings to complete the PCE. Kellie Evans seconds the motion. All in favor. Saniyyah Manigault-Westbrook stated that she would need to speak with the City Attorney in reference to a show cause and asked the members to delay a final decision until then. During the meeting Mrs. Manigault-Westbrook communicated with the City Attorney via email and was told that a show cause would not be in the best interest of the family at this time and that all goals would be revisited in six (6) months.
7. **Old Business**
 - A. ARPA Mental Health Grant/Community Violence Initiative – The Steering Committee held a meeting on Wednesday, July 13, 2022 at 1:00p.m. here at DSS with Mr. Dave Ellis via web ex in reference to strategic planning. Mr. Ellis had the committee to form into 3 teams and come up with six (6) words on how to engage with the community in the fight against gun violence. Afterwards the words were shared among the teams and formed into a single paragraph. With the help of Mr. Ellis, the steering committee is moving forward with an action plan. Committee Members are: Donna Boykin, Rachel Lewis, Kimberly Jennings, Saniyyah Manigault-Westbrook, Sarah Wray, Glynda Branch, Mary Bess and Roxanne Flamer. Next meeting time and date TBA.
 - B. Items from Members – There were no items presented from members.
8. **New Business**
 - A. Memo from City Attorney, RE: 2022 Legislative Update – Rachel Lewis discussed the memo with a focus on **HB 150** Virginia Freedom of Information Act; posting of minutes; local public bodies. Mrs. Lewis would like to revamp the CSA website and make sure that all CPMT minutes are uploaded monthly. Saniyyah Manigault-Westbrook will find out which IT department would be responsible in getting the minutes uploaded. **HB 444** Virginia Freedom of Information Act; meetings conducted through electronic communication means. **SB 485** Delinquency Prevention and Youth

Development Act; youth services citizen boards; duties; guidelines. Donna Boykin shared with the members that years ago the City of Suffolk was developing youth programs through Parks and Recreation. **HB 1212** Guardianship and conservatorship; notice of hearing.

- B.** Admin Memo OCS- CSA Related Items in the State Budget – Key points mentioned in the memo as follow: “There was no change in the base allocation for the CSA state pool”. “Certain Medicaid rates for the community-based behavioral health services will continue the 12.5% rate increase that was initiated in FY2021” and “The language regarding the DBHDS/CSB Mental Health Initiative funds have been changed”. The Community Services Board shall develop a Mental Health Initiative funding plan in collaboration with the local FAPT and/or CPMT. The funding plan shall be approved by the CPMT of the localities.
 - C.** Admin Memo OCS – Changes to Code of VA regarding Parent Representatives – “Changes to the Code of VA Regarding Who May Serve as a Parent Representative on FAPT and CPMT”. “These changes provide some additional flexibility in who may serve in these important roles”.
 - D.** Family Satisfaction Surveys FY 2022 – John Lewis CSA UM Specialist, gave a PowerPoint presentation on Family Satisfaction Surveys with a comparison to FY 2021. The total number of surveys distributed to both localities (Suffolk and Isle of Wight) via email, USPS and in person were **171**. Suffolk **130** and IOW **41**. A total of **67** surveys were returned. Suffolk **45** IOW **22**. FY 2021, **82** surveys were distributed and a total of **43** returned for Suffolk. Overall the responses were good. Kimberly Jennings and other members of the team would like to see an increase in the number of returned surveys. Kellie Evans suggested setting up a link via text message to send the survey. Marli Laudun would like to see a follow up question to the poorly rated survey questions. Rachel Lewis stated that she has reached out to other localities to get results only to find out that none of the other localities are distributing surveys (since COVID).
 - E.** Vendor Surveys FY 2022 – John Lewis CSA UM Specialist, gave a PowerPoint presentation on Vendor Surveys. A total of **9** distributed to Youth and **9** received; **10** distributed to Parents **1** received; **29** distributed to Case Managers **11** received; FAPT Satisfaction **61** distributed, **13** received. Overall the Parents, Foster Parents, Legal Guardians and Youth were satisfied with their services. Mr. Lewis feels that the youth are very honest with their opinions when completing the surveys. Some of the families were a little frustrated with virtual services during the pandemic but managed to get through. Kimberly Jennings asked what is done with all of the information collected. Mrs. Lewis stated that it helps to better serve the communities through CSA services.
 - C.** Items from the Members – There were no items presented from members.
9. Adjourn – CPMT adjourned the meeting at 12:40 p.m. Motion to adjourn by Marli Laudun, seconded by Jenny Hodge. All in favor.

Recorded by Roxanne Flamer, CSA Office Assistant.

Rachel W. Lewis

From: Nakkia Grimes <nakkia.grimes@ncgcommunity.com>
Sent: Friday, July 29, 2022 2:12 PM
To: Rachel W. Lewis
Subject: [EXTERNAL] Notice of Resignation

Caution: This email originated from a source outside of the **City of Suffolk**. Do not click on links or open attachments unless you recognize the sender and you know the content is safe.

Rachel,

Please accept this letter as notification that I am resigning from my position with the Suffolk FAPT team effective 9/3/22. I have truly enjoyed being a part of the team for all of these years however with my new role as a Regional Director at NCG, I will not be able to continue.

Thank you so much for the opportunity and I am truly grateful for the experience. Let me know if you need anything in preparation for the transition.

Sincerely,

Nakkia Grimes, MSW, LCSW, RPT-S
Site Director for the Chesapeake and Suffolk Offices



**National
Counseling
Group**

(d) 757-325-9572 | (o) 757-325-9570 | (c) 757-537-1315
nakkia.grimes@ncgcommunity.com | ncgcommunity.com

Rachel W. Lewis

From: Mucha, Marsha <marsha.mucha@csa.virginia.gov>
Sent: Tuesday, August 9, 2022 10:53 AM
To: Marsha Mucha
Subject: [EXTERNAL] New Resource Documents
Attachments: Guidance_for_Virtual_Family_Assessment_and_Planning_Teams.pdf;
CPMT_Chair_Job_Description.pdf

Caution: This email originated from a source outside of the **City of Suffolk**. Do not click on links or open attachments unless you recognize the sender and you know the content is safe.

At its meeting on August 4, the State and Local Advisory Team for the Children's Services Act (the SLAT), endorsed two resource documents that reflect the work of SLAT-led committees. These are:

- Guidance for Virtual Family Assessment and Planning Teams (FAPT)
- A job description for Community Policy and Management Team (CPMT) chairs

On behalf of the Office of Children's Services, a big thank you to the SLAT and all who worked on these resources. They are attached to this email and will be posted on the CSA Website in the Resources > Core CSA Competencies area.

Scott



Scott Reiner
Executive Director
Office of Children's Services
1604 Santa Rosa Rd., Suite 137, Richmond, VA 23229
804-662-9082 (Office)
804-297-7459 (Cell)
scott.reiner@csa.virginia.gov
www.csa.virginia.gov

The information in this email and any attachments may be confidential and privileged. Access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient (or the employee or agent responsible for delivering this information to the intended recipient), please notify the sender by reply email and immediately delete this email and any copies from your computer and/or storage system. The sender does not authorize the use, distribution, disclosure or reproduction of this email (or any part of its contents) by anyone other than the intended recipient(s). Additionally, no representation is made that this email and any attachments are free of viruses. Virus scanning is recommended and is the responsibility of the recipient.

Virtual Family Assessment and Planning Team (FAPT) Meetings¹

What does virtual FAPT mean?

A FAPT meeting is considered virtual when any of the participants are utilizing a web-based platform/application (e.g., Zoom) and/or phone to facilitate or engage in the meeting.

Fully virtual FAPT meetings occur when FAPT members, the family, provider, and any other participants all participate by video or phone.

Hybrid virtual FAPT means any combination of the following:

- The FAPT members may all be meeting in person in the same room and any combination of the caseworker, family, providers, etc. participate via electronic means.
- Any combination of FAPT members, family, or providers participating in an in-person meeting with some members participating virtually.

Benefits to a virtual FAPT:

- Improved participation, attendance, and engagement from families and vendors.
- Elimination of the need for travel by team members, and providers.
- No transportation barrier for families.
- More flexible scheduling options so that FAPT can occur, avoiding and decreasing interruptions in service approval/provision.

Potential barriers to a virtual FAPT:

- Internet/Technology issues.
- Lack of FAPT member engagement.
- Concerns about obtaining signatures.
- Inability to provide an adequate level of confidentiality due to available platform capabilities.
- The virtual platform may not be the best way to engage all families.

¹ This document was developed for the CSA State and Local Advisory Team by a group of SLAT members and local CSA Coordinators.

Best Practices/Guidance for Virtual FAPT Meetings

If a locality is going to utilize a virtual FAPT option, it is recommended that local policy include language regarding the authorization and circumstances of virtual FAPT meetings. Policy language may include content related to some of the best practices identified for virtual FAPT meetings.

Security:

Learn about the security features of the virtual platform and implement the applicable security features to whichever platform you use. Potential options to mitigate security concerns include, but may not be limited to:

- Work with your locality's IT Department to identify the available platforms and security features.
- Locked meetings.
- Obtain a list of expected participants in advance and admit only authorized individuals.
- Use separate meeting links for each FAPT case.
- Utilize a meeting password/passcode.
- Designate a host to admit individuals.
- Ensure staff and families know that using an open (non-secured) Wi-Fi internet access limits the amount of meeting security.
- Make sure your local policy addresses that virtual meetings should not be recorded.

Confidentiality:

Being in a virtual setting for FAPT members is different than being in the controlled environment of the FAPT conference room, so confidentiality looks different. Localities may want to consider updating FAPT member confidentiality forms to include confidentiality for FAPT members working off-site. Some possible options include:

- Annual confidentiality agreement that includes a statement that references protocols when a member is participating in a meeting virtually, such as ensuring that confidential information is protected and not visible or will be able to be overheard by individuals who are not supposed to have access to that information.
- Include statements of confidentiality on the IFSP signature page that acknowledges each participant's pledge to keep information confidential. For example: "By signing this IFSP, I agree not to divulge any information revealed at this meeting to any individual or agency, except as authorized by policy or required by law."

Signatures:

It is recommended that localities meeting virtually have a signature solution, ideally an electronic signature program recommended by your locality's IT Department. Potential options include, but may not be limited to:

- DocuSign
- Adobe Sign
- Faxing/Scanning

If signatures are unable to be obtained through an electronic method, verbal consent should be documented in the Individual Family Service Plan ([FSP) with a notation of who provided the consent, on what date, and who recorded it on the document.

Family Engagement:

- Have a call-in option for people unable or do not have the capacity to participate via a web- based platform.
- If allowable by your locality, consider purchasing calling cards for families who may struggle with keeping cell service.
- Have a language interpreter to engage in the virtual meeting if needed.
- Ensure that enough time is scheduled for the meeting such that the family's voice can be heard in the time allowed.
- Provide as much flexibility in scheduling to ensure that the time scheduled works for the family.

FAPT Member Engagement/Professionalism:

FAPT members should participate in meetings in the same way that they would participate in person, in terms of levels of engagement and professionalism. It is recommended that localities each identify their own requirements and develop their culture of engagement. Some suggestions include:

- Members should use their camera if they have access to one.
- Members should demonstrate engagement by looking at the screen (and/or explaining that they are looking at a second screen for typing).
- Members should provide feedback and participate in the conversation.
- Members should avoid eating, driving, napping, answering the phone, engaging in "outside" conversations, etc. during FAPT meetings.
- Consider designating a specific "technology facilitator" and/or a separate

documenter, so the meeting facilitator is able to fully engage with the family and participants.

- Facilitators may consider an opening statement to families and providers to explain some of the things mentioned above. For example, "please note that our staff will be engaged during your FAPT meeting today, but there may be times when staff will be writing notes or researching policies and services related to your case and therefore they may seem distracted."
- Consider formats where at least some FAPT members are in person in the same room to facilitate communication among members.
- Consider having rules of engagement displayed on the screen if using a virtual platform.
- Localities should have a procedure regarding cancelation of virtual FAPT meetings in the event that a meeting is canceled.

CPMT Chair Job Description¹

The Community Policy and Management Team (CPMT) is the statutorily established local governing body for the Children's Services Act (CSA) program. Key responsibilities are to oversee policy and procedures regarding the use of CSA funds and operating procedures within the statutory and regulatory framework of the Act. The CPMT Chair plays an important leadership role as the head of this oversight and decision-making body. The Chair's responsibility spans beyond basic meeting facilitation. While each locality differs in the implementation of the local CSA program, there are fundamental responsibilities that can assist each CPMT with improving and instilling best practices into their local program.

Key responsibilities:

- Serves as the official local program contact and liaison to the Office of Children's Services.
- Develop CPMT meeting agendas, in collaboration with the CSA Coordinator.
- Facilitate CPMT meetings.
- If the Chair is from a local agency that does not oversee CSA daily operations, the Chair should maintain open communication with the CSA program's supervisory staff.
- Facilitate strategic discussion and planning to include, but not limited to:
 - Fiscal management and budget risks and opportunities;
 - Service trends and utilization;
 - Long-term and short-term goals for the program;
 - Enhancements to the local system of care;
 - Solution-focused discussion about identified system barriers and service gaps; and
 - Collaboration across stakeholder groups.
- Ensure effective communication amongst CPMT members and key stakeholders.
- Encourage CPMT members to engage in building a positive culture.
- Set a collaborative and strategic tone for a locality's child-serving system.
- Ensure CPMT decisions reflect CSA core principles, CPMT Code responsibilities, and local policy parameters.
- Administrative functions to include, but may not be limited to:
 - Ensuring regular attendance for all CPMT members;
 - Ensuring Freedom of Information Act (FOIA) requirements are followed;
 - Supporting appeal hearings;
 - Operating as the signatory for local CPMT documents including contracts, as so authorized by the local government.
 - Completing required financial forms; and
 - Ensuring CPMT members receive fiscal and budget information that supports CPMT oversight of CSA expenditures.

¹ This document was prepared by the SLAT CSA Competencies Group and endorsed by the SLAT on August 4, 2022.