Albemarle CPMT
Charlottesville CPMT
VIRTUAL Retreat
Joint Committee Meeting Minutes
Wednesday
JULY 20, 2022

Present: Kevin Kirst, Neta Davis, Ryan Davidson, Erin Callas, Kaki Dimock, Christa Galleo, Martha Carroll, Katina Otey, Sue Houchens, Sue Moffett, Lindsey Munson, Jennifer Wells
Guest: Tayler Ellis
Absent: Michelle Busby
Quorum for Albemarle: Yes
Quorum for Charlottesville: Yes

Neta Davis, Chair for Albemarle CPMT, called the Retreat meeting to order at 3:32 PM read the following statement:

"This meeting is being held pursuant to and in compliance with Ordinance No. 20-A (16), An Ordinance to Ensure the Continuity of Government During the COVID-19 Disaster. The members who are electronically present at this meeting are: [Lindsey Munson, Kevin Kirst, Kaki Dimock, Sue Moffett, Sue Houchens, Katina Otey, Martha Carroll, Erin Callas, Christa Galleo, Tayler Ellis, Ryan Davidson, Jennifer Wells]. The opportunities for the public to access and participate in the electronic meeting are posted on the Albemarle County website www.albemarle.org/community/county-calendar."

Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda including Minutes and Financial Reports
Presenter: Chair
Discussion/Summary: Approval of the consent agenda, financial reports and June minutes. First order of business is to approve the consent agenda. Neta asked for motions from Charlottesville and Albemarle to approve the consent agenda.
Documents/Resources: May financially reports and May minutes.
Next Steps/Action(s) Taken: Sue Moffett made a motion to approve the consent agenda for Charlottesville. Erin Callas seconded. Kaki Dimock made a motion to approve the consent agenda for Albemarle. Martha seconded. Both motions passed.

Agenda Item-Action Item: Local Policy Revision-Private Provider Reps for FAPT (Albemarle/Charlottesville)
Presenter: CSA Coordinators
Discussion/Summary: Local policy needs clarification regarding the private provider reps. The time limit should apply to the agency not the person. Neta asked for a motion from Charlottesville and Albemarle to approve the revisions**.**
Documents/Resources:
Next Steps/Action(s) Taken: Sue Moffett made motion to approve the local policy for Charlottesville. Erin Callas seconded. Ryan Davidson made a motion to approve the local policy revision for Albemarle. Martha Caroll seconded. Both motions passed.

Agenda Item-FAPT Update
Presenter: CSA Coordinators
Discussion/Summary: The county is seeing more requests for material supports, housing and utilities for example. Also continuing seeing struggles with residential facilities are discharging youth with the youth needing a higher level of care. Struggle is with what to do. Sue Houchens agrees that is consistent with Charlottesville especially housing being a big issue.
Documents/Resources:
Next Steps/Action(s) Taken: informational

Agenda Item-Review of Routine FC Expenses and FAPT Approved Expenses
Presenter: CSA Coordinators
Discussion/Summary: Neta asked if there were any questions for Jennifer? None for this month.
Documents/Resources: documents sent out by email
Next Steps/Action(s) Taken:

Agenda Item-CSA Coordinator Update
Presenter: CSA Coordinators
Discussion/Summary: Survey Monkey is being done by the state on Parent Representatives. There are two questions that Jennifer wanted to bring to CPMT. What are your top challenges for recruiting Parent Reps and Do you have anything you would like to recommend for best practice? Charlottesville has struggled to fill that position. For FAPT they offer stipends. Kevin mentioned a Spec Ed Advisory Group with the County. He does evening meetings once a month. Usually has 15 parents. Some of his parents have exp with Private Day and prevention and might be a good place to look for parent reps. Sue said it is also important to try to find a way to pay people for their time. Jennifer said that the time of the meeting can be a challenge. Neta agrees that we should pay our reps. Could OCS figure out a way to make that happen. She feels that it is related to our diversity and equity goals.

Erin thinks the meeting should be included in pay consideration but also the meeting prep, looking at the documents. Martha said she would not be opposed to compensating people to serve on CPMT. Jennifer talked to Katie and they expected that providers would be going up on rates. There are a couple of providers that have raised their prices significantly. Jennifer asked if there is something more or additional when the providers submit rate sheets with their contracts. We also require a justification as to why. One provider raised the rates 50% from last year. Does CPMT want more information to help understand the rate increase. There is nothing in policy limiting how much they can raise their rates. Usually if they send a justification letter we have gone with the changes. Neta suggested that if it goes over 30% 40% CPMT should review the reason why. Sue said she agrees with Neta if there is an increase over 30% 40%, we should look at it further than a justification letter. A two-Tier system? Jennifer said it would require staff to keep an eye on the contracts and look for those rate increases. Sue said the person who enters rates when they receive the contracts. Katie is informed and contacts the providers to ask questions. So, Charlottesville does have a mechanism and they have a conversation with the providers. Ryan said that 30% 40% increases could impact budgets. Possibly information like this could be worked into the monthly financial reports. They might need to allocate more money for CSA, and it would also be a good way to keep an eye on the costs. To figure out next steps does CPMT want to set a percentage? Should we think about a rate increase cap? Kevin asked about CPMT's authority to make recommendation if a provider raises the rates higher than we feel comfortable with? How would this provider information be presented to CPMT? Would the justification letter come to CPMT and CPMT give feedback for the Provider? Kevin suggested as the schools do, to look at increases over 20% to be reviewed and ask for documentation explaining why they need the increase. Kaki said the 20% threshold would be a good opportunity for CPMT to talk to the providers and understand the rate increases. Neta wonders if the first process is to definitely review the justification and only require a presentation if more information is needed. Jennifer asked what percentage CPMT wants to set. Jennifer clarified it has only been a few providers. Kevin asked if we were looking at line items or bundles?

Documents/Resources: documents sent out by email.

Next Steps/Action(s) Taken: any rate increases over 30% will be looked at and brought to CPMT for further discussion.

Agenda Item-OCS Communications

Presenter: CSA Coordinators

Discussion/Summary: CPMT reviewed Administrative memos 22-05 through 22-09 which included: Psychiatric residential facilities Medicaid rates have gone up. Each facility gets a rate assigned by Medicaid. Medicaid fees in general have gone up. Foster Care Maintenance rates have gone up and will affect local match and impact the local budget. There is a shift around private day providers. OCS is doing a fiscal impact study changing how private day are reported. For school folk as of private day must report what tier they fall into, and it will impact the purchase orders. The plan is that this money is moving out of CSA and will be moving over to DOE for FY24. It has been expanded who can serve as a parent rep hoping to make it easier to get parent reps for FAPT and CPMT. Small money we get from the state to support CSA. State received an additional $500,000 for the admin budget so there has been a small increase to each

locality. Year End September 30th is the cut off for CSA funding invoices. The allocations lists break down the rates.   Kevin has some questions about the tiers.
Documents/Resources: Admin Memos: 22-05, 22-06, 22-07, 22-08, 22-09 and State Base Allocation, Wrap Allocation and Non-Mandated memos
Next Steps/Action(s) Taken: Jennifer and Kevin will get together to discuss the tiers.

Agenda Item-Program Sub Committee Report
Presenter: Christa Galleo
Discussion/Summary: Program did not meet in June or July. They have plans to meet in August. Still receiving data from the surveys.
Documents/Resources:
Next Steps/Action(s) Taken: Jennifer said Survey information will come to CPMT in August

Agenda Item: Other Business-Agency Updates from CPMT Members
Presenter: All
Discussion/Summary: Kevin wanted to point out that there are issues with private day schools. There is an "out of our league" call. Albemarle said they can serve all kids and this more intense level with emotional difficulties (including autism) we need to double down on our program adding a new layer to minimize out of community placements. Growing crisis with private day and residential. Community cost and families having to move out of the area to get services. This is from the school perspective, and this is a community issue. Sue asked about the status of a CHINS workgroup. Jennifer said Katie was working on it and is waiting for the schools to be back in session. Martha said they are trying to figure out the best way for the community to use non-mandated funding.
Documents/Resources:
Next Steps/Action(s):

Agenda Item: Follow up from Retreat Debriefing
Presenter: All
Discussion/Summary: The CQI template and updated strategic plan documents were sent out with the meeting documents. One question that came up was if we can break out rates by mandate type. Jennifer asked how often CPMT wants to look at this data information? If anyone has feedback on the template or plan, please feel free to share that feedback.
Documents/Resources: n/a
Next Steps/Action(s) informational: This discussion is tabled to give CPMT time to review the documents. Add to the August agenda

Agenda Item-Continued Discussion on change of meeting day/time
Presenter: All
Discussion/Summary: At last meeting the date/time being considered is third Thursday of the month 10:30-12:00. Jennifer wanted to make the group aware that as of our September meeting CPMT has to go back to “in person’ for the County. One thing to think about is work out some logistics on where we are going to meet, and we may need the capability of the city to meet virtually. Ashley said for the city that some of their board and commissions may stay virtual. She does not know yet when the decision will be made. Jennifer said that once we have a date/time we will look for a room. Ryan said that the 3rd Wednesday at 3:00 is a problem for him once we go to meeting in person. Neta wants to do a survey of the members on what they want regarding times/dates what they can or can’t do? Erin agrees. Jennifer said that every July we need to nominate our chairs for the County and City. We need to come up with chairs for this next year. Neta said she can’t serve another year at this time. So, if anyone in Albemarle would like to serve, please let Jennifer know. If anyone in Charlottesville would like to serve, please let Katie know.
Documents/Resources:
Next Steps/Action(s) Taken: Jennifer asked for CPMT to be ready to decide on the meeting date/time at the August meeting. Jennifer is going to see if we can get our OPA to do a survey monkey. We will need to nominate the chairs at the August meeting.

Neta Davis, Chair for Albemarle CPMT, adjourned the meeting at: 4:32 PM

Next scheduled meeting: August 17, 2022, at 3:30-5:00 pm Virtual meeting by ZOOM

Respectfully Submitted:
Lisa Jordan