

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Thursday, December 4, 2025**

Present: Katie Ralston, Christa Galleo, Misty Graves, Barbara Station, Jennifer Wells, Leon Henry, Rachel Rasnake, Rebecca Schmidt, Eugene Conti, Ashley Marshall, Ryan Davidson, Alice Micklem, Thomas Unsworth, Erin Callas, Mary Stebbins, Ashley Struzik, Leslie Glover

Absent: Neta Davis, Jennifer Wells

Quorum for Albemarle: Yes
Quorum for Charlottesville: Yes

Misty, Chair of Charlottesville CPMT, called the meeting to order at 9:03 AM.

Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda including Minutes and Financial Reports:

Presenter: Chair

Discussion/Summary:

- Misty requested motions to approve the Charlottesville and Albemarle consent agenda, minutes, and October financials. Minutes were not presented prior to the meeting, therefore the minutes for the November CPMT meetings were tabled until the February meeting for approval. Katie Ralston requested a change to the agenda requesting that we add completing the strategic plan and eliminating completing the CQI tool until the February meeting.

Documents/Resources: Consent Agenda/Financials documents emailed.

Next Steps/Action(s) Taken: Erin Callas made a motion to approve the consent agenda/financials for Charlottesville. Christa seconded. Mary made a motion to approve the consent agenda and financials for Albemarle. Thomas Unsworth seconded. Both motions were approved.

Agenda Item: Review of Routing FC Expenses (City/County) and FAPT Approved Expenses:

Presenter: Chair

Discussion/Summary: No comments, questions, concerns noted.

Agenda Item: Strategic Plan Review Update #4:

Presenter: Chair

Discussion/Summary:

- Update Goal #4- “CPMT will work to access outcome data for decision making.”
 - Recommendation on asking providers to share data that could be helpful. A survey is currently being sent to families, but there hasn’t been a large success rate in returns about the effectiveness of services that youth are receiving.
 - There is a lot of pressure on the case managers to make sure that services are provided. Currently receiving quarterly reports, but CSA solely relies on the case manager to know what is happening with each individual case.
 - Possibility of asking providers for more than quarterly reports.
 - Alice stated that many case managers do not know the contents of the CSA contract packet to know what they would need to report on, billing questions, etc.
 - As an action, Jennifer and Katie may visit departments to discuss and train case workers on the CSA reporting that is needed to establish data for feedback.
 - Katie suggested a breakdown of reports from providers that would provide insight into what is covered during visits to youth.
 - Requested to keep in place the requirement of families completing the surveys.
 - Ashley Marshall suggested checking with other agencies to see their method of approvals/breakdowns of services rendered to create a basis for providers to follow. Requirement that providers would need to provide more clarification/record of appointments with youth to provide more details of services.
 - Katie said that in the past, this topic has not been addressed because it would entail more work being put on providers but that it is becoming a growing need to investigate further. Discussed that it could possibly be something phased into the process of providers providing services covered by CSA.
 - Rachel suggested that with the invoice, there should be a required information sheet of services that we provided/not provided during the month. More detailed invoices that would be required for payment.
 - Discussion of Programs (Khalilah and Katie taking there) determining what’s reasonable to ask of Case Managers to stay on top of providers for information and what information is relevant to getting some of these ideas in place prior to FY27 contract is released.

- Removed the requirement for providers to complete a yearly report in place of providing the monthly reports.

Agenda Item: Strategic Plan Review Update #5:

Presenter: Chair

Discussion/Summary:

- Update Goal #5- "THE CSA SYSTEM IS FAIR, JUST, AND INCLUSIVE, ENABLING ALL PEOPLE WHO PARTICIPATE TO REACH THEIR FULL POTENTIAL:"
 - Systems of oppression.
 - CPMT discussed that the goal was added during a time when diversity was an issue for CPMT. Being that most CPMT are appointed to their positions, it is found that this goal is hard to work towards as a group because this issue is out of CPMT control.
 - July DEI statement will continue to be reviewed.
 - Annual conversation/presentation regarding element of marginalized populations.

Agenda Item: Action Item: Provider Agreement Revisions:

Presenter: Chair

Discussion/Summary: Albemarle- Bridges provider agreement tabled to the next CPMT meeting. Charlottesville has 2. 1) Provider who is working on getting the sexual abuse coverage. Emerging Pheonix only works with 18+ older. Revision to allow them to proceed with contracting without the requirement of SA coverage. No staff alone with youth. 2) Child Help wants to remove the requirement that they transport youth to court. City Attorney stated to be careful because a child does have the right to request to come to court in which the worker would be responsible for transporting the youth. Katie sees no issues as there are not many children at Child Help and doesn't foresee this being an issue.

Next steps/Actions Taken: 1) Emerging Pheonix- Ashley Marshall made a motion to approve. Erin seconded. 2) Child Help- Ashley Marshall made a motion to approve. Erin seconded. Both motions were approved.

Agenda Item: Review of System Functioning and Activities:

Discussion/Summary:

a. Provider Agreement Workgroup:

Katie and Jennifer are organizing this group. Will provide an update at the next weekend.

b. FAPT Updates:

Presenter: Katie Ralston/Jennifer Well

-No updates.

c. CSA Coordinator Updates:

Presenter: Katie Ralston/Jennifer Wells

-No updates.

d. OCS Communications: 4 OCS Communications.

-No updates.

e. Program Sub-Committee Update:

-No updates.

Agenda Item: Other Business:

- Legislative Updates/Advocacy Updates-

-no updates.

- DJJ Truancy-

1. Charlottesville- November- 1 petition/1-Diversion.

2. Albemarle- November- 1 petitions/1-Diversion.

Announcements-

- New P.O. has been hired and is starting in CVille.

- Leslie will be transitioning in to the New Year as the representative from schools.

- Thomas Unsworth is approved by the board as a member of CPMT.

- Cville City Schools is reconfiguring grades. 5th grade is moving back to elementary schools. Life Skills program will now be at two different schools. Preschool will be centralized at Walker. Necessary upgrades are being made to schools.

Misty Graves, Chair for Albemarle CPMT, adjourned the meeting at: 10:01 am.

**Next scheduled meeting: February 5, 2026 @ 9AM.
ACDSS Room 231**

Respectfully Submitted:
Ashleigh Doyle