

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Thursday, July 3, 2025**

Present: Erin Callas, Leon Henry, Jennifer Wells, Katie Ralston, Ashley Struzik, Ryan Davidson, Thomas Unsworth, Ellen Krag, Mary Stebbins, Misty Graves, Alice Micklem, Ashley Marshall

Absent: Christa Galleo, Rachel Rasnake, Neta Davis, Rebecca Schmidt

Quorum for Albemarle: Yes
Quorum for Charlottesville: Yes

Misty Graves, Chair for Charlottesville CPMT, called the meeting to order at 9:02 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 agendas for Charlottesville. Charlottesville financials were reviewed through December 2024. Financials for Albemarle were not presented due to network issues within the county and the inability to retrieve financials before the meeting. Will review Albemarle financial reports at the August CPMT meeting.

Documents/Resources: Consent Agenda/Financials documents emailed

Next Steps/Action(s) Taken: Ashley Marshall made a motion to approve the consent agenda/financials for Charlottesville. Erin Callas seconded. Misty Graves abstained as she was not present at the June meeting. Erin Callas made a motion to approve the consent agenda for Albemarle. Ryan Davidson seconded. Both motions were approved.

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

Presenter: Chair

Discussion/Summary: There were no questions on the submitted expenses for either Charlottesville or Albemarle.

Documents/Resources: Expense Reports emailed
Next Steps/Action(s) Taken: Informational.

Action Item: Provider Agreement Revisions:

Presenter: Katie Ralston- Charlottesville

Discussion/Summary: Camp Holiday Trails/Bair Foundation.

- a. Camp Holiday Trails- Short form provider. Notifying CPMT that their staff is not CPS or VA State Police Background checked. City Attorney expressed no concerns over this, stating that they are a notable and respected camp within the community.
- b. Bair- Changing the notification to report from 45 days to 30 days.

Charlottesville CPMT expressed no concerns or comments about these changes.

Documents/Resources: Documents emailed

Next Steps/Action(s) Taken:

- **Camp Holiday Trails:** Ashley Marshall made a motion to approve. Erin Callas seconded. Motion was approved.
- **Bair Foundation:** Leon Henry made a motion to approve. Erin Callas seconded. Motion was approved.

Action Item: CHINS Policy Revision:

Presenter: Katie Ralston/Jennifer Wells

Discussion/Summary:

- Katie advised that the state has “cleaned up” the Code of Virginia around CHINS. Katie informed CPMT that local policy needs to be updated to reflect the State’s changes. The need for “Risk of Foster Care” has been removed, and a one-page checklist will now be used to make a CHINS determination. There will no longer be a need for DSS review of these cases to determine CHINS eligibility. There was a question about the non-mandated funds and if this is impacted. Katie clarified that it does not impact non-mandated funding or SPED WRAP funding as children who would be found CHINS eligible would be served under that mandate type. The Non-mandated and SPED children who would not meet CHINS criteria could still be served under those mandate types if eligible.

Documents/Resources: Documents emailed

Next Steps/Action(s) Taken: Erin Callas made a motion to approve for Charlottesville. Leon Henry seconded. Erin Callas made a motion to approve for Albemarle. Mary Stebbins seconded. Both motions were approved.

Referral Process to CPMT- Revisiting from June CPMT meeting.

Presenter: Jennifer Wells

Discussion/Summary: Jennifer reminded CPMT about the June meeting and how the request was made to have two separate referral processes to CPMT. The process for cases that FAPT cannot make a decision on was approved at the June meeting and a separate process was to be created for CSA eligible cases but the requested service is not CSA eligible and brought to the July meeting. Jennifer requested that this be reviewed at the August meeting, as the network issues at Albemarle have created a delay.

Next Steps/Action(s) Taken: Policy revision for Referral Process to CPMT will be brought to the August meeting.

Agenda Item: Review of System Functioning and Activities:

Discussion/Summary:

a. FAPT Updates:

Presenter: Katie Ralston/Jennifer Wells

- Katie- Wrapping up final touches on the FAPT documents. Charlottesville and Albemarle have new FAPT Private Provider Reps so they will begin this month. The Private Provider Reps for CPMT for Charlottesville and Albemarle will be appointed this month so they will not begin until the August meeting. Charlottesville and Albemarle FAPTs have created new FAPT chair rotation schedules. Charlottesville FAPT will rotate chairs each week. Albemarle FAPT will rotate chairs each month. Both rotation schedules include all FAPT members to serve as FAPT chair.

b. CSA Coordinator Updates:

Presenter: Katie Ralston/Jennifer Wells

- Jennifer- Need to implement local policy revision for Treatment Foster Care Case Management. Children have been placed with these agencies even though there was no need for that level of care but there were no available foster homes. Placements are expecting funding even though the children do not meet the Medicaid criteria. Agencies want CSA to pay when Medicaid is denied. Jennifer expressed that CPMT needs to create a local policy when these providers are expecting payment. Jennifer states that paying these funds would risk issues during audits resulting in local only chargebacks. Leon H. expressed that there is a risk of losing a provider if there is a set policy created, and instead recommends leaving the issue out of policy and visiting the issue on a case-by-case basis. Locally, CSA approves the first 60 days to allow time to set up

Medicaid billing, which is a courtesy to providers. Ashley M. suggested drafting a document stating the process so that everyone clearly understands the process. Charlottesville doesn't have as many concerns as they do not see this happening frequently and when it does Katie has been able to address it with the provider. Albemarle suggests that it's a bigger issue for the county due to a lack of homes to utilize. Will revisit and discuss at the August CPMT meeting to form a plan of action.

c. OCS Communications:

Presenter: Katie Ralston/Jennifer Wells

- **Administrative Memo #25-08-** OCS has announced the release of a newly created strategic planning resource for CPMT and CSA programs.
- **Administrative Memo # 25-09 and NOIDP 4.1.1-** Notice of Intent: CHINS- The Code has changed, which has made CHINS an eligible, sum-sufficient population within CSA. Policy revision has been released but is still open for public comment. Finalizing in December.

d. Program Sub-Committee Updates:

Presenter: Alice Micklem

- Alice discussed ongoing challenges with trouble placing high-acuity youth and having these youth housed at the DSS office, which is not an appropriate placement. Concerns with hospitals viewing children as not having risk factors such as suicidal/homicidal but rather viewing it as a placement issue and returning the children to placement within DSS. Program Sub-Committee has identified a work group that will work towards brainstorming ideas for youth to be able to provide "more." Expressed regret for feeling like the community is not doing as much as they possibly can to provide for the youth in this type of situation. Program will be bringing ideas to CPMT to better the experience for these children and will be looking for support from CPMT to implement.

Agenda Item: Other Business:

Presenter: CPMT members

Discussion/Summary:

a. Legislative Updates/Advocacy Opportunities:

- No updates at this time.

b. DJJ Truancy:

- Christa Galleo could not attend. Tabled to August CPMT meeting.

c. Announcements:

- Ashley Struzik is now the Director of Special Education
- Mary Stebbins- New Assistant Director coming to Albemarle DSS at the end of July: Kurt Emmerling - AD of Protection (CPS, APS, Foster Care)
Alice- AD of Prevention- (FPS, FS, Self Sufficiency) Wanda- AD of Benefits (Eligibility, Front Desk, currently APS)

Misty Graves, Chair for Albemarle CPMT, adjourned the meeting at: 9:53AM

**Next scheduled meeting: August 7, 2025 @ 9AM.
ACDSS Room 231**

Respectfully Submitted:
Ashleigh Doyle