

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Thursday, August 7, 2025**

Present: Katie Ralston, Christa Galleo, Misty Graves, Barbara Station, Alice Micklem, Neta Davis, Jennifer Wells, Thomas Unsworth, Leon Henry, Rachel Rasnake, Neta Davis

Absent: Ashley Struzik, Ryan Davidson, Mary Stebbins, Rebecca Schmidt, Ashley Marshall, Erin Callas,

Quorum for Albemarle: No
Quorum for Charlottesville: Yes

Christa Galleo, Chair for Charlottesville CPMT, called the meeting to order at 9:05 AM.

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

Presenter: Chair

Discussion/Summary:

- Quorum not met for Albemarle. Tabled until next month.

Documents/Resources: Consent Agenda/Financials documents emailed

Next Steps/Action(s) Taken: Tabled until next month.

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

Presenter: Chair

Discussion/Summary: Quorum not met, Tabled until next month.

Documents/Resources: Expense Reports emailed

Next Steps/Action(s) Taken: Tabled to next month.

Action Item: Provider Agreement Revisions:

Presenter: Katie Ralston- Charlottesville

Discussion/Summary: Did not discuss due to lack of Quorum.

Action Item: CHINS Policy Revision:

Presenter: Katie Ralston/Jennifer Wells

Discussion/Summary: Did not discuss due to lack of quorum.

Agenda Item: Review of System Functioning and Activities:

Discussion/Summary:

a. FAPT Updates:

Presenter: Katie Ralston/Jennifer Wells

- Katie- Katie is meeting today with workers to discuss material support issues. IFSP's continuing to evolve. Discussion to address what things warrant being paid for as material support. Continuing to see an influx. Misty recommended the Pathways fund through the community resource hotline that will assist with rent, utilities, etc., in the Charlottesville area.
- Jennifer- First staffing under the new CHINS protocol resulted in learning some things for the process. Responsibility now falls on FAPT to make decisions for the CHINS determination will be completed first, and then the case will return to FAPT the following week approve services that way a family is not left in a situation of being found not eligible but that would be handled prior.

b. CSA Coordinator Updates:

Presenter: Katie Ralston/Jennifer Wells

- Jennifer- Nothing to discuss.
- Katie- Charlottesville is working through provider agreement renewals. New requirements that city risk management said were required have caused Providers to struggle to get past the barriers of these requirements. The background check process has been a holdup with non-licensed providers because of multiple employees. Services have not been disrupted at this time due to these delays.

c. OCS Communications:

Presenter: Katie Ralston/Jennifer Wells

- **Administrative Memo #25-10-** Administrative Funding Allocation.
- **Administrative Memo # 25-11-** FY25 Year End Expenditures, FY26 Non-Mandated Funds, FY26 SPEDWrap Funds

d. Program Sub-Committee Updates:

Presenter: Alice Micklem

- Programs did not meet.

Agenda Item: Other Business:

Presenter: CPMT members

Discussion/Summary:

a. Legislative Updates/Advocacy Opportunities:

- Back to School Bash Sunday in Forest Hills. Vaccinations and physicals will be available. From the Boys and Girls Club to the Forest Hills Park. Offering free clothing, sneakers, etc.

b. DJJ Truancy:

- June- 0 for all localities.
- July- 0 for all localities.

c. Announcements:

- Alice Micklem, the New Assistant Director, Kurt Emmerling has started at Albemarle and will be over CPS, FC and eventually APS.
- Misty (Community Attention) has seen a significant increase in referrals and is planning on applying for a grant together with Albemarle County, the City of Charlottesville, and Greene County. Hoping to expand support for kinship placements and recruitment. Human Services is taking the lead on the application in hopes of hiring a Family Finding Specialist employed by DSS. Grant is due next Friday.
- Leon-
 - Working around the new administration to be best prepared in supporting the community.
 - The Mobile Primary Care Unit Downtown Mall, provided care for homeless individuals in the area. New bill requirements for Medicaid and renewals have caused a need for increased assistance to individuals.
 - Charlottesville is almost fully staffed. New temp worker who is assisting with CSA contracts.
- People Places- Charlottesville office is celebrating 30 years of being in business.

Agenda Item: Closed Session: Review of Provider Background Checks: DID NOT ENTER CLOSED SESSION DUE TO QUORUM:

Presenter: CPMT members

Discussion/Summary: Members spoke in generalized language to avoid going into closed session since this was a discussion and not a topic requiring a vote.

- Jennifer discussed a concern over the issue of non-licensed providers who have had concerns arise during background checks that do not align with our local policy specific to the driving policy. The issue is not with the provider themselves, but with the employees they have hired. CSA is unable to disclose to the providers why said employees are not eligible. Albemarle would like to determine what is able to be disclosed to employers, as well as what these issues mean for providers in terms of approval.
- CPMT discussed that provider approvals are able to move forward with CSA reporting to employers, and are able to disclose that the said individuals “are limited to not transporting individuals due to an issue found in their driving record.”
- Neta Davis encouraged support and education for employers to understand the importance of being more aware of the vital role of their staff.
- Recommendation of a team that could potentially perform audits on non-licensed providers to ensure the safety of the children served. Random audits could potentially take place to ensure that non-licensed providers are staying current with training and background policies of ALL employees.
- CPMT will review employee background concerns as the need arises while also still comparing backgrounds to the barrier crimes list.
- CPMT encouraged Jennifer Wells to seek counsel from the county attorney to determine what can be disclosed and the correct way to do so, and also to determine if, moving forward, these checks should be completed by the agencies, considering these background checks fall under the liability of CPMT.

Christa Galleo, Chair for Albemarle CPMT, adjourned the meeting at: 10:05AM.

**Next scheduled meeting: September 4, 2025 @ 9AM.
ACDSS Room 231**

Respectfully Submitted:
Ashleigh Doyle