

**Albemarle CPMT
Charlottesville CPMT
Joint Committee Meeting Minutes
Thursday, May 7, 2026**

Present: Christa Galleo, Jennifer Wells, Rachel Rasnake, Eugene Conti, Erin Callas, Kaki Dimock, Thomas Unworth, Leslie Glover, Jenny Jones, Steve King, Bethany Coyne, Misty Graves, Neta Davis

Absent: Ryan Davidson, Rebecca Schmidt, Mary Stebbins, Leon Henry, Alice Micklem, Katie Ralston

Guest: Tammy Critzer, Bob Roach, Marquez Mitchell - Integrity Mentoring

Quorum for Albemarle: Yes

Quorum for Charlottesville: Yes

Misty Graves, Charlottesville CPMT Chair, 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:

Documents/Resources: Consent Agenda/Financials documents emailed.

Next Steps/Action(s) Taken: Eugene made a motion to approve the consent agenda and financials for Albemarle. Erin seconded. Motion was approved. Christa made a motion to approve the consent agenda and financials for Charlottesville. Rachel seconded. Motion was approved. Erin and Misty abstained as they were not present at the April meeting.

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

Presenter: Jennifer Wells

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

Agenda Item: Financial Presentations (City/County)

Presenter: Tammy Critzer and Bob Roach

Discussion/Summary:

Albemarle-

- Tammy noted there was a 4.48% increase in cases from Q3 of FY25 to Q3 FY26. Cases increased from 268 to 280.
- Average cost per case in FY25 was \$32,000. FY26 is \$35,000.
- 13.29% increase in expenditures
- 12.53% increase in local expenditure.
- Albemarle is concentrating on getting vendors to send in their invoices on time so that payments can be made within the correct quarter.
- Large increase in local-only dollars. \$61,000 Q3 FY25, \$105,000 Q3 FY26. \$37,000 was for one residential case.

Charlottesville-

- The Charlottesville system is moving to an internal system. Plans to be in the new system with in-house support for FY27.
- Significant increase in Foster Care.
- Drafting a letter to providers to return invoices timely.
- CSA mandated up 34%.
- City has incorporated a new system that will advise on status of invoices.
- Bob will be retiring in January 2027.

Agenda Item: Action Item: Provider Revisions:

Presenter: Jennifer Wells

Discussion/Summary: N/A

Next steps/Actions Taken: N/A

Agenda Item: Action Item: Transportation Policy (Albemarle):

Presenter: Jennifer Wells

Discussion/Summary:

- 30-mile radius added to the transportation policy. A provider is unable to bill transportation for the first 30 miles. If the business address is not a local business, the Albemarle DSS address should be used as the starting point.
- Funding requests need to be accurate. Invoicing and funding requests need to be matched up.

Next steps/Actions Taken: Thomas made a motion to approve the transportation policy. Eugene seconded. Transportation Policy approved.

Agenda Item: Action Item: Membership Policy Revision:

Presenter: Jennifer Wells

Discussion/Summary:

- Updated Membership Policy to include:
 - Chair is not a voting member.

Next steps/Actions Taken: Albemarle: Erin made a motion to approve the Membership Policy. Christa seconded. Motion approved. City- Erin made a motion to approve the Membership Policy. Rachel seconded. Motion approved.

Agenda Item: Action Item: Record Retention Policy Revision:

Presenter: Jennifer Wells

Discussion/Summary:

- Verbiage is the same. Albemarle will keep paper copies as well.
- 3-year retention schedule.

Next steps/Actions Taken: Albemarle: Erin made a motion to approve the Record Retention Policy. Eugene seconded. Motion approved. City- Christa made a motion to approve the Record Retention Policy. Rachel seconded. Motion approved.

Agenda Item: Action Item: TFC Policy Revision:

Presenter: Jennifer Wells

Discussion/Summary:

- Clarifying in the policy that if Medicaid denies TFC case management, it's not automatic that the agency can come back and request CSA to pay for the service.
- The only time that CSA should pay for TFC case management is if there is a reason Medicaid doesn't capture (i.e. medical needs).
- Multiple denials from Medicaid are coming for a variety of reasons.

Next steps/Actions Taken: Albemarle: Erin made a motion to approve the TFC policy. Eugene seconded. Motion approved. City- Christa made a motion to approve the TFC Policy. Rachel seconded. Motion approved.

Agenda Item: Action Item: Cancelled FAPT Policy Revision:

Presenter: Jennifer Wells

Discussion/Summary:

- Allow protection for FAPT when they are on the last day of the month and have to cancel for any reason. If any reason or emergency why FAPT is

unable to meet, those cases are allowed to be moved to the next available FAPT date.

Next steps/Actions Taken: Albemarle: Erin made a motion to approve the Cancelled FAPT policy. Eugene seconded. Motion approved. City- Rachel made a motion to approve the Canceled FAPT Policy. Christa seconded. Motion approved.

Agenda Item: Action Item: Service Gap Survey:

Presenter: Jennifer Wells

Discussion/Summary:

- Reviewed documents

Next steps/Actions Taken: Albemarle: Erin made a motion to approve the Service Gap Survey. Thomas seconded. Motion approved. City- Jenny made a motion to approve the Service Gap Survey. Steve seconded. Motion approved.

Agenda Item: Review of System Functioning and Activities:

Discussion/Summary:

a. FAPT Updates:

Presenter: No updates.

b. CSA Coordinator Updates:

Presenter: Jennifer Wells and Katie Ralston

○ Rate Setting Workgroup-

- Concentration in rate setting for Parent Coaching and Supervision.
- Members: Katie Ralston, Jennifer Wells, Jenny Jones, Ellen Krag, Eugene Conti, Christa Galleo, Kiana.
- Eugene Conti has been suggested to Chair the workgroup.

c. OCS Communications:

Presenter: Jennifer Wells

-None to discuss.

d. Program Sub-Committee Update:

Presenter:

- Program did not meet. CPMT agreed that Program will be put on hiatus until a task is found for them to complete. CPMT will discuss at future meetings what to assign them to do.

Agenda Item: Other Business:

- **Legislative Updates/Advocacy Updates- None**
- **DJJ Truancy- None. April 1st ends until next year.**
- **Announcements-**
 - a. **Neta-** Region Ten has started a new adult intake/outpatient process. Intake anytime daily at 8:30 or 10 am slot. Adults will be put into a group model first to allow for more patients to be serviced quicker.
 - b. **Erin-** Back to School vaccines for 7th and 12th graders will begin in June. School/Sports physicals can also be completed at the Health Dept this year. Recognition of National Nurses Week.
 - c. **Christa-** Court Services is fully staffed.
 - d. **Marquez-** Announced the creation of Flourish Youth Initiative. Love No Ego, Wartime, The Art Bar, and Integrity Mentoring. Currently working on an anti-gun community initiative.

Misty, Albemarle CPMT Chair, adjourned the meeting at 10:21am.

**Next scheduled meeting: June 4, 2026 @ 9AM.
ACDSS Room 231**

Respectfully Submitted:
Ashleigh Doyle