



Eastern Shore of Virginia Community Policy and Management Team

Eastern Shore CPMT Meeting

Chair Vicki Weakly, called the ES CPMT meeting to order at 2:16 PM on January 6, 2022 at the Accomack County DSS, in Accomac, Virginia. Present were, Jennifer Annis, Erica Lawson, Mozella Francis, Nadj Plowden, Marcus Riley, Mimi Sedjat and Rudy Zavala.

On a motion per Mimi Sedjat and seconded by Jennifer Annis CPMT approved the minutes from December 2021 as well as approved the revisions made to the November 2021 minutes.

On a motion by Jennifer Annis and seconded by Erica Lawson, the CPMT went into Closed Session in accordance with Section 2.2-3711 of the Code of Virginia, as amended for the purpose of discussion or consideration of the CSA cases (**NCDSS**) POSO# 912591, 912592 and 912593. CPMT also completed a utilization review for STI# 1017705856. (**ESCSB**) POSO# 814878. CPMT also completed utilization review for STI# 1017382392. (**ACDSS**) POSO# 814879 and 814880. CPMT also completed the utilization review for STI#1012141618.

The ES CPMT returned to Open Session, on a motion by Jennifer Annis and seconded by Marcus Riley. On a roll call vote certifying to the best of each member's knowledge only public matters exempted from the public meeting and in the original motion were discussed. The vote was Vicki Weakley: yes, Jennifer Annis: yes, Erica Lawson: yes, Mozella Francis: yes, Nadj Plowden: yes, Marcus Riley: yes, and Mimi Sedjat: yes.

On a motion by Jennifer Annis, seconded by Marcus Riley the CPMT approved the POSO#'s listed above. **NOTE:** *During the voting process, each agency head recuses herself/himself during the voting of cases presented from their agency.*

COVID-19-There were no updates pertaining to COVID-19.

Old Business:

- Chair Vicki Weakley provided CPMT with an update sharing that all CSA records will be purged after three years from the last time a case is presented to CPMT. Mozella Francis of NCDSS requested that when a DSS case is purged that NCDSS receives a confirmation of the specific case that was purged.
- The CSA Coordinator reviewed revisions made to the CPMT MHI Checklist. This form will now be referred to as the CPMT Non-Mandated Funding Acknowledgment Form. The CSA coordinator shared that when any case manager is in need of accessing MHI funding that they will complete this form capturing when they reached out to the CSA coordinator for non-mandated funding (protected funds), and they will need to bring this form to CPMT. Once

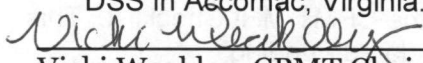
CPMT has heard and approved that case, the CSA Coordinator will also sign this form so that the case manager and CPMT both have a record. This form will be attached to all CPMT meeting minutes for ESCSA records. The CSA Coordinator also explained that the form has a section that identifies if an emergency took place. In a case as an emergency, no case manager will need to contact the CSA coordinator, however, the case manager will still need to check the appropriate section and the CSA coordinator will still sign the form once CPMT approves the MHI case. On a motion per Marcus Riley and seconded by Jennifer Annis CPMT approved this form to be used for all MHI cases presented to CPMT.

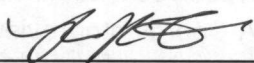
- The CSA Coordinator presented the Family First Referral Packet for the use of all Foster Care Prevention cases presented to the FAPT teams. The CSA coordinator explained the packet as well as informing CPMT that each locality will have a binder on site that will remain in the office of each CPS supervisor. These binders will have all information that will be presented to the FAPT teams. The CSA Coordinator shared that this needed CPMT approval in order to be included in the ES CPMT Policy Manual as an addendum in order to meet the new regulations established in July 1, 2021. This referral packet meets all requirements of the Family's First Act. On a motion per Jennifer Annis and seconded by Marcus Riley CPMT approved the Family First Referral Packet to be included as an addendum in the ES CPMT Policy Manual. During the voting process, Mimi Sedjat chose to abstain from voting.
- The CSA Coordinator presented all flow charts that were developed for the Self-Assessment Audit. Each flowchart created explained each process as it pertained to the ES CPMT Policy Manual. The CSA Coordinator shared that these flowcharts will be included as attachments for the CSA Self-Assessment Audit. On a motion per Jennifer Annis and seconded by Marcus Riley the CPMT approved the flowcharts created to be included as attachments to the CSA Self-Assessment workbook for the FY 2022 audit.
- CPMT discussed that the Private Representative will be coming up on his two-year serving term. Mr. Riley did leave the room as CPMT did discuss if they would reappoint Mr. Marcus Riley for another two-year term. There was a unanimous vote to reappoint Mr. Riley as the Private Representative Provider for CPMT. Mr. Marcus Riley also accepted the new serving term and was reappointed to continue to serve as the CPMT Private Representative.

New Business

- CPMT continued to work on the Self-Assessment workbook for the FY 2022 audit. CPMT completed sections 2-4. CPMT decided to meet virtually and reconvene on January 11, 2022 at 2 pm to continue to complete the self-assessment workbook.

With no further business to discuss Rudy Zavala motioned to adjourn and Jennifer Annis seconded the motion. The Eastern Shore CPMT adjourned at 4:34 pm. The next regularly scheduled CPMT is February 3, 2022 at the Accomack County DSS in Accomack, Virginia.


Vicki Weakley, CPMT Chair


Rudy Zavala, CSA Coordinator
(Scribe)