



Children's Services Act For Youth & Families

Ellen Patterson, Chair
Family Assessment and
Planning Team

Brian Maceyak, Chair
Community Policy and
Management Team

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CPMT Agenda
April 19, 2023

Manassas Regional Airport – Conference Room 1
10600 Harry J. Parrish Boulevard

3:30 PM	Welcome and Introductions	Brian Maceyak
3:35 PM	ACTION ITEM: Review minutes of March 15, 2023, Meeting	Brian Maceyak
3:40 PM	Expenditure/Budget Review <ul style="list-style-type: none">Budget – FY 23 YTDAction Item: Case Action Approvals – Consent Agenda 03/16/23 – 04/13/23 – (Closed Session when necessary)	LaTanya Buckhalter
3:45 PM	CSA Division Report <ul style="list-style-type: none">Referral to Service SurveyAnnual CSA Service Gap SurveyCSA Conference	Meaghan Turner
4:00 PM	CLOSURE – Next meeting May 19, 2023	

DISTRIBUTION:

Buckhalter, LaTanya - Fiscal Agent
Kirven, Nicole - Social Services Director
Jackson, Lorri - Parent Representative
Johnson, Jermaine - Private Provider Representative
Keller, Kimberly - Court Services Unit
Ralph Smith - City Council Member
Maceyak, Brian - City Schools [Chair]
Odell, Tanya - Community Services
Woods, Linda - Health Department
Turner, Meaghan - CSA Coordinator
Brown, Anita - Secretary



COMMUNITY POLICY AND MANAGEMENT TEAM
Children's Services Act
April 19, 2023 Meeting Minutes

Members present: LaTanya Buckhalter, Lorri Jackson, Jermaine Johnson, Nicole Kirven, Brian Maceyak, Tanya Odell, Councilmember Ralph Smith, and Linda Woods

Others present: Anita Brown, CPMT Secretary, and Meaghan Turner, CSA Coordinator

Meeting called to order at 3:32 p.m. by Chair, Brian Maceyak.
Quorum present

Welcome and introductions: Welcome and introductions.

ACTION ITEM

- **Minutes** from March 15, 2023, reviewed and motion to approve the minutes as presented by L. Buckhalter, second, L. Woods. Motion passed without opposition.

Expenditure/Budget Review

- **BUDGET FY23** (attachment a pg. 1)
After a supplemental request was submitted, the state allocation for FY23 was increased by \$343,114.44 to \$1,422,004.44. The amount received is half of the amount requested. The state gives supplementals in two phases in case the total amount requested is not needed. A second request for the remaining funds will be completed as the funds are expended. The city allocation remained at \$1,462,500. As of 4/12/23, expenditures were \$1,103,372.39 leaving a fund balance of \$327,104.98 for the state and \$367,600.54 for the City. Obligated funds are \$851,841.88 leaving a fund balance of -\$524,736.90 for the state and -\$484,241.34 for the City. A review of the DSS budget was conducted to identify cost savings. The city allows budget lines to shift from one line to another. In doing this, sufficient funds were identified to cover the additional funds needed from the city.
- Local Pool Fund Match Rate reflected in the second section.
- Mid-section reflects the number of youths being served by agency, expenditures through 4/12/2023 and obligated funds for FY23.
- Final section normally would reflect the CSA Medicaid Target for FY23 as of 3/2023.

ACTION ITEM

- **Consent agenda**

CPMT members received the Consent Agenda(s) before today's meeting for their review and preparation for voting. Supporting documentation has been included with the Consent Agendas.

There were no items singled out for discussion and a closed session was not needed to discuss the Consent agenda items. Motion to approve the consent agenda dated April 19, 2023, as presented by L. Jackson, second T. Odell. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

CSA Division Report:

- Referral to Service Survey- The survey was completed and sent to the senior research associate at OCS. The survey contained information on how our referral process works. Work will now begin on the by-laws. The last update was 2019.
- Annual CSA Service Gap Survey-Each year the CPMT and OCS work together to identify gaps in services and identify barriers to services for children in the community. This is done through an annual survey. The survey is completed collectively by each CPMT and submitted. Deadline for

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submission is 6/2/2023. The survey can be found on the CSA website at

https://www.csa.virginia.gov/content/doc/Gap_Survey_2023_Print_AdminMemo-23-05.pdf

Members are encouraged to read over the survey and submit their responses to M. Turner by May 26, 2023.

- CSA Conference-The CSA conference is scheduled for October 16 through October 18, 2023 in Roanoke, VA. The theme is *Celebrating the Past, Treasuring the Present, and Shaping the Future.*

Miscellaneous

Motion to adjourn @4:07 pm by T. Odell, second by J. Johnson, Motion passed without opposition.

CLOSURE -The next scheduled meeting of the CPMT is on May 17, 2023 @ 3:30 p.m. Meetings will continue to be at the Manassas City Airport in the first-floor conference room.

Respectfully submitted,

A. R. Brown, Secretary



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

Administrative Memorandum #23-05

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: March 31, 2023

Subject: Annual CSA Service Gap Survey

Section 2.2-5211.1.2 of the Code of Virginia requires that: "The community policy and management team shall report annually to the Office of Children's Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services." This requirement led to the implementation of the annual CSA Service Gap Survey, which has been in place since 2007. The Survey can also serve as a resource to local CSA programs in meeting the language of §2.2-5206.4 that each CPMT shall: "Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community ..."

The Office of Children's Services is via this Administrative Memorandum, issuing the 2023 CSA Service Gap Survey and requests your careful attention.

The survey is to be completed in Survey Monkey via the internet to simplify and expedite data collection, analysis, and reporting. A paper copy is attached to this memo for use within your locality in gathering input. The paper version of the survey may be used for internal use and collaboration purposes only. When your locality has completed the process of collecting input, please submit only one electronic version of the survey. Only one submission from each locality is permitted. The link to complete and submit your locality's Service Gap Survey is: <https://www.surveymonkey.com/r/2023GapSurvey>.

Please designate an individual to be responsible for the coordination of the Survey and for submitting it to OCS via Survey Monkey. The survey is due no later than June 2, 2023.

Thank you for your cooperation. We plan to have the results analyzed and published as soon as possible after all localities have completed the Survey.

Please direct any technical questions about the Service Gap Survey to Carrie Thompson, CSA Senior Research Associate at carrie.thompson@csa.virginia.gov.

cc: Carrie Thompson

Attachment: Gap_Survey_2023_Print.pdf

COMMUNITY POLICY AND MANAGEMENT TEAM

FISCAL YEAR 2023	STATE		CITY
CSA ALLOCATION	\$1,422,004.44		\$1,462,500.00
Expenditure thru 04/12/2023	\$1,103,372.39		\$1,103,372.39
Balance	\$318,632.05		\$359,127.61
Parental Co-Payments/Refunds	\$8,472.93		\$8,472.93
Fund Balance	\$327,104.98		\$367,600.54
Obligated Funds	\$851,841.88		\$851,841.88
Fund Balance	-\$524,736.90		-\$484,241.34

Local Pool Fund Match Rate	58.32%		41.68%
FY23 Total Base Allocation	\$1,422,004.44	\$1,422,004.44	
FY23 State Base Allocation	\$643,486.78	\$996,233.35	
FY23 Local Base Allocation		\$637,045.70	\$459,885.61

	Fiscal Year 2023		
	# of Children Served	Expenditures thru 04/12/23	Obligated Funds thru 04/12/23
CITY OF MANASSAS PUBLIC SCHOOLS	13	\$440,987.12	\$442,831.34
DEPARTMENT OF SOCIAL SERVICES	18	\$480,149.37	\$294,607.49
COURT SERVICES UNIT	1	\$12,533.00	\$906.00
COMMUNITY SERVICE BOARD	5	\$169,702.90	\$113,497.05
TOTALS	37	\$1,103,372.39	\$851,841.88

Medicaid Adjustments Fiscal Year 2023				
	TFC	Regular	TFC-EXT & FAMIS	Totals
Medicaid Payments to Providers th	\$14,626.99	\$100,045.56	\$0.00	\$114,672.55
Federal Share	\$8,286.77	\$56,278.11	\$0.00	\$64,564.88
State Share	\$3,697.64	\$20,964.61	\$0.00	\$24,662.25
Locality Share	\$2,642.58	\$22,802.84	\$0.00	\$25,445.42