

TO: Members of the Stafford County Community Policy and Management Team

FROM: Donna Krauss  
Assistant to the County Administrator  
For Human Services

DATE: October 16, 2013

RE: Minutes from the September 16, 2013 meeting  
Notice of the October 21, 2013 meeting

Enclosed please find the minutes from our last CPMT meeting. If there are any questions, changes, or comments, please call me at 658-4622.

Our next meeting is scheduled for October 21, 2013 at 2:00 p.m. in the ABC Conference Room.

Thank you.

**County of Stafford Community Policy and Management Team  
ABC Conference Room- Stafford County Government Center  
Minutes September 16, 2013- 3:00 pm**

Call to order- The meeting of the Stafford CPMT was called to order at 3:00 pm.

- Present were Mr. Bill Tignor (parent representative), Mr. Robert Thomas (Board of Supervisors), Mr. Michael Muse (Stafford DSS), Ms. Jean Johnson (Health Department), Mr. Ronald Branscome (RACSB-Chairman),
- Others: Ms. Donna Krauss (Assistant to the County Administrator for Human Services) and Ms. Stephanie Beamer (Coordinator for Human Services)
- Absent: Ms. Debe Fults (disAbility Resource Center, Ms. Sue Clark (Stafford County Public Schools), Mr. Vincent Butaitis (Department of Juvenile Justice), Mr. Anthony Romanello (CSA Fiscal Agent and County Administrator)

1. Approval of the Minutes- The minutes to the July 15, 2013 CPMT meeting was reviewed by the CPMT members. A motion was made to approve the minutes, seconded, and approved. The secretary was authorized to sign. 5 yes 0 no vote
2. Public Comment – No requests for public comment
3. Closed Meeting- The Chairman called for a motion to convene in closed meeting pursuant to Virginia Code §2.2-3711 A (15) to discuss medical records excluded from 2.2-3711 pursuant to subdivision of 1 of 2.2-3705.5. A motion was made to convene in closed session, motion seconded and approved.
  - 1A- request for funding of a group home placement

Certification of Closed Meeting, a call for certification from all members that, to the best of their knowledge, the CPMT discussed only matters lawfully exempted from statutory open meeting requirements; and only public business matters identified in the motion to convene the closed meeting.  
Roll call vote 5 ayes

4. Action on funding requests-
  - 1A- CPMT approved placement- 5 yes 0 no vote
5. CSA Program financial report/ Ms. Donna Krauss
6. Supplemental Foster Care Expenditures and Notification of Payments-
  - Mr. Michael Muse presented the expenditures and payment notifications for June 2013 and July 2013. A motion was made to approve the expenditures and notification of payments, seconded, and approved. 5 yes 0 no vote
7. CPMT old business-
  - Ms. Donna Krauss provided an update on the CSA audit. The Stafford County CSA program is scheduled for a self-audit due to the Office of Comprehensive Services by March 31, 2014. The Team was asked to complete an internal control questionnaire and return to the Human Services Office staff at their next scheduled meeting.

8. CPMT New Business-

- Ms. Krauss presented a memo from the Office of Comprehensive Services regarding new policy on the use of State Pool Funds for Community Based Behavioral Health Services. The Team agreed that these cases, once approved for services through the FAPT process, would then be referred to the RACSB for a VICCAP assessment in order to be in compliance with the policy effective October 1, 2013.

9. Other Business-

- Mr. Thomas provided the Team with an update on the Public Day School committee. The committee is scheduled to meet again on September 26, 2013.
- Ms. Krauss shared information with the Team regarding legislative initiatives being developed through the Board of Supervisors, detailing the benefits for both the County and School to have the Public Day School funds run through the CSA program.
- Ms. Krauss informed the Team that 3 of its members, the Parent Representative, Private Provider Representative, and Board Member Representative, have their CPMT terms expiring as of December 31, 2012. These representatives will need to be reappointed or new members appointed in their place by the Board of Supervisors.

10. Adjournment- As there was no other business the Team agreed to meet on October 21, 2013.

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Ms. Donna S. Krauss  
Assistant to the County Administrator  
For Human Services

Date

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Mr. Michael Muse  
Secretary

Date