

# STAFFORD *Virginia*

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

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

DATE: September 15, 2016

RE: Minutes from the June 20, 2016 meeting  
Notice of the September 19, 2016 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 September 19<sup>th</sup>, 2016 3:30 pm. in the ABC Conference Room.

Thank you.

**County of Stafford**  
**Community Policy and Management Team Meeting Minutes**  
**ABC Conference Room- Stafford County Government Center**  
**June 20, 2016 – 3:30 PM**

Call to order- The meeting of the Stafford County CPMT was called to order at 3:30 PM.

✓	Mr. Ronald Branscome/RACSB- Chairman	✓	Ms. Donna Krauss – Human Services
	Ms. Susan Clark/SCPS- Vice- Chairman	✓	Ms. Stephanie Beamer- Human Services
	Mr. Michael Muse/DSS- Secretary	✓	Mr. Anthony Romanello- Fiscal Agent
	Ms. Laura Sellers/ Board of Supervisors		
✓	Mr. Vincent Butaitis- Court Services Unit	✓	Ms. Wendy Martin-Johnson for Ms. Susan Clark
✓	Ms. Mary Torrier- Health Department	✓	Ms. Karen Stidsen for Mr. Michael Muse
✓	Mr. Bill Tignor- Parent Representative		
✓	Ms. Karen Dulaney- Moss Free Clinic		
✓	Present during meeting		

- Approval of the Minutes- The minutes to the April 18, 2016 meeting were reviewed by the CPMT members. Minutes were approved
- Public Comment – No requests for public comment
- Closed Session- no cases presented for closed session
- CSA Program Financial Report- Human Services Office staff.
- Supplemental Foster Care Expenditures and Notification of Payments to CPMT-
  - Ms. Karen Stidsen presented the supplemental foster care expenditures and payment notifications for April 2016 and May 2016. A motion was made to approve the expenditures and notifications, seconded, and approved. 7 yes 0 no vote
- CPMT Old Business-
  - Ms. Donna Krauss presented the Team with a summary of the preliminary state findings from the state audit that occurred on August 9, 2016. The Team was presented with policy changes that were required to meet state guidelines. A motion was made to adopt the policy changes, seconded, and approved. 7 yes 0 no vote
  - As part of the state audit it was advised that the CPMT should formally adopt the Human Services Master Plan. A motion was made to endorse the Human Services Master Plan, seconded, and approve. 7 yes 0 no vote
- CPMT New Business-
  - Ms. Donna Krauss presented the Request for Rehabilitative Services form formally known as the Notification to CPMT form. The change includes FAPT approval of the request. A motion was made to approve the new form, seconded, and approved. 7 yes 0 no vote
  - Ms. Stephanie Beamer presented a change to the residential co-payment scale. The Team was presented with an updated scale that reduces the monthly copayment based on income. A motion was made to approve the reduced scale, seconded, and approved. 6 yes 1 no vote

- Ms. Donna Krauss provided the Team with a memo from the state office regarding changes to the submission of the CSA data set and expenditure reports.
- Other Business-
  - Mr. Anthony Romanello shared with the Team that the County won the NACO award for the Partner Agency Strategy lead by Ms. Donna Krauss.
  - Ms. Donna Krauss provided the Team with an update on the new Human Services staff position, office role changes, and the timeline the changes should occur.
  - The Team was asked to appoint Ms. Michelle Minor as an RACSB representative on the FAPT. A motion was made to appoint Michelle as a FAPT representative, seconded, and approved. 7 yes 0 no vote
- Adjournment-
  - As there was no other business the Team agreed to meet on July 18, 2016; the meeting was adjourned.

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

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Mr. Michael Muse Date  
 Secretary