

## Minutes of CPMT Meeting on June 20, 2023

The meeting was called to order at 1:30 pm.

**Members Present:** Alan Partin, Wendy Sneed, Shermeka Baker Latney, Debra Susler, Lynn Wingfield, and CSA Coordinator Krista Hill was present.

**Members Absent:** Natasha Cheek, Paulette Heron, Brandie Williams, Macine Williams

**Meeting Location:** Caroline Social Services

### Approval of Minutes

Wendy Sneed made the motion to approve the May 16, 2023, minutes, second by Debra Susler all members in favor.

### Executive Session

Debra Susler made a motion to go into executive session, second by Shermeka Baker Latney, with all members in favor to enter closed, meeting pursuant to Virginia Code 2.0—3711A (15) to discuss medical records excluded from 2.2-3711 pursuant to subdivision of 1 of 2.2-3705.5.

Wendy Sneed made a motion to exit Executive Session, second by Shermeka Baker Latney, with all members in favor.

Upon returning to the open meeting, members were polled regarding closed session just held.

“I move that the CPMT members certify that to the best of each members knowledge only public business matters lawfully exempted from the open meeting requirement by Virginia law were discussed in closed meeting to which certification applies, and only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the CPMT members.”

Natasha Cheek-absent    Macine Williams- absent    Debra Susler-yes    Shermeka Baker Latney-yes  
Paulette Heron-absent    Alan Partin-yes    Wendy Sneed-yes    Brandie Williams- absent  
Lynn Wingfield- yes

### Funding Requests

Motion was made by Shermeka Baker Latney, second by Wendy Sneed, with all members in favor to approve the funding requests as submitted.

### Old Business

- A. Budget Report was reviewed.

### New Business

- A. May Local Aggregate Data was reviewed and discussed.
- B. CSA Local Annual Risk Assessment Survey was reviewed and discussed.
- C. Policy changing the authorization amount for the CSA Coordinator and CSA Fiscal Agent from \$500 to \$2000 a motion was made to vote on the change in policy from \$500 to an increase of \$2000 for CSA Coordinator and CSA Fiscal Agent for authorization. This motion was approved by the members of CPMT.

### VII. Adjournment

With no further business the meeting was adjourned.