

## Minutes of CPMT Meeting on November 21, 2023

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

**Members Present:** Alan Partin, Wendy Sneed, Macine Williams, Debra Susler, Natasha Cheek, Brandie Williams, and CSA Coordinator Krista Hill

**Members Absent:** Beth Stinnett, Paulette Heron, Shermeka Baker Latney

**Meeting Location:** Caroline Social Services

### Approval of Minutes

Macine Williams made the motion to approve the October 17, 2023 minutes, second by Debra Susler all members in favor.

### Executive Session

Macine Williams made a motion to go into executive session, second by Wendy Sneed, 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 Brandie Williams, 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.”

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

### Funding Requests

Motion was made by Wendy Sneed, second by Brandie Williams, with all members in favor to approve the funding requests as submitted except for youth #3.

Motion was made by Wendy Sneed, second by Brandie Williams with all members in favor, to deny the funding request for youth #3.

Motion was made by Wendy Sneed, second by Macine Williams with all members in favor, to defer action on the parental copay appeal until more information is provided from the parents to make the final decision.

### Old Business

- A. Budget Report was reviewed.
- B. Review of CPMT Policy Manual was moved until December per the request of Paulette Heron who will be providing an updated attendance policy for private day students.

### New Business

- A. October Local Aggregate Data was reviewed and discussed.

- B. FPM Training was discussed about how it will help to better inform case manager on how to bring their cases to FPM meeting with the required knowledge and materials to make the meeting meaningful to families and the team implementing the FPM. All CPMT members, FAPT members, and regular case managers will be invited. CPMT members will ensure that the FAPT members and case managers of their respective agencies attend.
- C. FAPT and CPMT Retreat overview was reviewed and discussed. FAPT will resume meeting quarterly to discuss processes, strengths and weaknesses. A regional case manager training is being developed to assist case managers in being prepared for FAPT, preparing their families for FAPT, and presenting cases for FAPT.

## **VII. Adjournment**

With no further business the meeting was adjourned.