

Form Name: Annual Reports for Boards, Commissions and Similar Entities  
Submission Time: December 26, 2024 12:37 pm  
Browser: Chrome 131.0.0.0 / Windows  
IP Address: 65.202.206.2  
Unique ID: 1300148569  
Location: 37.5503, -77.3942

## 2024 Annual Report For Boards and Commissions

<b>Name of Board/Commission</b>	Community Policy and Management Team (CPMT)
<b>Current members (indicate chair, vice-chair, etc.)</b>	Dawn Barber- Chair Shunda Giles- Vice Chair Kim Russo Paulette Skapars Angela Daniels Elaine Perry Dani Halbleib (Term Started September 2024) Erica Mann (Term ended 6/30/24) Rhonda Gilmer
<b>Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?</b>	No
<b>Meeting Dates of meetings held in 2024</b>	January 17, 2024 February 21, 2024 March 20, 2024 July 17, 2024 September 18, 2024 November 20, 2024  **Effective July of 2024, CPMT meets every other month.**
<b>Is there any information that may have been requested by the standing committee to which the board or commission is assigned to report?</b>	No
<b>Is the 2024 meeting attendance record included?</b>	Yes - Select Yes to upload documents  <a href="https://www.formstack.com/admin/download/file/17381851254">https://www.formstack.com/admin/download/file/17381851254</a>
<b>Is a copy of the body's current by-laws or rules of procedures attached?</b>	Yes - Select Yes to upload documents  <a href="https://www.formstack.com/admin/download/file/17381851256">https://www.formstack.com/admin/download/file/17381851256</a>
<b>New Projects</b>	High Fidelity Wraparound Project with VCU (Begins March 2025)

# Attendance Record 2024

X = Present

	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	#
1	Paulette Skapars	X		X				X	X		X		5
2	Elaine Perry	X		X				X	X				4
3	Shunda Giles	X	X	X					X		X		5
4	Dawn Barber	X		X				X					3
5	Rhonda Gilmer	X	X										2
6	Kim Russo	R	X	X				R	X		R		6
7	Erica Mann (Term ended 6/30)	X	X	X									3
8	Tamika Daniel												0
9	Stephanie Lynch												0
10	Angela Daniels		X	X				X	X		X		5
11	Dani Halbleib (Term started 9/24)								X		X		2
12													0
13													0
14													0
15													0
16													0
17													0
18													0
19													0
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21													0
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# in Attendance:		7	5	7	0	0	0	5	0	6	0	5	0

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# **THE CITY OF RICHMOND COMMUNITY POLICY & MANAGEMENT TEAM BYLAWS**

## **ARTICLE I: NAME**

The name of this entity shall be the Richmond Community Policy and Management Team, herein after referred to as the Richmond CPMT.

## **ARTICLE II: PURPOSE**

The purpose of the Richmond CPMT shall be to oversee the design, implementation, and on-going management of a collaborative system of care that is child-centered, family-focused and maximizes the use of community resources when addressing the strengths and needs of troubled at-risk youth and their families (Code of Virginia, Section 2.2-5200).

## **ARTICLE III: APPOINTMENTS, MEMBERSHIP & TERMS**

### **Section 1**

In accordance with the Code of Virginia, The City Council of the City of Richmond (hereinafter called Council) shall appoint a Community Policy and Management Team (CPMT) that has the responsibility for the implementation of the Comprehensive Services Act for At-Risk Youth and Families (CSA), establishment of local policy for the administration of the Comprehensive Services Act and for the monitoring of expenditures of funds appropriated by federal, state and local sources.

As reflected in the Code of Virginia and the City Council Resolution No. 2014-R197 dated October 13, 2014 the minimum mandatory membership for the Richmond CPMT shall include:

- The local agency director or his/her designee from the following:
  - Richmond Behavioral Health Authority
  - Department of Social Services
  - Richmond Public Schools
  - Judicial District Court Services Unit
  - Department of Health
  - Department of Justice Services
- A local government official from the City Council
- A Parent Representative who has received services for his/her child
- A Representative of a Private Provider Organization who is located in the City of Richmond and has a contract in good standing with the CSA office.

## **Section 2**

All positions representing a local government agency shall serve terms concurrent with their office. The parent and private provider representatives shall serve three year terms commencing on the July 1 immediately succeeding the date of their appointment by Council. The parent and private provider representatives may serve one additional successive term. Upon the completion of two full successive terms as either parent or private provider representative, the member shall not be eligible for reappointment to either position for a period of one year from the date on which such member's last term expired. A successor to the position of the parent or the private provider representative, upon the occurrence of a vacancy in either position, shall be appointed to fill the unexpired term; provided, however, that if the unexpired portion of the term is equal to or less than one-half of the full term, the successor shall be eligible for reappointment to two successive full terms upon completion of the unexpired portion of the term for which the successor was appointed. If the unexpired portion of the term for the parent or private provider representative is greater than one-half of the full term, the successor appointed to fill such unexpired portion of the term shall be eligible for reappointment to only one additional successive full term.

## **Section 3**

Local appointed agency heads may designate a senior manager to represent the agency on the Richmond CPMT with full authority to speak on behalf of the agency head and to commit agency resources. Such delegation shall be accomplished in written format and provided to the Council Chair and City Clerk's office.

## **ARTICLE IV: ATTENDANCE**

### **Section 1**

Members are expected to attend all regularly scheduled meetings of the Council.

In the event that a member cannot attend the meeting, an alternate representative vested with the same decision-making authority, including the commitment of agency-wide resources, may be designated to represent the member for that meeting. The alternate may vote only with a written designation of the member/delegate. The use of alternates is expected to be minimal.

Any member of Richmond CPMT not able to attend a meeting should notify the Chair or the CSA Administrator prior to the meeting and whether there will be an alternate in attendance.

### **Section 2**

The CSA Administrator and the fiscal agent attend all CPMT meetings unless otherwise directed by the CPMT. They provide support to the CPMT and are considered non-voting members.

## **ARTICLE V: MEETINGS**

### **Section 1**

The Richmond CPMT will schedule meetings on an every other month basis.

The Richmond CPMT Chair or the CSA Administrator will notify members by email prior to the meeting if the CPMT meeting needs to be cancelled.

### **Section 2**

The Chair may convene special meetings with appropriate notification to all members.

### **Section 3**

A quorum, consisting of a simple majority of voting members or their designated alternates shall be present to conduct any official business. A simple majority is defined as a subset of the membership that is more than half of the entire group. Roberts Rules of Order shall guide the transaction of business. In the event of a tie vote, the Chair shall serve as tie-breaker.

### **Section 4**

The agenda for each meeting shall be finalized by the Chair in consultation with the CSA Administrator.

All items requiring action shall be identified by the Chair for inclusion on the formal, written agenda.

At each meeting, members shall be afforded the opportunity to request items for inclusion on the next meeting's agenda as well as time for comments and announcements.

Additionally, each meeting shall include a public comment period with each organization represented limited to three (3) minutes and the total comment period limited to 15 minutes. On a motion of Richmond CPMT, the period may be expanded.

No action shall be taken as a result of comments during the above referenced announcement and public comment period but rather action shall be deferred until the following meeting. On a motion of Richmond CPMT, this restriction may be waived.

## **ARTICLE VI: OFFICERS**

### **Section 1**

The officers of the Richmond CPMT shall consist of a Chair and a Vice-Chair. Elections for officers shall be held 30 days prior to the end of the fiscal year. Officers may be elected to serve

two consecutive one year terms, with a start date of July 1. Members are eligible for re-election after a one year period since their last officer term expired.

Chairperson:

- The chairperson of the Richmond CPMT shall be elected by majority membership for a term of one year.
- A member may serve as Chair for no more than 2 consecutive terms.

Vice-Chair:

- The Vice-Chair of the Richmond CPMT shall be elected by majority of the membership for a term of one year

## **ARTICLE VII: DUTIES OF THE OFFICERS**

### **Section 1**

The powers and duties of the Chair shall be to:

- Serve as the leader of the organization.
- Call and preside at meetings.
- Prepare an agenda, in collaboration with the CSA Administrator, for each meeting.
- Sign all approved minutes for submission to the City Clerk's office.

### **Section 2**

The powers and duties of the Vice-Chair shall be to:

- Assume the role of Chair in his/her absence or unavailability.
- Sign all approved minutes of meetings chaired for submission to the City Clerk's office.

### **Section 3**

In the absence of a Chair and Vice-Chair at a scheduled meeting, the CSA Administrator shall convene the Richmond CPMT meeting. The CSA Administrator is not a voting member and shall not count towards the establishment of a quorum.

Secretarial responsibilities shall be assumed by an administrative support staff from the CSA office.

## **ARTICLE VIII: ORGANIZATION**

### **Section 1**

Duties and Responsibilities of the Richmond CPMT, as defined in the Code of Virginia, shall include:

1. Develop interagency policies and procedures to govern the provision of services to children and families in its community;
2. Develop interagency fiscal policies governing access to the state pool of funds by the eligible populations including immediate access to funds for emergency services and shelter care;
3. Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay;
4. Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community including consultation on the development of a community-based system of services established under § [16.1-309.3](#);
5. Establish policies governing referrals and reviews of children and families to the family assessment and planning teams or a collaborative, multidisciplinary team process approved by the Council and a process to review the teams' recommendations and requests for funding;
6. Establish quality assurance and accountability procedures for program utilization and funds management;
7. Establish procedures for obtaining bids on the development of new services;
8. Manage funds in the interagency budget allocated to the community from the state pool of funds, the trust fund, and any other source;



9. Authorize and monitor the expenditure of funds by each family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council;
10. Submit grant proposals that benefit its community to the state trust fund and enter into contracts for the provision or operation of services upon approval of the participating governing bodies;
11. Serve as its community's liaison to the Office of Comprehensive Services for At-Risk Youth and Families, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system, including consideration of realignment of geographical boundaries for providing human services;
12. Collect and provide uniform data to the Council as requested by the Office of Comprehensive Services for At-Risk Youth and Families in accordance with subdivision D 16 of § [2.2-2648](#);
13. Review and analyze data in management reports provided by the Office of Comprehensive Services for At-Risk Youth and Families in accordance with subdivision D 18 of § [2.2-2648](#) to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through the Comprehensive Services Act program. Every team shall also review local and statewide data provided in the management reports on the number of children served, children placed out of state, demographics, types of services provided, duration of services, service expenditures, child and family outcomes, and performance measures. Additionally, teams shall track the utilization and performance of residential placements using data and management reports to develop and implement strategies for returning children placed outside of the Commonwealth, preventing placements, and reducing lengths of stay in residential programs for children who can appropriately and effectively be served in their home, relative's homes, family-like setting, or their community;
14. Administer funds pursuant to § [16.1-309.3](#);
15. Have authority, upon approval of the participating governing bodies, to enter into a contract with another community policy and management team to purchase coordination services provided that funds described as the state pool of funds under § [2.2-5211](#) are not used;
16. Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents ages 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to Article 2 (§ [37.2-403](#) et seq.) of Chapter 4 of Title 37.2, exclusive of group homes, was sought but was unable to be obtained by the reporting entities. Such information shall be gathered from the family assessment and planning team or participating community agencies authorized in § [2.2-5207](#). Information to be submitted shall include:

- a. The child or adolescent's date of birth;
- b. Date admission was attempted; and
- c. Reason the patient could not be admitted into the hospital or facility;

17. Establish policies for providing intensive care coordination services for children who are at risk of entering, or are placed in, residential care through the Comprehensive Services Act program, consistent with guidelines developed pursuant to subdivision D 22 of § 2.2-2648; and

18. Establish policies and procedures for appeals by youth and their families of decisions made by local family assessment and planning teams regarding services to be provided to the youth and family pursuant to an individual family services plan developed by the local family assessment and planning team. Such policies and procedures shall not apply to appeals made pursuant to § 63.2-915 or in accordance with the Individuals with Disabilities Education Act or federal or state laws or regulations governing the provision of medical assistance pursuant to Title XIX of the Social Security Act.

## **Section 2**

The Richmond CPMT shall establish a standing committee for the development and review of policies and procedures to ensure they are updated as new mandates by the federal, state or local government are issued. This committee will consist of a minimum of two CPMT members, the CSA Administrator and other CSA staff as needed for the policy topic. This committee will establish and enforce a formal review schedule for all CPMT policies. The CPMT membership on this committee may rotate on an annual basis or as otherwise established by the majority vote of the CPMT at any meeting.

The Richmond CPMT shall establish additional ad-hoc committees and/or work groups, their assigned tasks and general timeframes in which the requested product will be brought before the Richmond CPMT for consideration as needed.

## **Section 3**

The City of Richmond CSA office shall have the following powers and duties:

Serves as the administrative entity of the Richmond City CPMT ensuring that the decisions of the CPMT are implemented.

The CSA Administrator for the Comprehensive Services for At-Risk Youth and Families is authorized to:

- Manage a multi-million dollar budget for services to youth & their families;
- Coordinate use of funds for families & children (CSA, Virginia Community Crime Control Act, Safe and Stable Families, Adoption/Special Needs Adoption, Independent Living, Mental Health Initiative Funds, Title IV-E, Medicaid.);

- Authorize funding for FAPT authorized services through the review and approval of all purchase orders.
- Prepare monthly summary reports of all FAPT authorized services for approval by CPMT at the monthly meeting.
- Oversee the state-mandated Family Assessment & Planning Team (FAPT);
- Ensure equitable, consistent & cost-effective interagency planning & funding of services;
- Work collaboratively across communities to pool resources & develop community-based services;
- Responsible for contract negotiation & monitoring with vendors for services to children and families;
- Design, implement and coordinate the provider qualifications process;
- Implement system and provide oversight to ensure provider compliance monitoring system is maintained
- Administer utilization management for quality improvement & outcome measurement;
- Provide monthly analysis of service provision & state quarterly reports;
- Act as the liaison to agency Multi-Disciplinary Teams for the FAPT process;
- Responsible for policy development to the CPMT for consideration and approval and implementation;
- Ensure compliance with state/local polices & regulations; as well as, providing linkages for private providers & between the state & local Office of Comprehensive Services;
- Prepare reports for the Community Policy & Management Team & the State Office and prepare agenda and supporting documents for the monthly CPMT meetings;
- Act as the liaison to the DSS Finance office for approval and payment of invoices;
- Supervise the FAPT Coordinator, Utilization Manager, Financial Program Manager & Office Support Specialists for the CSA Office.
- Other related duties as assigned and approved by the CPMT and supervisor.

### **Section 3**

In accordance with [§ 2.2-5204](#) of the Code of Virginia, the Richmond City Council appointed the Richmond Department of Social Services as the agency responsible for the fiscal management duties of the Richmond CSA on behalf of the Richmond CPMT. The financial administrator of Richmond Department of Social Services is the fiscal agent. The fiscal agent prepares the monthly pool reimbursement reports and maintains the financial statements and reports of all funding and expenditures for CSA. The fiscal agent is responsible for preparing financial reports to the CPMT monthly to reflect the management of all funding streams utilized to provide services to at risk youth and their families through the CSA and FAPT process to include but not be limited to Title IV-E and Medicaid funding streams.

### **ARTICLE IX: AMENDMENTS**

The terms and provisions of Richmond CPMT bylaws that are within the control and discretions of the CPMT may be amended at any regular meeting of the CPMT by a two-thirds vote of those present and voting. Notice of any proposed amendment should be submitted to all CPMT members in writing and received by them two weeks prior to the meeting.

Revised November, 13 2017.