

**State Executive Council (SEC) Executive Committee Meeting  
Hanover Room, 1604 Santa Rosa Road  
Richmond, VA 23229  
February 18, 2016**

**Attending:**

William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources  
The Honorable Robert “Rob” Coleman, Vice Mayor, City of Newport News  
Cindi Jones, Director, Department of Medical Assistance Services  
Greg Peters, President and CEO, UMFS  
Eric Reynolds, Assistant Attorney General, Office of the Attorney General  
Scott Reiner, Interim Executive Director, Office of Children’s Services (OCS)  
Marsha Mucha, Administrative Assistant (OCS)

**Absent:**

The Honorable Richard “Dickie” Bell, Virginia House of Delegates  
Andrew Block, Director, Department of Juvenile Justice (DJJ)  
Margaret Schultze, Commissioner, Virginia Department of Social Services (VDSS)

**Call to Order and Approval of Minutes**

Secretary Hazel called the meeting to order at 10:00 a.m. and welcomed everyone. The minutes of the November 19, 2015 meeting were reviewed and approved without objection.

**Status Reports**

Mr. Reiner updated members on the following items:

- **HB369** – Has passed the House and is now in Senate Finance. The bill would add the chair of SLAT to the membership of the SEC along with a representative who has previously received services through CSA.
- **Budget Amendments** – Executive Committee members received a summary of the CSA budget items included in the Governor’s introduced budget and a summary of General Assembly member budget amendments related to CSA. Amendments to the Governor’s introduced budget will be announced on Sunday.
- **Public Comment on SEC Electronic Participation Policy** – The public comment period ended February 8, 2016. No public comments were received. The proposed policy will be included on the agenda for the March 17, 2016 SEC meeting.
- **Year-to-date Expenditure Status** – As of February 11, 2016, CSA expenditures were flat as compared to February 11, 2015. The percentage change as of February 11, 2016 was 0.8%.

**Proposed SEC Public Participation Policy**

Mr. Reiner reported that a Notice of Intent to Develop Policy on Public Participation in Policy Making Activities of the SEC was disseminated for a 60-day public comment period. The public comment period ended February 1, 2016 with fewer than 10 public comments being received. The public comments were favorable for development of a public participation policy.

Committee members reviewed a discussion draft of the proposed policy. They also reviewed an accompanying draft chart outlining the time frame for the policy making process. During discussion,

members suggested changes to the draft chart in order to provide additional clarity. The proposed policy and chart will be included on the agenda for the March 17, 2016 SEC meeting.

#### **SEC Finance and Audit Committee Update**

Mr. Reiner reported that the reconstituted SEC Finance and Audit Committee met for the first time in late January and approved a Committee Charter. Members of SEC Executive Committee reviewed the Charter and suggested providing an additional level to the audit process to ensure proper oversight of these activities within OCS.

#### **CSA Outcomes and SEC Outcomes Committee Update**

Mr. Reiner reported that the SEC Outcomes Committee also met in late January and approved a Committee Charter. Executive Committee members were provided a copy for their review. Mr. Reiner further reported that the OCS data analyst was currently working on a local outcomes dashboard utilizing the five existing performance measures from the CSA Executive Scorecard. The plan is to make the Outcomes Dashboard available for locality use through the CSA website. The application will be demonstrated at the March 17, 2016 SEC meeting.

During discussion, Mr. Reiner was asked to confirm the status of the SAS data project through DMAS.

#### **Commission on Youth (COY) Request Regarding Special Education Wraparound Funds**

Mr. Reiner reported that the COY had just completed a two year study on the Use of Federal, State and Local Funds for Private Educational Placements of Students with Disabilities. One of the recommendations from the study requests that the SEC revisit existing policy restrictions and budgetary constraints with CSA state pool funds for wrap around services for students with disabilities.

Mr. Reiner further reported that at the February 2016 SLAT meeting, SLAT members were asked to begin generating a set of questions to inform the SEC in addressing this issue. During discussion, Committee members asked that a history of the issue be prepared for the SEC so members can identify issues for SLAT to further examine. COY will be then be provided with a date when they can expect a response from the SEC.

#### **CSA Training Update**

Mr. Reiner updated members on the following training items:

- ***New CSA Coordinator Academy*** – Twenty-five new coordinators have been identified for the March training. The Academy will be held March 8-10, 2016 at the Virginia Tech Training Center in Richmond.
- ***5<sup>th</sup> Annual CSA Conference*** – The CSA Conference will be held April 27-28, 2016 in Roanoke. A reception for SEC members will be held on the evening of April 26 with the SEC meeting on April 27. The keynote speaker will be Elizabeth Gaines, Senior Fellow from the Forum for Youth Investment. She will speak on the Collective Impact model for promoting change through cross-sector coordination and will also facilitate discussion during the SEC meeting to be held at the conference.
- ***Draft FY17 OCS Training Plan*** – Committee members were provided with a copy of the draft FY17 OCS Training Plan. The Plan will be presented for its first reading at the March 17, 2016 SEC meeting.

### **OCS Update**

Mr. Reiner provided updates on the following:

- ***Program Consultant Vacancy*** – Applications for the vacancy have been screened by VDSS and will be provided to OCS by the end of the week.
- ***Part-time eLearning Developer*** – OCS has hired a part-time eLearning developer to develop a five course OCS training series for LDSS workers.
- ***Part-time IT Security Policy Analyst*** – OCS has hired a contractor to develop security policies based on the results of the recently completed IT security audit.

### **Adjournment**

There being no further business, the meeting adjourned at 11:10 a.m.