

**State Executive Council (SEC) Executive Committee Meeting
Office of Comprehensive Services Conference Room
1604 Santa Rosa Road, Suite 137
Richmond, VA 23229
February 26, 2014**

Attending:

William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources
Margaret Schultze, Commissioner, Virginia Department of Social Services (VDSS)
Michael Farley, CEO, Elk Hill, Inc.
Joe Paxton, Rockingham County Administrator (*by conference call*)
Eric Reynolds, Assistant Attorney General
Susan Cumbia Clare, Executive Director, Office of Comprehensive Services (OCS)
Marsha Mucha, Administrative Assistant (OCS)
Pamela Kestner, Homeless Outcomes Coordinator, Office of the Secretary of Health and Human Resources

Call to Order

Secretary Hazel called the meeting to order at 10:00 a.m. and welcomed everyone. The minutes of the November 21, 2013 meeting were approved without objection.

Items for March SEC Meeting Agenda

The following items will be included on the March meeting agenda:

- Adoption of the Standardizing TFC Levels of Care policy – Proposed policy is open for public comment until March 10. A reminder notice of the public comment period will be sent out.
- Report of the Standardizing Service Names Workgroup will be presented to the SEC as an FYI item. The Workgroup has had its final meeting and compiled a final listing of standardized service names. It is important to note that the listing is not a static listing and a plan for routine review has been developed.
- First reading of the FY 2015 OCS Training Plan. The Plan is to be approved by the SEC before the beginning of the fiscal year. OCS continues its outreach to provide training at stakeholder conferences, symposiums and other training events. The newest training strategy going forward for OCS is the use of Webinars to provide trainings.

Several potential training opportunities were discussed including the upcoming VLSSE Spring Conference in Williamsburg and whether or not CSA/OCS would be invited to participate. If not, Secretary Hazel suggested perhaps CSA/OCS could plan training directly before or after their conference in order to reach those conference attendees. Also, there was discussion about planned session on homelessness at CSA Conference. Ms. Kestner offered to participate in session to be offered by Pat Popp. Discussion also took place concerning ways in which locals may be encouraged to participate in trainings and including CSA as part of other agency/stakeholder standing trainings and conferences.

CSA Conference and SEC Retreat

Susan Clare reported that several awards will be presented at the CSA Conference recognizing the outstanding work of CSA Coordinators and local CSA Programs. Two coordinator awards and one local program award will be presented.

Members discussed including an SEC Retreat as part of the upcoming OCS Conference. They decided not to hold the Retreat at the Conference in order to provide an opportunity for SEC members to attend Conference breakout sessions. Mr. Farley offered to host the SEC Retreat at Elk Hill in June.

Several topics were presented and discussed as possible areas of focus for the Retreat:

- Equitable access to services
- Transitioning out of services
- Maximizing organizational effectiveness – 3rd goal of the SEC's Strategic Plan. Discussion focused on the statutory role and responsibilities of SLAT and how best to utilize SLAT in the future to ensure that all stakeholder views are conveyed to the SEC. Members voted, without objection, to recommend to the SEC at their March meeting that SLAT be asked to study and make recommendations on how SLAT could improve their stakeholder engagement and how SLAT can maximize its role in advising the SEC.

Updates

- Audits – Secretary Hazel asked about the audit schedule and how that process was coming along. Susan Clare provided a brief update. He asked that a status report on audits be included as a regular agenda item in the future.
- SAS – OCS has not signed off on the final SAS product yet as corrections and improvements to the application are underway. A workgroup is being convened to address standardizing data elements which will address data quality issues.
- Projected Changes from the General Assembly – Mrs. Clare reviewed several bills that have been submitted during the Session regarding the CSA organizational structure. Bills of interest include changes and/or increasing the membership to the SEC; bringing the SEC under the APA in exercising certain powers and duties; and, limiting the number of terms of non-state agency members to SLAT.

Other Business

Mrs. Clare presented several draft documents to members for their information:

- Funding Streams Available to Local Governments for Child-Specific Purchased Services developed as a resource tool for CPMTs.
- Accessing Services through CSA which provides information on eligibility for CSA funding and how families may access services. Secretary Hazel noted that this document should be distributed to General Assembly members with information on the amount of CSA funding used in each of their districts.

Adjournment

There being no further business, the meeting adjourned at 11:05 a.m.