

**State Executive Council (SEC) Executive Committee Meeting
Hanover Room
1604 Santa Rosa Road
Richmond, VA 23229
May 16, 2019**

Attending:

The Honorable Daniel Carey, M.D., Secretary of Health and Human Resources
The Honorable Mary Biggs, Member, Montgomery County Board of Supervisors
Valerie Boykin, Director, Department of Juvenile Justice (DJJ)
Courtney Gaskins, Ph.D., Director of Program Services, Youth for Tomorrow
Mira Signer for S. Hughes Melton, M.D., Commissioner, Virginia Department of Behavioral Health and Developmental Services (DBHDS)
Duke Storen, Commissioner, Virginia Department of Social Services (VDSS)
Tammy Whitlock for Jennifer Lee, M.D., Director, Department of Medical Assistance Services (DMAS)
Susan Whyte, Assistant Attorney General, Office of the Attorney General
Scott Reiner, Executive Director, Office of Children's Services (OCS)
Marsha Mucha, Administrative Assistant (OCS)

Guests:

Janet Areson, Virginia Municipal League
Katie Boyle, Virginia Association of Counties
Nancy Toscano, UMFS

Welcome and Introductions

Secretary Carey called the meeting to order at 10:05 a.m. and welcomed everyone. Introductions were made. He congratulated Ms. Boykin on her appointment as Director of the Department of Juvenile Justice. Secretary Carey also noted the purpose and function of the Executive Committee in relation to the full State Executive Council (SEC).

Planning for Biennial CSA Progress Report and SEC Strategic Plan

Mr. Reiner provided background information on the upcoming Strategic Planning Session that will be held jointly with the State and Local Advisory Team (SLAT) at the SEC's September meeting. In order to engage in a more deliberate planning process, Nancy Toscano, the Chief Operating Officer for UMFS, will be facilitating the Session.

Dr. Toscano presented a proposed survey to gather input on areas of focus for strategic planning purposes. She also shared with members a document outlining the proposed strategic planning process. Members discussed:

- Key stakeholder groups to include in the strategic planning process as well as the how to gather stakeholder input and report back.
- External trends and the possibility of preparing short white papers on the key trends.
- Retreat preparation including pre-reading/videos for participants to review before the Session.
- Moving from a "nuts and bolts" Strategic Plan to a "strategic level" (not operational) Plan.

Dr. Toscano will make updates/changes to the strategic planning process based on today's discussion. She will present the proposed plan for the SEC's consideration at their June meeting. SLAT will also receive an orientation so it will be clear to participants as to what to expect at the September Session.

Approval of Minutes

The minutes of the February 21, 2019 meeting were approved on a motion by Mary Biggs, seconded by Mira Signer and carried.

SEC Administrative Matters

Mr. Reiner reported on the following:

- Status of SEC Membership
 - The Senate of Virginia Rules Committee has appointed Senator Monty Mason from Williamsburg to fill the Senate vacancy on the SEC.
 - Parent representative, Jeanette Troyer whose current term expires on June 30, 2019, is not seeking reappointment to the SEC. Mr. Reiner is working with the Secretary of the Commonwealth's Office on a replacement.
- Annual Services Gap Survey – Surveys were due last week. Survey results will be presented to the SEC when compiled.
- SEC Continuous Quality Improvement Project – Training of the pilot sites has concluded and the new process was presented at two breakout sessions at the CSA Conference. An administrative memo will be distributed along with a link to the CQI tools, which are now active on the CSA website. OCS is now ready to receive training requests on use of the new tools and process.

Ms. Biggs thanked Zandra Relaford and Howard Sanderson for their work on the project. The impact of the CQI process will be highlighted at a future SEC meeting.

- CSA Annual Conference - The recently concluded 8th Annual CSA Conference was held at the Hotel Roanoke and Conference Center with a capacity crowd and a waiting list for registration. OCS is exploring moving the Conference to the fall of 2020 and to a larger venue. A number of conferences are held in the spring and OCS would like to avoid conflicts with other conferences if possible.

In the interim between the 2019 and 2020 CSA Conference, OCS is in the preliminary planning process (with other child serving agencies) of hosting a series of regional trainings to educate local stakeholders on effective implementation of evidence-based practice models.

June 20 SEC Meeting Agenda Items

The following items will be included on the June 20 SEC meeting agenda:

- Status of the Private Day Special Education Cost and Rate Setting Study – CSA and Public Consulting Group (PCG) will hold a series of meetings the week of June 17 in order to receive input and feedback on PCG's analysis and recommendations from the Study. Members asked that PCG be available at the June SEC meeting to make a report.
- A presentation on the issues that addiction presents to children and families.
- Information/update on the strategic planning process for the September meeting.

New Business

Other topics discussed included:

- Unaccompanied, undocumented minors entering the United States (schedule a "Brief the Secretary meeting" on the topic). (Per Courtney Gaskins)

Adjournment

There being no further business, the meeting adjourned at 11:45 a.m.