

**State Executive Council (SEC) Executive Committee Meeting**  
**Patrick Henry Building**  
**1111 East Broad Street**  
**Richmond, VA 23219**  
**May 18, 2017**

**Attending:**

William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources  
The Honorable Richard “Dickie” Bell, Member, Virginia House of Delegates  
Mary Biggs, Member, Montgomery County Board of Supervisors  
Valerie Boykin for Andrew Block, Director, Department of Juvenile Justice (DJJ)  
Courtney Gaskins for Greg Peters, President and CEO, UMFS  
Cindi Jones, Director, Department of Medical Assistance Services (DMAS)  
Daniela Lewy, Executive Director, Governor’s Children’s Cabinet  
Margaret Schultze, Commissioner, Virginia Department of Social Services (VDSS)  
Eric Reynolds, Assistant Attorney General, Office of the Attorney General  
Scott Reiner, Executive Director, Office of Children’s Services (OCS)  
Janet Van Cuyk, Assistant Director (OCS)  
Marsha Mucha, Administrative Assistant (OCS)

**Guests:**

Janet Areson, Director of Policy Development, Virginia Municipal League  
Katie Boyle, Director of Government Affairs, Virginia Association of Counties

**Call to Order and Approval of Minutes**

Secretary Hazel called the meeting to order at 1:35 p.m. and welcomed everyone. The minutes of the February 16, 2017 meeting were reviewed and approved without objection.

**Legislative Activity**

Mr. Reiner reported on the status of the workgroup on private day special education as passed during the 2017 General Assembly Session. Budget amendment Item 1#6c directs staff of the legislative money committees to examine the options and determine the actions necessary to better manage the quality and costs of private day educational programs currently funded through the Children’s Services Act (CSA).

Mr. Reiner noted that he has reached out to the staff of these committees and offered assistance from OCS as it is needed.

**Changes to DMAS Regulations**

Cindi Jones provided an update on DMAS’ residential services and care coordination implementation readiness which will go live July 1, 2017. She also answered questions about the process and implementation.

### **Discussion: Reformat of CSA/SEC Policy Manual**

Mr. Reiner reported that OCS would like to reformat the current CSA/SEC Policy Manual so that it is presented in a cleaner and standardized format. This would not involve a change in policy. He also recommended development of a proposal for a formal periodic review of the Policy Manual.

Mr. Reiner further explained that SEC guidelines adopted in conjunction with SEC policy are not included in the Policy Manual. He suggested that it would be beneficial to include all relevant statutory authority and related SEC approved guidelines in the Policy Manual.

During discussion it was recommended that the SEC discuss at their June meeting whether or not to include guidelines adopted by the SEC in the CSA/SEC Policy Manual. It was also suggested that, if the SEC approves including the guidelines in the Policy Manual, that guidelines be categorized and presented to the SEC for approval on an individual basis.

### **June SEC Meeting Agenda**

Mr. Reiner reported that the following items will be included on the June SEC meeting agenda:

- Presentation on the VDH “Plan for Well-Being”.
- Approval of proposed stage of policy making – OCS Responses to Audit Findings. *(A Notice of Intent to Develop Policy is currently out for public comment. That public comment period ends May 31. Based on action taken at the June SEC meeting, the proposed policy may be disseminated for a 60-day public comment period.)*
- Approval of FY18 Training Plan *(It was recommended that the Virginia School Boards Association and the Virginia Association of School Superintendents be included as stakeholders in conjunction with CSA related trainings.)*

### **OCS Audit Program Update**

Mr. Reiner reported that the first audit cycle has been completed. OCS has hired two additional auditors and the Audit Team is on track to complete the first year of the current audit cycle on schedule. Evaluations received from localities indicate an overall satisfactory experience with the audit process.

The OCS Audit Program has just completed a Quality Assurance Review for OCS’ internal audit activity. The review was completed by the Office of the State Inspector General through their peer review program. The exit conference indicated that OCS received the highest level of finding “that the internal audit activity generally conforms with the *Standards* and Code of Ethics”. The final report is pending.

### **Update on OCS Data Integration and Outcomes Activities**

Mr. Reiner reported that OCS is currently working on several data integration projects:

- DJJ – Youth exiting CSA who were subsequently arrested or rearrested.
- OCS has joined the Virginia Longitudinal Data Set (VLDS) which will allow OCS to glean educational outcomes data.
- DMAS – Matching data on all foster care youth.

**OCS Fiscal Update**

Mr. Reiner reported a \$7M increase in FY17 CSA expenditures over FY16. The greatest increase in expenditures is seen in private day education.

**Adjournment**

Secretary Hazel updated members on recent activities within the Health and Human Secretariat. Committee members also provided brief updates on activities within their agencies. It was announced that the Children's Cabinet Annual Retreat would be held on May 23.

There being no further business, the meeting adjourned at 3:05 p.m. without objection.