

**STATE EXECUTIVE COUNCIL (SEC)  
FOR CHILDREN'S SERVICES  
Tuckahoe Library  
1901 Starling Drive  
Henrico, VA  
Thursday, December 3, 2015**

**SEC Members Present:**

The Honorable William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources (*Chair*)  
The Honorable Richard "Dickie" Bell, Member, Virginia House of Delegates  
The Honorable Mary Biggs, Vice-Chair, Montgomery County Board of Supervisors  
Andrew Block, Director, Department of Juvenile Justice  
The Honorable Robert "Rob" Coleman, Vice-Mayor, City of Newport News  
Kathy Drumwright for Jack Barber, Interim Commissioner, Virginia Department of Behavioral Health and Developmental Services  
The Honorable Anita Filson, Juvenile and Domestic Relations District Court Judge, 25<sup>th</sup> Judicial District  
Courtney Gaskins, Director of Program Services, Youth for Tomorrow  
Bob Hicks for Dr. Marissa Levine, Commissioner, Virginia Department of Health  
The Honorable Catherine Hudgins, Member, Fairfax County Board of Supervisors  
Cindi Jones, Director, Department of Medical Assistance Services  
Maurice Jones, City Manager, City of Charlottesville  
Greg Peters, President and CEO, UMFS  
Margaret Schultze, Commissioner, Virginia Department of Social Services  
The Honorable Jennifer Wexton, Member, Senate of Virginia

**SEC Members Absent:**

John Eisenberg for Steven Staples, Ed.D., Superintendent of Public Instruction, Virginia Department of Education  
Lelia Hopper for Karl Hade, Executive Secretary of the Supreme Court of Virginia  
Melissa Peacor, County Executive, Prince William County  
Jeanette Troyer, Parent Representative

**Other Staff/SLAT Members Present:**

Anna Antell, Program Consultant, OCS  
Stephanie Bacote, Program Audit Manager, OCS  
Ron Belay, Chair, State and Local Advisory Team  
Marsha Mucha, Administrative Staff Assistant, OCS  
Brady Nemeyer, Program Consultant, OCS  
Scott Reiner, Interim Executive Director, OCS  
Eric Reynolds, Assistant Attorney General, Office of the Attorney General  
Carol Wilson, Program Consultant, OCS

### **Call to Order and Approval of Minutes**

Secretary Hazel called the meeting to order at 9:30 a.m. and welcomed everyone. Dr. Hazel presented pins and certificates from the Secretary of the Commonwealth to each of the new members appointed or reappointed in July.

The minutes of the September 17, 2015 meeting were approved without objection.

### **Public Comments**

There were no public comments.

### **Recommendations from the SEC Governance Work Group**

Mr. Reiner reported that the last meeting of the work group was held on November 17. Seven recommendations were adopted which he reviewed for the members. He noted that the work group recommended that the SEC remain a supervisory council, chaired by the Secretary of Health and Human Resources. They also recommended adding the chair of the State and Local Advisory Team (SLAT) as a voting member of the Council as well as adding a representative to the SEC and the SLAT who previously received services through CSA.

Mr. Reiner next presented a draft “Proposed Public Participation Policy” for the SEC which is based on the Administrative Process Act. The draft policy was developed as part of the recommendations from the work group that the SEC develop clear guidelines for public participation in its process of developing and adopting policy. The proposed guidelines will address specific time frames for various stages in the process, expectations for public notice and public comments, and expectations for consideration of fiscal impact on local government.

After discussion, a motion was made by Margaret Schultze, seconded by Dickie Bell and carried to disseminate the Notice of Intent to Develop Policy for a public comment period. The draft policy will be presented at the SEC’s March 2016 meeting where the SEC will decide whether or not to distribute the proposed policy for a 60-day public comment period.

### **Remote Participation in SEC Meetings Policy**

Mr. Reiner presented a proposed policy on Participation in Meetings of the SEC from Remote Locations Not Open to the Public under Virginia Code § 2.2-3708.1. He reminded members that this item had been discussed at the September meeting and members had asked for additional clarification on the proposed policy. The SEC currently does not have a policy addressing this issue.

Mr. Reynolds provided additional clarification during review and discussion of the draft policy. He explained that the proposed policy would address last minute emergency situations that would prevent an SEC member from attending a meeting in person. Other provisions for participation in meetings from remote locations are already covered under the Freedom of Information Act.

After further discussion members agreed, without objection, to distribute the proposed policy for a 60-day public comment period. The proposed policy and comments will be discussed at the SEC's March meeting.

### **Membership of Finance/Audit and Outcomes Committee**

Mr. Reiner briefly discussed the SEC's three standing Committee assignments. He noted that new and/or additional members are needed for the Finance and Outcomes Committees. He recommended to the SEC that the SEC Finance Committee be reconstituted as the Finance/Audit Committee and that its activities be expanded to include a review of OCS audit findings and consultation to the OCS on actions in response to those findings.

The following members volunteered to serve on the Finance/Audit Committee: Cindi Jones, Jennifer Wexton, Catherine Hudgins and Mary Biggs. Additional volunteers for the Outcomes Committee were: Andy Block, Bob Hicks and representatives from DBHDS and VDSS.

### **Multi-disciplinary Team Request**

Mr. Reiner reported that a request for a multi-disciplinary team (MDT) had been received from the Rockbridge Area CPMT. The request has been vetted by OCS staff. The MDT would serve children who are considered to be at risk of truancy, defined as having a history of being truant or having missed a very high number of days such that it is likely the student will be truant.

The MDT request was approved by the SEC without objection.

### **Distribution of General Assembly Reports**

Mr. Reiner reported that five reports required by the Appropriation Act had been reviewed and approved by the Secretary's Office and the SEC Executive Committee and submitted to the General Assembly:

- Impact of the Incentive Match Rate System
- Treatment Foster Care Services Under the CSA
- Special Education Services Under the CSA
- Regional and Statewide Training Regarding CSA
- Utilization of Residential Care Under the CSA

### **Status of Executive Director's Position**

Secretary Hazel reported that the Executive Committee had approved extending Mr. Reiner's current agreement to serve as the OCS Interim Executive Director until June 30, 2016. This will allow time for the Executive Committee to establish a search committee and begin the recruitment process for an executive director until after the upcoming General Assembly session.

**Next Meeting and Adjournment**

The business meeting adjourned at 10:15 a.m. so SEC and SLAT members could address the development of goals and strategies for the SEC's FY16-FY18 Biennial Plan.

The next meeting is scheduled for March 17, 2016 in Richmond. Location to be determined.