

**STATE EXECUTIVE COUNCIL (SEC)
FOR CHILDREN'S SERVICES
Virginia Department of Taxation
1957 Westmoreland Street
Richmond, VA
Thursday, March 15, 2018**

SEC Members Present:

The Honorable Daniel Carey, M.D., Secretary of Health and Human Resources
Gena Boyle Berger, Deputy Secretary of Health and Human Resources (*Chair at the request of Secretary Carey*)
Jack Barber, Interim Commissioner, Virginia Department of Behavioral Health and Developmental Services
The Honorable Mary Biggs, Member, Montgomery County Board of Supervisors (*by telephone*)
Ann Bevan for Dr. Jennifer Lee, Director, Department of Medical Assistance Services
Andrew Block, Director, Department of Juvenile Justice
Sophia Booker, Service Recipient Representative
Courtney Gaskins, Ph.D., Director of Program Services, Youth for Tomorrow
Patricia Haymes, for Steven Staples, Ed.D., Superintendent of Public Instruction, Virginia Department of Education
Bob Hicks for Dr. Marissa Levine, Commissioner, Virginia Department of Health
The Honorable Catherine Hudgins, Member, Fairfax County Board of Supervisors
Maurice Jones, City Manager, City of Charlottesville
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia
Greg Peters, President and CEO, UMFS
The Honorable Frank Somerville, Presiding Judge, 16th Judicial District, Juvenile and Domestic Relations District Court
Duke Storen, Commissioner, Virginia Department of Social Services
Tamara Temoney, Ph.D., Chair, State and Local Advisory Team (SLAT)
Jeanette Troyer, Parent Representative
The Honorable Jennifer Wexton, Member, Senate of Virginia

SEC Members Absent:

The Honorable Richard "Dickie" Bell, Member, Virginia House of Delegates
Elizabeth O'Shea, Parent Representative
R. Morgan Quicke, County Administrator, Richmond County

Other Staff Present:

Maris Adcock, Business Manager, OCS
Stephanie Bacote, Program Audit Manager, OCS
Marsha Mucha, Administrative Staff Assistant, OCS
Scott Reiner, Executive Director, OCS
Eric Reynolds, Assistant Attorney General, Office of the Attorney General
Kristi Schabo, Program Consultant, OCS

Call to Order

Gena Boyle Berger, Deputy Secretary of Health and Human Resources, called the meeting to order at 9:30 a.m. She explained that Secretary Carey would be delayed due to a meeting with the Governor. Introductions were made.

Approval of Minutes

The minutes of the December 14, 2017 meeting were approved on a motion by Jennifer Wexton, seconded by Catherine Hudgins and carried. (*Catherine Hudgins and Maurice Jones abstained*).

Public Comment

Bill Elwood made public comment on behalf of the Virginia Association of Independent Special Education Facilities (VAISEF) and the Virginia Coalition of Private Provider Associations (VCOPPA). Mr. Elwood provided comments on the VAISEF/VCOPPA positions on CSA related state budget items. He also spoke in support of OCS Administrative Memo #18-01 regarding parental consent for information sharing for CSA special education funding.

Executive Director's Report

Mr. Reiner reported on the following items:

- *OCS Training Activity* – Members received a FY18 training progress report, which included upcoming training activities through the end of the fiscal year. Five on-line training modules for Community Policy and Management Team (CPMT) members are in development and should be available within the next six weeks.
- *New CSA Coordinator Academy* – This year's Academy will be held March 27-29 with 25 signed up to attend.
- *Annual CSA Conference* – This year's Conference will be held May 1-2 at the Hotel Roanoke and Conference Center. A reception for SEC members will be held the night of April 30. Mr. Reiner invited everyone to attend. He also thanked those who are supporting the Conference, either through fiscal support or presentations.
- *Audit Plan Status Update* – Members received an update on the FY18 audit plan. With four auditors now on board, OCS anticipates completing the three-year audit cycle on schedule. Notable trends in audit findings were discussed:
 - Utilization management procedures and practices by local CSA programs.
 - Frequency of completing Child and Adolescent Needs and Strengths (CANS) assessments in accordance with established guidelines. A discussion of the first step in the policy making process to develop a CANS policy is planned for the June SEC meeting.
 - Turnover in CSA coordinator positions which affects coordination and scheduling of audit activities to accommodate audit staff and client preferences.

After further discussion on the issue of utilization management, Greg Peters made a motion that the SEC create an ad hoc work group (including community partners) to consider ways to address utilization management at the local level. The motion was seconded by Maurice Jones and carried. Mary Biggs, Maurice Jones and Greg Peters volunteered to serve on the work group.

- *New OCS Assistant Director* – Zandra Relaford has been hired as the new OCS Assistant Director. She comes to OCS from the Virginia Department of Social Services (VDSS) and begins work with OCS on March 26.
- *FY18 OCS Expenditure Projections* – Members received an update through the second quarter of FY18. Currently, CSA expenditures are projected to be 6% to 7% greater than FY17, in line with the projections from the Department of Planning and Budget and the appropriations provided by the General Assembly for FY18..
- *Summary of General Assembly Activity Related to CSA* – Mr. Reiner reported on the following activities (adoption of the biennial budget pending):
 - Increasing the CSA base state pool appropriation by 6%.
 - Conducting a rate setting study for private day special education programs. OCS would receive \$250,000 to conduct the study.
 - Capping rate increases for private day special education programs at 2% during the period of the rate setting study.
 - Developing (with DOE and a designated list of entities) outcome measures for private day special education programs.
 - Transforming CSA into an evidence-based trauma-informed system (with DMAS, DBHDS and stakeholders).

A special session of the General Assembly will be held April 11 to address the budget.
- *General Assembly Assignments* – The June SEC meeting agenda will include a discussion of General Assembly assigned activities.
- *Notice of Appeal* – The City of Hopewell has indicated their intent to appeal their audit findings directly to the SEC instead of through the initial informal review process. If appealed to the SEC, the appeal would be heard at the SEC’s June meeting.

Mr. Reiner further reported that OCS is collaborating with DBHDS regarding discharge planning for children at the Commonwealth Center for Children and Adolescents (CCCA). A meeting of stakeholders will be convened in the next several weeks to examine ways to improve discharge planning for those children and adolescents leaving their care.

State and Local Advisory Team (SLAT) Report

Dr. Tamara Temoney, SLAT Chair provided the report. She noted for new members that SLAT is an advisory body to the Council. Dr. Temoney further reported that SLAT continues focusing on several areas of their work plan: congregate care and parent representation on the Family Assessment and Planning Team (FAPT) and CPMT.

Discussion Regarding Administrative Memo #18-01

Mr. Reiner reported that he wanted SEC members to be aware of the issue of CSA funding of private special education programs per IEPs when parents/legal guardians of students referred to CSA refuse to sign a consent of information between the school and the local CSA office. He noted that, after receiving several inquiries concerning these circumstances, OCS consulted with the Office of the Attorney General to confirm interpretation of Code language.

As a result, Administrative Memo #18-01, *Parental Consent for Information Sharing for CSA Special Education Funding*, was issued to CPMT Chairs and CSA Coordinators. The memo indicates that without parental consent allowing the school division to disclose the information

necessary for the CPMT to verify the student's eligibility for CSA funds and to submit the proper information about the student in the CSA data system, CSA must deny funding for these placements. Possible solutions to this issue are being explored.

Introduction of Dr. Carey and Member Updates

Dr. Carey arrived during the previous discussion and, at the conclusion of that discussion, introduced himself and thanked Deputy Secretary Berger for chairing the meeting in his absence. He asked members to introduce themselves and each member also provided a brief update on activities within their agencies.

Next Meeting and Adjournment

There being no further business, the meeting was adjourned at 12:15 p.m. on a motion by Maurice Jones, seconded by Jennifer Wexton and carried. The next meeting is scheduled for June 21 at the Virginia Department of Taxation.