

CPMT Chair Job Description¹

The Community Policy and Management Team (CPMT) is the statutorily established local governing body for the Children's Services Act (CSA) program. Key responsibilities are to oversee policy and procedures regarding the use of CSA funds and operating procedures within the statutory and regulatory framework of the Act. The CPMT Chair plays an important leadership role as the head of this oversight and decision-making body. The Chair's responsibility spans beyond basic meeting facilitation. While each locality differs in the implementation of the local CSA program, there are fundamental responsibilities that can assist each CPMT with improving and instilling best practices into their local program.

Key responsibilities:

- Serves as the official local program contact and liaison to the Office of Children's Services.
- Develop CPMT meeting agendas, in collaboration with the CSA Coordinator.
- Facilitate CPMT meetings.
- If the Chair is from a local agency that does not oversee CSA daily operations, the Chair should maintain open communication with the CSA program's supervisory staff.
- Facilitate strategic discussion and planning to include, but not limited to:
 - Fiscal management and budget risks and opportunities;
 - Service trends and utilization;
 - Long-term and short-term goals for the program;
 - Enhancements to the local system of care;
 - Solution-focused discussion about identified system barriers and service gaps; and
 - Collaboration across stakeholder groups.
- Ensure effective communication amongst CPMT members and key stakeholders.
- Encourage CPMT members to engage in building a positive culture.
- Set a collaborative and strategic tone for a locality's child-serving system.
- Ensure CPMT decisions reflect CSA core principles, CPMT Code responsibilities, and local policy parameters.
- Administrative functions to include, but may not be limited to:
 - Ensuring regular attendance for all CPMT members;
 - Ensuring Freedom of Information Act (FOIA) requirements are followed;
 - Supporting appeal hearings;
 - Operating as the signatory for local CPMT documents including contracts, as so authorized by the local government.
 - Completing required financial forms; and
 - Ensuring CPMT members receive fiscal and budget information that supports CPMT oversight of CSA expenditures.

¹ This document was prepared by the SLAT CSA Competencies Group and endorsed by the SLAT on August 4, 2022.