

State and Local Advisory Team (SLAT)

August 3, 2023

9:30 a.m. – 12:00

Office of Children's Services

1604 Santa Rosa Road

Richmond, VA 23229

Richmond/Henrico Rooms

AGENDA

Note: This is an in-person meeting.

To accommodate interested members of the public, the meeting will be viewable at:

<https://meet.goto.com/980577621>

or via phone. (224) 501-3412

Meeting Passcode: 980-577-621

- **Call to Order / Welcome / Opening Remarks** Rebecca Vinroot
- **Public Comment (In-person and remote)**
- **Approval of Minutes - May 2023 SLAT meeting** SLAT Members
- **Status Items**
 - SLAT Bylaws Rebecca Vinroot
 - FAPT Retreat Resource Manual Mills Jones
- **SEC Report** Rebecca Vinroot
- **OCS Updates**
 - Legislative/Budget Update
 - Co-Pay Policy Workgroup
 - Service Gap Survey
 - Time-to-Service Study
- **New Business**
 - SEC Strategic Planning

- **SLAT Member Reports**

- State Representatives

- VDH Kyndra Jackson
 - DJJ Linda McWilliams
 - DSS Em Parente
 - DBHDS Nina Marino
 - DMAS Laura Reed
 - DOE Sabrina Gross

- Local Representatives

- LDSS Rebecca Vinroot
 - CSA Coordinator Mills Jones
 - CSB Lisa Madron
 - CSU William Stanley
 - J&DR Court Honorable Marilyn Goss
 - Parent Cristy Corbin
 - Private Provider Shannon Updike
 - Public Schools Susan Aylor
 - Local Government Lesley Abashian

- **Closing Remarks / Adjourn**

Rebecca Vinroot

Next SEC Meeting – Thursday, September 14, 2023

Next SLAT Meeting – Thursday, November 2, 2023

**STATE & LOCAL ADVISORY TEAM (SLAT)
CHILDREN'S SERVICES ACT
Richmond/Henrico Rooms
1604 Santa Rosa Road
Richmond, VA 23229**

**MINUTES
May 4, 2023**

Members Present: Rebecca Vinroot, SLAT Chair, CPMT - DSS Representative; Mills Jones, SLAT Vice-Chair - CSA Coordinators Network; Katharine Hunter DBHDS; Cristy Corbin, Parent Representative; Em Parente, DSS; Lesley Abashian, CPMT – Local Government Representative (*virtually*); Laura Reed, DMAS; Kyndra Jackson, VDH; William Stanley, CPMT – CSU Representative; Shannon Updike, VCOPPA

Members Absent: Linda McWilliams, DJJ; The Honorable Marilyn Goss, Juvenile and Domestic Relations District Court Representative; Lisa Madron, CPMT – CSB Representative; Susan Aylor, CPMT – School Representative; Sabrina Gross, DOE

CSA Staff Members Present: Mary Bell, Marsha Mucha, Scott Reiner, Kristi Schabo

Welcome/Opening

Rebecca Vinroot, SLAT Chair, called the meeting to order at 9:35 a.m. and welcomed everyone. Kyndra Jackson was recognized as a new SLAT member representing VDH. Introductions were made. Mrs. Vinroot noted that Lesley Abashian asked to attend the meeting virtually because of illness. Her virtual attendance was approved on a motion by Mills Jones, seconded by Cristy Corbin and carried.

Public Comment Period

There was no public comment.

Approval of Minutes

The minutes of the February 2, 2023 meeting were approved on a motion by Em Parente, seconded by Shannon Updike and carried.

Status Items

- **Three-Tiered Match Rate** – Mr. Reiner provided background information noting that, in 2007, the General Assembly implemented the three-tiered match rate system to encourage reduced utilization of residential care and to increase the number of children served in community-based settings.

Based on a discussion at the December 2022 SEC meeting, the SEC suggested a review of the current match rate structure and SLAT was asked to take part in that review. At the February 2023 SLAT meeting, members discussed pros and cons of the current match rate structure and whether they should develop recommendations for SEC consideration.

For today's discussion, members received a report demonstrating the impact of the three-tiered match rate system though the data submitted through the LEDRS system and used to reimburse localities. Members reviewed the data and discussed its further implication to localities if

changes were made to the match rate system. After further discussion, SLAT decided to report these findings to the SEC at their June 2023 meeting but decided not to make recommendations for changes at this time. Mrs. Vinroot will include this in her report at the upcoming SEC meeting.

- FAPT Retreat Resource Manual – Mrs. Abashian reported that the workgroup is developing examples of materials (i.e. agendas, etc.) and related training options/activities in support of team building to include in the FAPT Retreat Resource Manual. She expects to have some work products available for review at the August SLAT meeting.

SEC Report

Mrs. Vinroot reported the SEC has scheduled longer meetings to address a number of agenda items. Other items discussed at the March 2023 SEC meeting have been or will be addressed during today's SLAT meeting.

OCS Updates

Mr. Reiner reported on the following:

- Legislative Update –
 - Adoption of the state budget is pending.
 - SB1513 - Added the Director of the Department of Aging and Rehabilitative Services (DARS) to the SEC. The legislation also adds a representative from DARS to SLAT.
 - Legislation that would have allowed FAPTs and CPMTs to waive confidentiality did not pass in the General Assembly. The intent of the legislation was to allow FAPTs and CPMTs to share information with local law enforcement and/or threat assessment teams established by local school boards, if the team determined that a child posed a threat of violence or physical harm to themselves or others.
- IT Changes (Multi-factor Authentication) – In order to enhance security measures, all users of the CSA reporting systems have transitioned to OKTA multi-factor authentication. All CANS users will be transitioned by May 22, 2023.
- Time-to-Service Study – Individual CSA offices received a survey and data collection tool in order to determine the length of time from referral to CSA to service delivery.
- CSA Annual Conference - Mary Bell, CSA Program Coordinator, reported that CSA's 12th Annual Conference would be held at the Hotel Roanoke and Conference Center, October 17 and 18, 2023. Pre-conference sessions for CSA coordinators, members of FAPTs and CPMTs will held on October 16, 2023. Proposals for breakout sessions are due by July 14, 2023.
- Co-Pay Policy Workgroup – Kristi Schabo, CSA Senior Policy and Planning Specialist, reported that the workgroup is currently soliciting local CSA offices for examples of parental contribution policies to guide the workgroup in developing a model parental contribution policy. The workgroup will be meeting over the summer and hopes to have a draft policy finished in the fall.
- Legislative/Budget Timelines – Information has been received from the Governor's Office concerning the timelines for submission of proposed legislation and/or budgetary items for the 2024 General Assembly Session. Mr. Reiner has asked the SEC members for their suggestions/ideas. Local CSA offices have also been asked for their input through the CSA Coordinators' Network.

New Business

- **SLAT Bylaws** – Members received a copy of the SLAT bylaws with suggested revisions. Members were asked to review and provide feedback in advance of the August 2023 SLAT meeting. Once revisions are finalized, the bylaws will be submitted to the SEC for final approval.
- **Election of Officers** –In order to facilitate the election of the SLAT Chair and Vice-Chair for the upcoming fiscal year, Ms. Schabo reported that Article VI of the SLAT bylaws would need to be suspended. A motion was made by Shannon Updike, seconded by Laura Reed, and carried to suspend Article VI of the SLAT bylaws to facilitate the election of officers.

Mills Jones, SLAT Vice-Chair, assumed the duties of the chair and nominated Mrs. Vinroot for SLAT Chair. He called for any additional nominations. There being none, nominations were closed on a second by Christy Corbin. Mrs. Vinroot was elected SLAT Chair for FY24 on a motion by William Stanley, seconded by Christy Corbin, and carried.

Rebecca Vinroot, SLAT Chair, reassumed the duties of the chair and nominated Mills Jones for SLAT Vice-Chair. She called for any additional nominations. There being none, nominations were closed on a second by Shannon Updike. Mr. Jones was elected SLAT Vice-Chair for FY24 on a motion by Shannon Updike, seconded by Lesley Abashian and carried.

Member Updates

Members reported for their agencies and organizations on ongoing projects and new programs. Members continue to work within their agencies and advocate through their associations for improvements to services and service delivery for the children, youth, and families of Virginia.

- Dr. Karen Shelton has been appointed as the new Commissioner of Health.
- Kepro has been selected by DMAS to replace Magellan as of November 1, 2023.
- VDSS has established a new pilot program that enhances payments to qualifying foster care families. The Exceptional Circumstances Payment will provide additional payments on a limited basis to those foster care families caring for children with high levels of need.
- DBHDS is closely monitoring the pending state budget that includes funding that would provide for the expansion of school-based mental health services and expansion of the statewide crisis services system.
- NAMI – VA will host a combined Family and Youth Summit in Chesapeake this June.
- The CSA Coordinators' Network currently has 19 active mentors across the state. Since April 2022, the mentors have assisted 34 new CSA Coordinators.
- Members of the CSA Coordinators' Network are serving on the FAPT Retreat and CSA Policy Workgroups.
- A VCOPPA Critical Issues Symposium will be held virtually on May 23 and 24, 2023.

Adjournment

There being no other business, the meeting adjourned at 12:10 p.m. The next meeting is scheduled for August 3, 2023.

BYLAWS

State and Local Advisory Team for the Children's Services Act

ARTICLE I – Name

The name of this entity shall be the "State and Local Advisory Team hereinafter referred to as the ~~"team"~~ "SLAT".

ARTICLE II – Purpose and Powers

The ~~team~~ SLAT was created by the 1992 General Assembly of the Commonwealth of Virginia as the State Management Team as set forth in Chapter 46 Section 2.1-747 of the Code of Virginia of 1950. The 2000 General Assembly renamed the State Management Team as the State and Local Advisory Team and modified its duties. Its activities shall be in all respects conducted in accordance with Virginia law and regulations.

In accordance with Section 2.2-5201 of the Code of Virginia, the ~~team~~ SLAT has developed bylaws to govern its operations which have been approved by the State Executive Council for Children's Services, hereinafter referred to as the ~~"council"~~ "SEC."

Specifically, the ~~team~~ SLAT was established to better serve the needs of ~~troubled and at-risk~~ youth and their families by advising the ~~council~~ SEC on managing cooperative efforts at the state level and providing support to community efforts. Pursuant to Section 2.2-5202, COV the ~~team~~ SLAT may:

1. Advise the ~~council~~ SEC on state interagency program policies that promote and support cooperation and collaboration in the provision of services to ~~troubled and at-risk~~ youths and their families at the state and local levels;
2. Advise the ~~council~~ SEC on state interagency fiscal policies that promote and support cooperation and collaboration in the provision of services to ~~troubled and at-risk~~ youths and their families at the state and local levels;
3. Advise state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of ~~troubled and at-risk~~ youths and their families; and
4. Advise the council on the effects of proposed policies, regulations, and guidelines.

ARTICLE III – Membership and Terms

The *SLAT* shall be appointed by and be responsible to the council-SEC as set forth in Section 2.2-5201, *Code of Virginia*. The membership and terms of appointment shall be as delineated in §2.2-5201. The non-state agency members shall serve staggered terms of not more than three years, such terms to be determined by the SEC.

The team shall include one representative from each of the following state agencies: the Department of Health, Department of Juvenile Justice, Department of Social Services, Department of Behavioral Health and Developmental Services, Medical Assistance Services, and the Department of Education. The team shall also include a parent representative who is not an employee of any public or private program that serves children and families and who has a child who has received services that are within the purview of the CSA; a representative of a private organization or association of providers for children's or family services; a local Children's Services Act coordinator or program manager; a juvenile and domestic relations district court judge; a representative who has previously received services through the Children's Services Act, to be appointed by the Governor with recommendations from entities including the Departments of Education and Social Services and the Virginia Chapter of the National Alliance on Mental Illness; and one member from each of five different geographical areas of the Commonwealth who is representative of one of the different participants of community policy and management teams. The non-state agency representatives shall be recommended by the statewide associations and/or organizations that represent families, private providers, CSA Coordinators, juvenile and domestic relations district court judges, and directors of the local child-serving agencies (social services, schools, court service units, community service boards, and health). Each organization and/or association may recommend up to two alternates. The primary representative shall have primary responsibility for full participation. Each alternate shall also be appointed by the SEC and shall serve the same term as the member.

Any person serving on the team-*SLAT* who does not represent a public agency shall file a statement of economic interests as set out in Section 2.2-3117, *Code of Virginia* (of the State and Local Government Conflict of Interests Act) (Section 2.2-3100 et seq.). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

ARTICLE IV – Duties of Membership

The state agencies represented on the *SLAT* on the team shall provide administrative support for the team shall support the development and implementation of the a collaborative system of services and funding. authorized by Chapter 52 of the Code of Virginia. This support shall include, but not be limited to, the provision of timely fiscal information, aggregate data for on youth, families, and services, tracking, and assistance in training local agency personnel on the system of services and funding. established in the aforementioned chapter.

Official positions regarding ~~team~~-SLAT policy and procedure shall be established and approved by a majority vote ~~of the team~~. ~~Team~~-SLAT members should be cognizant of these positions and reflect them when appropriate while representing the ~~team~~-SLAT at public meetings and functions.

ARTICLE V – Officers

The ~~team~~-SLAT shall annually elect a chair from among the local government representatives, including the members who are representatives of one of the different participants of community policy and management teams and the local Children's Services Act coordinator or program manager. The chair shall be responsible for ~~convening~~ the SLAT and presiding over all meetings, setting the agenda, making assignments, and ~~serving~~ as a voting member of the ~~council~~-SEC. The ~~team~~-SLAT shall also annually elect a vice-chair. In the absence of the chair, the vice-chair will assume the role of the chair with all powers and responsibilities.

~~The Executive Director of the Office of Children's Services (OCS) is responsible to arrange for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the team SLAT.~~

ARTICLE VI – Election of Officers

A nominating committee for the selection of officers for the next fiscal year shall be appointed by the chair no later than the penultimate meeting in any given fiscal year. It shall be the duty of the nominating committee to nominate candidates for the offices of chair and vice-chair and to report these nominations no later than the final meeting of any fiscal year. ~~The Election of officers shall occur at the final meeting held in the fiscal year. Prior to the election, additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers shall assume office July 1. In the event that appointments are delayed, the team-SLAT may modify this schedule and may appoint an interim chair.~~

The term of office shall be for one year. Officers shall serve until such time as their term expires or a successor is elected, whichever last occurs. No officer may serve more than ~~two~~ three consecutive terms in the same office. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

In the event a vacancy occurs in one of the elected offices, the vacancy shall be filled by a special election for the unexpired term by a majority vote of all ~~team~~-SLAT members present at the first meeting following the announcement of the vacancy or as soon thereafter as possible.

ARTICLE VII – Meetings

A meeting of the ~~team~~-SLAT occurs when a majority of the SLAT membership sits as a body or as an informal assemblage, wherever held. Minutes shall be taken of all meetings.

All meetings shall be conducted in an orderly manner subject to the *Robert's Rules of Order and any applicable state law (e.g., the Freedom of Information Act)*. ~~rulings of the presiding officer.~~

An annual meeting schedule for the coming year shall be set at the final meeting of any fiscal year.

Regular meetings of the ~~team-SLAT~~ and executive committee shall be held as described or published on the Commonwealth Calendar, and at a time and location convenient to members.

Regular meetings of the ~~team-SLAT~~ and executive committee are open to the public and all interested parties.

Special meetings shall be convened at the discretion of the chair as the need arises and at the written request of at least two members of the ~~team-SLAT~~.

The presence of a majority of the ~~team-SLAT~~ membership shall constitute a quorum. When less than a quorum is present, meetings may be held for purposes of information sharing, determining ~~team-SLAT~~ business, etc., but in no instance may any voting take place with less than a quorum present.

All decisions regarding the establishment and implementation of ~~team-SLAT~~ policy and procedure, including all motions presented and acted upon, will be accomplished by a majority vote of the membership as so signified by the chair, and recorded by the ~~Executive Director of OCS Office of Children's Services~~.

Members or designated alternates must be present (*in person or through approved virtual participation*) to record their vote. Each state agency member and non-state agency member shall have one vote by the primary member or designated alternate. All questions of parliamentary procedure and voting on all motions and amendments shall be governed by the guidelines as set forth in the latest edition of Robert's Rules of Order.

Individual members will endeavor to attend all officially called or scheduled meetings of the ~~team-SLAT~~, and when unable to be present shall be represented by their designated alternate, who shall act with all the authority of the appointed member, including the right to vote on all matters coming before the ~~team-SLAT~~.

All notices of meetings and minutes will be distributed to the membership prior to the convening of the following or subsequent meeting.

The ~~Executive Director of the Office of Children's Services (OCS)~~ is responsible to arrange for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the ~~team-SLAT~~.

ARTICLE VIII – Executive Committee, Purpose, Function, and Membership

The executive committee shall be composed of the chair and vice-chair. The Executive Director, of OCS, or their designee, shall serve in an ex-officio capacity. The immediate past chair may serve in an ex-officio capacity, by action of the team-SLAT.

The meetings of the executive committee will be open to the public and published as appropriate. Team-SLAT members are invited to attend executive committee meetings.

The purpose of the Executive Committee shall be to enhance the efficiency and effectiveness of the work of the team-SLAT by:

1. Establishing the agenda, scheduling the meetings, and managing the flow and distribution of work;
2. Monitoring the progress of team-SLAT committees on assigned tasks and integrating the work of various committees through coordination with team-committee chairs;
3. Serving as a facilitator by reviewing and making recommendations on options to resolve a lack of consensus on issues under consideration;
4. Assuring representation of the team-SLAT at all meetings of the SEC; and
5. Representing the team-SLAT in matters that cannot be addressed at its regular meetings of the team. This responsibility shall not extend beyond existing policies, procedures, or decisions previously made or established by the team-SLAT.

ARTICLE IX – Committees

Committees may be formed by the chair as required after appropriate consultation with the team-membership. The team shall appoint a committee chair shall be appointed along with an and an acceptable number of committee members shall be appointed. Each committee may be dissolved at the discretion of the team-SLAT chair once its appointed task is completed.

ARTICLE X – Notice and Waiver of Notice

Any notice required to be given by these Bylaws may be given by electronic mail, mailing, or delivering the same to the person entitled thereto at his or her address recorded with the Executive Director of OCS and such notice shall be deemed to have been given at the time of such mailing or delivery. Any notice required by these Bylaws to be given may be waived by the person entitled to such notice.

ARTICLE XI – Amendments

These Bylaws may be amended at any regular meeting of the ~~team~~ **SLAT** by an affirmative vote of a majority of the ~~team~~ members, provided that the membership is notified in writing of any proposed amendment to said Bylaws prior to the convening of the meeting when such amendment is discussed and acted upon. The Bylaws shall be revised by the ~~team~~ **SLAT** or an appointed subcommittee as required but no less than once every ~~two~~ **three** years from the date of their adoption, and provided that all amendments to these Bylaws must be approved by the ~~council~~ **SEC**.

ARTICLE XII – Severability

It is hereby declared to be the intention of the ~~team~~ **SLAT** that the articles, paragraphs, sentences, clauses, and phrases of these Bylaws are severable; and if any phrase, clause, sentence, paragraph, or article of these Bylaws shall be determined by an administrative agency or court of competent jurisdiction to be in violation of the laws of the Commonwealth of Virginia or the United States of America, of no effect, but the remaining phrases, clauses, sentences, paragraphs, and articles shall remain in full effect.

The foregoing Bylaws of the State and Local Advisory Team for the Children's Services Act were duly adopted by the State and Local Advisory Team on ~~August 4, 2016~~ **August 3, 2023** and approved by the State Executive Council on ~~September 15, 2016~~ **September 14, 2023**.

Chair
State Executive Council for Children's Services

Chair
State and Local Advisory Team

Date: _____

Date: _____

SEC Strategic Plan Development

Phase 2 following June Brainstorming Session

Area 1: Policy and Oversight

Goals/Metrics for 2024 - 2025:

- **Goal:** The SEC, with input from the SLAT and other stakeholders, will complete a comprehensive review of the current CSA Policy Manual to allow for improved uniformity, flexibility, and alignment (internally and across partners).
 - **Two-Year Metric:** The SEC will systematically review the existing policy manual to ensure policies are uniform in format and aligned internally and with the policies and practices of CSA agency partners.

- **Goal:** The SEC will establish a process for soliciting/generating ideas for new/revised CSA policies to enhance program effectiveness and efficiency.
 - **Two-Year Metric:** The SEC will work with stakeholders, including the SLAT, CSA Coordinator Network-Policy Committee, VACO, and VML, to develop a process for promoting policy revisions to enhance local CSA programs.

- **Goal:** The SEC will provide oversight of local CSA programs through the receipt of regular reports on local CSA program audits and technical assistance activities, highlighting both problematic (specific localities and activities) and positive aspects (areas of excellence and innovation).
 - **Two-Year Metric:** The SEC will receive electronic notification of the publication of audits and review quarterly and annual audit summary reports prepared by the Office of Children's Services.
 - **Two-Year Metric:** The SEC will receive quarterly updates on technical assistance activities.
 - **Two-Year Metric:** The SEC will develop a process to acknowledge areas of local excellence and best practices.

SEC Strategic Plan Development

Phase 2 following June Brainstorming Session

Area 2: Leadership and Collective Action

Goals/Metrics for 2024 - 2025:

- **Goal:** The SEC and SLAT will enhance services for youth and families by supporting and championing statewide, cross-agency initiatives (e.g., Safe and Sound Task Force; Right Help, Right Now; Kinship Navigator).
 - **Two-Year Metric:** The SEC and SLAT will build community capacity by supporting outcome-driven practices in localities.
 - **Two-Year Metric:** In conjunction with SLAT and OCS, the SEC will develop resources/tools to assist localities in implementing outcome-driven practices and decision-making.

- **Goal:** The SEC and member entities will support initiatives to improve access to services, including early intervention, such as the VDSS kinship plan, Family First Prevention Services Act, and school-based mental health.
 - **Two-Year Metric:** The SEC will receive updates from lead agencies to determine the most appropriate supportive actions from the SEC and OCS.
 - **Two-Year Metric:** The SEC will receive annual updates on service needs assessments (e.g., sharing CSA service gap survey results and DBHDS/DSS needs assessments).
 - **Two-Year Metric:** The SEC and SLAT members should educate their respective agencies, highlighting system needs and challenges.

SEC Strategic Plan Development

Phase 2 following June Brainstorming Session

Area 3: Empowering Families and Communities

- **Goal:** The SEC will support family engagement and a child-centered, family-focused, and community-based system of care through:
 - a. Training and coaching by OCS and SEC member agencies on family engagement for local CSA teams and other system partners.
 - b. Continuing OCS' role as a key training partner for High-Fidelity Wraparound and compiling annual training statistics (HFW facilitators, HFW Family Support Partners, HFW Supervisors, coaching sessions, and annual refresher training events).
 - **Two-Year Metric:** The SEC, in collaboration with the SLAT, OCS, and other stakeholders, will develop tools for youth and families such as a family guide brochure, model intake form, and family experience video, to build understanding about access to needed services.

- **Goal:** In collaboration with the SLAT and other partners, the SEC will work to increase parent participation at the state and local levels.
 - **Two-Year Metric:** The SEC and SLAT will explore the barriers and challenges to eliciting parent representation at the state and local levels and brainstorm ways to overcome these barriers.
 - **Two-Year Metric:** In collaboration with the SLAT and OCS, the SEC will support parent representative empowerment by developing focused training opportunities for parent representatives on the CPMT and FAPT.