

State and Local Advisory Team (SLAT)

November 7, 2024

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/994172701>

or via phone. 872-240-3212

Meeting Passcode: 994-172-701

- **Call to Order / Welcome / Opening Remarks** Mills Jones
- **Public Comment** (In-person and remote)
- **Approval of Minutes – August 1, 2024 SLAT meeting** SLAT Members
- **Workgroup Updates**
- **Status Items**
 - Family Input Survey Mills Jones
 - Policy Update Kristi Schabo
 - SEC Strategic Plan Kristi Schabo
 - Model Strategic Plan Template Workgroup
 - Model CSA Intake Form Workgroup
- **SEC Report**
 - September Meeting Update Mills Jones
- **OCS Update** Kristi Schabo
- **New Business**
 - SLAT Bylaws Kristi Schabo

- **SLAT Member Reports**

- State Representatives

- VDH Kyndra Jackson
 - DJJ Linda McWilliams
 - DSS Em Parente
 - DBHDS Kari Savage
 - DMAS Oketa Winn
 - DOE Sabrina Gross
 - DARS Patricia Hodge

- Local Representatives

- LDSS Amy Swift
 - CSA Coordinator Mills Jones
 - CSB Sandy Bryant
 - CSU William Stanley
 - J&DR Court Honorable Marilyn Goss
 - Parent Cristy Corbin
 - Private Provider Shannon Updike
 - Public Schools Kristina Williams-Pugh
 - Local Government Lesley Abashian

- **Closing Remarks / Adjourn**

Mills Jones

Next SEC Meeting – Thursday, December 12, 2024

Next SLAT Meeting – Thursday, February 6, 2025

2025 SLAT Meetings

- February 6
- May 1
- August 7
- November 6

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

**MINUTES
August 1, 2024**

Members Present: Mills Jones, SLAT Chair; Shannon Updike, VCOPPA; Patty Smith, DMAS; Grace Hughes, VDH; Sabrina Gross, DOE; Amy Swift, CPMT – DSS Representative; William Stanley, CPMT – CSU Representative; Kristina Williams-Pugh, CPMT – School Representative; Lesley Abashian, CPMT – Local Government Representative; Em Parente, VDSS (*virtually*); Matt Luther, DARS; The Honorable Marilynn Goss, Juvenile and Domestic Relations District Court Representative; Sandy Bryant, CPMT – CSB Representative (*virtually*)

Members Absent: Kari Savage, DBHDS; Cristy Corbin, Parent Representative; Sabrina Gross, DOE; Linda McWilliams, DJJ

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

Welcome/Opening

Mills Jones called the meeting to order at 9:30 a.m. and welcomed everyone. Introductions were made. Mr. Jones thanked Shannon Updike for chairing the May meeting in his absence.

Public Comment Period

There were no public comments.

Approval of Minutes

The minutes of the May 2, 2024 meeting were approved on a motion by Lesley Abashian, seconded by Amy Swift and carried.

Workgroup Updates

The Commission on Youth (COY) held its second Relief of Custody Roundtable yesterday. A wide group of stakeholders were in attendance. Issues discussed included: family readiness for services, provider availability and CHINS-foster care policies.

Two more meetings are planned before a final report is made by COY.

Status Items

Kristi Schabo reported:

- *Policy 4.1.1 – Eligibility as a Child in Need of Services (CHINS)*
Ms. Schabo reported that a stakeholder workgroup had developed a draft revised policy 4.1.1 to align the policy with current statutes and practices. Ms. Schabo further reported that a Notice of Intent to Develop/Revise Policy for Policy 4.1.1. had been presented at the State Executive Council's June meeting for their consideration of a 45-day public comment period.

Ms. Schabo noted that changes made to the VDSS definition of foster care placement only pertain to foster care cases under the VDSS's purview. Because of that change, the CSA's ability to serve CHINS

through community-based services to prevent foster care placements no longer exists. To correct this issue, a statutory change to add CHINS to CSA eligibility would need to be made.

During the SEC's discussions at their June meeting, members discussed whether or not to disseminate the notice of intent to revise the policy for a 45-day public comment period or to address the needed statutory change. The SEC agreed to table the intent to revise the policy and to address the statutory change. Delegate Coyner, Senator Van Valkenburg, Carl Ayers, and Judge Logan will work on the project.

- *Policy 4.5.2 – Time Frames Regarding CSA Pool Fund Reimbursement*
At its June meeting, the SEC approved revised draft policy 4.5.2 for a 60-day public comment period ending August 16, 2024.
- *Policy 4.3 – “Carve-out” of Allocation for Development of New/Expanded Services (Adopted April 30, 2013)*
At its June meeting, the SEC approved a Notice of Intent to Develop/Revise Policy for Policy 4.3. for a 45-day public comment period, which ends today. The notice of intent is to repeal the policy that has never been utilized, as the required funds have not been appropriated to allow for the activities addressed in the policy.
- *Policy 6.3 – Community-Based Behavioral Health Services*
This is the next policy under review. Language in the policy will be changed to make the policy less prescriptive.
- *SEC Strategic Plan* - SLAT will form two workgroups to focus on areas of the SEC's Strategic Plan. A SLAT workgroup will develop a model strategic plan template for localities to use as a tool in developing their own strategic plans. SLAT will also convene a workgroup to develop a model CSA intake form. SLAT members were asked to volunteer for the workgroups. Amy Swift and Em Parente will serve on the Model Strategic Plan Template Workgroup. Lesley Abashian and Shannon Updike agreed to serve on the Model CSA Intake Form Workgroup.

SEC Report

Mr. Jones reported on the following items from the June 13, 2024 SEC meeting:

- As reported earlier, the SEC approved several draft revised policies for public comment.
- Dr. Alexis Ablasca and Mira Signer presented on Governor Youngkin's youth mental health and wellbeing initiative and Safe and Sound.
- The SEC approved the OCS Training Plan for FY2025 and received the FY2024 OCS Training Progress Report.
- The SEC approved new and reappointed SLAT members.

OCS Updates

Ms. Schabo provided updates in the following areas:

- The 13th Annual CSA Conference will be held in Roanoke on October 16 and 17, 2024. A pre-conference session will be held on October 15, 2024, for CSA Coordinators, members of CPMTs, and FAPTS. The registration fee is being waived for parent representatives who serve on FAPTS and CPMTs.
- A family guide video has been completed and is available under the Parents and Families link on the CSA website. It is also available on CSA – YouTube.
- A new one-step process has been developed for localities to request their administrative funding allocations. The new process will only require the locality's fiscal agent's approval.
- Revised SEC Policy 4.2 – Payment for Services and Change of Legal Residence, became effective July 1, 2024.

- The CSA User Guide is in the process of being updated.

New Business

- CANS Training and Use – Amy Swift, the local DSS representative to SLAT, noted that additional training and support are needed at the local level on the CANS assessment instrument. She further noted that localities are not properly utilizing CANS for service planning. Mr. Reiner reported that OCS staff members Carol Wilson and Anna Antell provide training on request on CANS and service planning. Localities should contact them if they would like a training in their locality.
- Fiscal Shared Responsibility – Ms. Swift also asked SLAT members to consider and discuss the issue of shared fiscal responsibilities between local dollars, Title IV-E reimbursements and CSA pool funds. Localities may have to fund services that local budgets are not prepared to absorb when Title IV-E and CSA are unable to pay (i.e. when a child care facility is provisionally licensed).

During discussion, Mr. Reiner reported that there is a Title IV-E Shared Fiscal Accountability and Management Plan that was developed between VDSS, local DSS departments and OCS. Em Parente suggested that Ms. Swift discuss these concerns with Nikole Cox, Family Services Director at VDSS.

- Family Input Survey Results – SLAT members received and reviewed the results of the survey that captured information on whether or not a FAPT/CPMT asked for input/feedback from youth and families and, if so, how the information is captured and how the locality utilizes the input/feedback.

Members discussed how to convey the survey results to the SEC. Ms. Schabo asked members to review for further discussion at the November meeting.

Member Updates

Members reported for their agencies and organizations on their projects, new programs, other ongoing activities and workforce issues. 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.

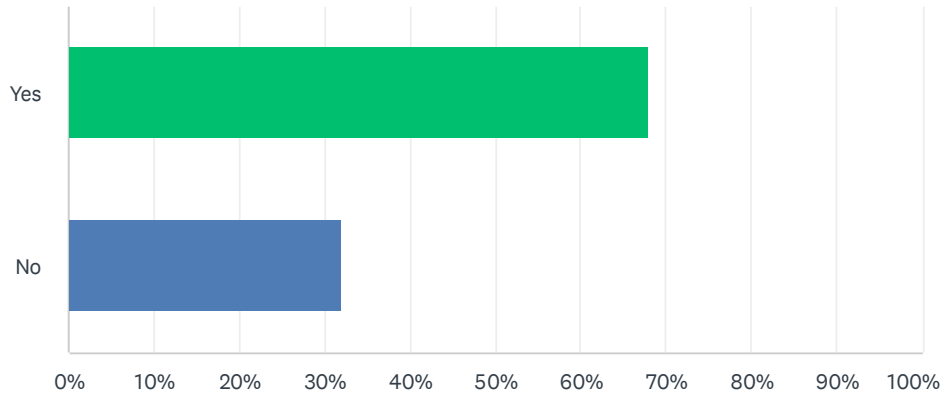
- DMAS reported that they are working on a Behavioral Health Redesign which will be a two-year project through June 2026. DBHDS is participating in the project with DMAS.
- The 21st Central Virginia CSA Training and Resource Day will be held on from 9 to 3 on Friday, September 20, 2024 in Midlothian.
- A NAMI VA Mental Health Conference and Youth and Family Summit will be held on September 26 at the Inn at Virginia Tech. There is no cost to attend. Youth, families, peer support providers, and mental health professionals are encouraged to register and attend.
- Over the next two years, CSBs will be working to develop crisis receiving centers and mobile crisis teams in an effort to offer crisis response across the state.

Adjournment

There being no other business, the meeting adjourned at 12:00 p.m. on a motion by Lesley Abashian, seconded by Shannon Updike and carried. The next meeting is scheduled for November 7, 2024.

Q1 Does your CSA program capture youth and family input/feedback on the local FAPT/CSA process?

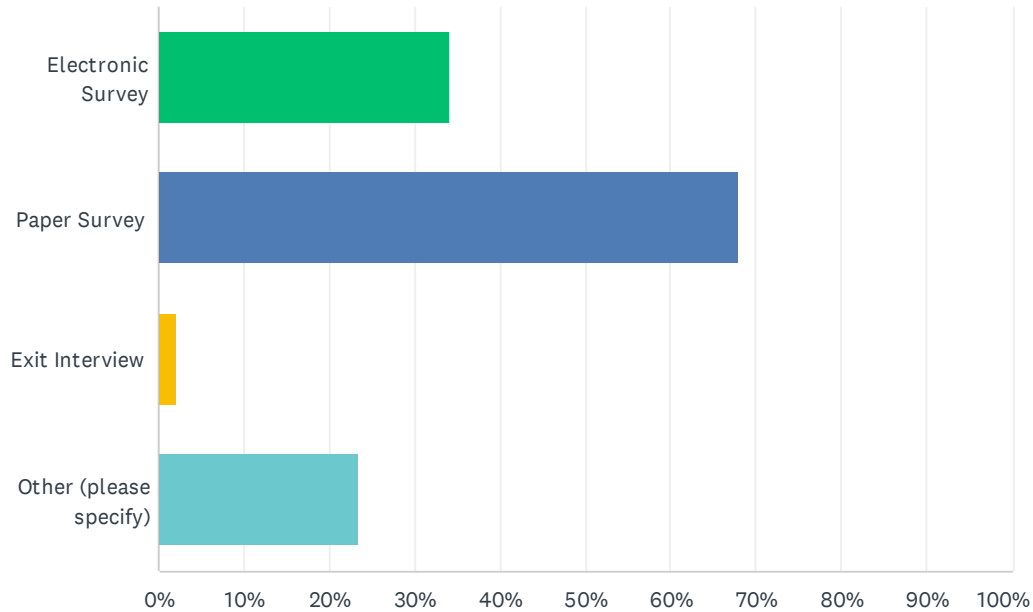
Answered: 78 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	67.95%	53
No	32.05%	25
TOTAL		78

Q2 How do you capture this information?

Answered: 47 Skipped: 31



ANSWER CHOICES	RESPONSES
Electronic Survey	34.04% 16
Paper Survey	68.09% 32
Exit Interview	2.13% 1
Other (please specify)	23.40% 11
Total Respondents: 47	

#	OTHER (PLEASE SPECIFY)	DATE
1	Family input is always documented in IFSP's at FAPT as well when reviewing and updated case information.	6/27/2024 1:02 PM
2	Verbally during regular monthly FAPT updates with the family/youth. Requests are noted in the minutes as well as accomodations. .	6/26/2024 3:42 PM
3	During FAPT	6/26/2024 3:17 PM
4	We ask families how they felt about the process occasionally.	6/26/2024 2:17 PM
5	Participation and Input valued in FAPT meetings	6/26/2024 1:25 PM
6	FAPT & CPMT Parent representatives	5/24/2024 11:55 AM
7	paper survey's have been used in the past. This ended with COVID and is being re-implemented for the upcoming FY25. Currently information is captured in FAPT documents	5/21/2024 6:20 PM
8	Vendor complaint process (as appropriate). Real-time feedback in FAPT.	5/21/2024 3:26 PM
9	Family participation in FAPT. Clarke intends to begin surveys soon after FAPT as well.	5/21/2024 3:01 PM
10	During FAPT Meetings	5/21/2024 2:11 PM

CSA Family Input Survey

11	not a formal exit interview, just information gathered by the service coordinator and information gathered by the FAPT during FAPT meetings	5/21/2024 12:30 PM
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Q3 How have you used this information? (please specify)

Answered: 47 Skipped: 31

#	RESPONSES	DATE
1	To update/improve service delivery; crafting guidance.	7/10/2024 1:46 PM
2	Reporting results to FAPT and CPMT.	7/8/2024 3:19 PM
3	We have utilized this information to help us identify service providers that have the best results in service delivery. It also helps our locality identify how we can be more supportive for our families when it comes to case management and how we can improve our FAPT experience with the families and kids we serve.	6/27/2024 1:02 PM
4	We have a very low response rate. Any survey results shared have been positive. We have been unable to use the information in a meaningful way due to low responses. We continue to encourage responses.	6/27/2024 11:04 AM
5	Used to address concerns with vendors/services	6/27/2024 9:50 AM
6	n/a	6/27/2024 8:00 AM
7	obtain feedback as to how families view the providers we partner with; Inform CPMT as to feedback given	6/26/2024 5:50 PM
8	As tools to review processes within our CPMT/FAPT protocols and to make changes if necessary.	6/26/2024 4:15 PM
9	We have been able to include more family via utilizing telephone or virtual mode for participation. We also have been able to schedule after hours or another day of in person information gathering or signatures.	6/26/2024 3:42 PM
10	To ensure any issues are addressed and to gage customer satisfaction.	6/26/2024 3:17 PM
11	To get feedback and respond accordingly.	6/26/2024 2:56 PM
12	With that information we work on making any changes that might have been shared. Or any other issues we might need to collaborate with other agencies to address concerns as well.	6/26/2024 2:17 PM
13	customer service and better engage families in the process services for our clients	6/26/2024 1:48 PM
14	The FAPT and CPMT are given copies of surveys that are filled out. If the survey is about a provider, we give a copy to the provider as well. We pass both positive and negative input to all the above.	6/26/2024 1:45 PM
15	To assist with training needs. To develop improved goals for parental participation. To assist with development of appropriate ways to communicate with parents	6/26/2024 1:31 PM
16	To assist with the service plan.	6/26/2024 1:26 PM
17	Service planning, moving forward with target dates, and closing case.	6/26/2024 1:25 PM
18	Results disseminated to FAPT and CPMT	6/26/2024 1:16 PM
19	To Review services and how we can improve. The surveys are discussed at CPMT.	6/12/2024 8:42 PM
20	Work in process: Reviewing family input and using information to strengthen program processes	6/12/2024 3:00 PM
21	Our FAPT and CPMT review survey responses as needed and ensure that our policies and practices are inclusive of those families being served.	5/30/2024 11:58 AM
22	new process just started; unsure of any feedback	5/29/2024 12:50 PM
23	We discuss issues as they come up however, we are not very successful in getting the surveys returned so, it has been difficult to use effectively.	5/29/2024 6:49 AM

CSA Family Input Survey

24	FAPT parent representatives assist the family with any questions they have during the FAPT process. They are also able to provide a more rational explanation of what services are being explored for their child. CPMT parent representatives look at a broader scope of the cases and provide input and questions when services are being reviewed during closed session.	5/24/2024 11:55 AM
25	Survey responses are reviewed by a workgroup of CPMT & FAPT members. Used to inform practices and procedures as well as evaluate quality of vendors/services.	5/24/2024 8:49 AM
26	We use this information to better structure the FAPT process. Past surveys have been used to allow in-person or virtual attendance, improve our communication with parents, allow for Q/A for parents. Moving forward we will offer paper and electronic surveys.	5/23/2024 11:07 AM
27	Yes, the survey is provided to CPMT.	5/22/2024 4:20 PM
28	We use the information to see if there are ways to improve our services/experience.	5/22/2024 1:28 PM
29	We try to use this information to better the FAPT process and look for better community-based services for our clients	5/22/2024 10:33 AM
30	just for general info to im	5/22/2024 10:11 AM
31	We have only received one back over several years. The results were reviewed. It was positive, so no changes were incorporated into the plan.	5/22/2024 9:52 AM
32	Information is used at FAPT for service planning	5/22/2024 8:09 AM
33	It is reviewed by CSA Coordinator and CPMT to see if there needs to be changes made to the CSA processes.	5/22/2024 6:18 AM
34	Survey results are shared with FAPT and CPMT to determine if improvements/changes are needed to the FAPT process.	5/21/2024 6:56 PM
35	This information is used to review team and service provider performance.	5/21/2024 6:20 PM
36	To inform conversations with vendors around complaints and action steps needed to address them. Ask specific Interpreters to come back to participate in the family's FAPT (was a great Interpreter) or submit a complaint to our interpretation contract about the lack of quality in interpretations. Long-term want to use parent/family feedback to inform vendor score cards and rate increases.	5/21/2024 3:26 PM
37	Collecting and present to CPMT in January.	5/21/2024 3:19 PM
38	We use this to direct service planning	5/21/2024 3:01 PM
39	TBD - we just added in for FY24 to our results-based performance measures.	5/21/2024 2:22 PM
40	Surveys - we use to gauge where our teams are working and areas of need. During FAPT meetings, we use to work on case plan and services for family and/or youth.	5/21/2024 2:11 PM
41	This information is compiled each year and analyzed by the CPMT and FAPT.	5/21/2024 1:12 PM
42	To improve how services are provided and the flow of communication to families	5/21/2024 1:09 PM
43	review surveys at each CPMT	5/21/2024 12:57 PM
44	We present this information quarterly in charts to our CPMT.	5/21/2024 12:54 PM
45	Reports to CPMT quarterly, reports to FAPT. Offer meeting with CPMT Chair to parents who listed concerns and provided their names.	5/21/2024 12:40 PM
46	the information has not been used systematically, just more case by case	5/21/2024 12:30 PM
47	I share the data with CPMT and FAPT and look at how we can better engage our families and see if there is anything that we are missing.	5/21/2024 12:18 PM

Date: select date

Client Name: last, first

(Locality Name) CSA Intake Form

Person Completing Form: enter name		Email: enter email	
Demographic Information:			
Client Name: (first middle last)	Client ID #: ()	DOB: (date)	Age: (years)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	Race: (select)	Ethnicity: (select)	
Physical Address: (street, city, state, zip)			
Mailing Address (if different from physical address): (street, city, state, zip)			
Child resides with: (select)		If Guardian/Other, please specify: (enter)	
Parent/Guardian: (first, last)	Phone Number: (enter phone #)	Email: (enter email)	
Parent/Guardian: (first, last)	Phone Number: (enter phone #)	Email: (enter email)	
Siblings: (name/age)			
Others Involved: (name/relationship)			
Financial Information:			
Medicaid: <input type="checkbox"/> Yes <input type="checkbox"/> No		FAMIS: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No; if yes, what type: (health insurance carrier)			
Other Funding Streams:			
<input type="checkbox"/> Adoption Assistance	<input type="checkbox"/> Medicaid Waiver	<input type="checkbox"/> Supplemental Security Income	
<input type="checkbox"/> Social Security Disability	<input type="checkbox"/> Title IV-E Prevention	<input type="checkbox"/> Veterans Benefits	
Title IV-E: (select)	If not, has the paperwork been submitted? (select)	Submission Date (select date)	
Education Information:			
Grade: (select grade)	STI #: (enter #)	School: (enter school)	
504 Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Plan: (select date)		
Special Education: <input type="checkbox"/> Yes <input type="checkbox"/> No	IEP Date: (select date)	Disability: (enter all disability categories)	
Special Considerations: (enter additional considerations related to education)			
Evaluations/Diagnoses/Medication			
Evaluations: (include name/date of assessment and results)			

Diagnoses: (DSM-5)
Medications: (Include medication type, dosage, frequency, and prescribing doctor)
Service Providers: (Include all relevant service providers)

Case Management Information:	
Case Manager: (first last)	Referral Source: (agency)
Phone: (enter phone number)	Email: (enter email)
Reason for Referral: (include how child/family is known to your agency-if child in foster care include removal date)	
Current Involvement with Partner Agencies: (list agency and contact person involved with case)	
Requested Services: (enter requested services)	
Required Paperwork:	
Consent to Exchange Information: (yes/no) Date of Completion: (select date)	
Completed CANS: (yes/no) Date of Completion: (select date) CANS Rater: (enter rater name)	

CSA Information:	
Required Paperwork Received: <input type="checkbox"/> Release of Information <input type="checkbox"/> CANS <input type="checkbox"/> Foster Care Plan	
Projected Mandate: (select mandate)	Secondary Mandate: (select mandate)
Parental Contribution Assessment: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt; If exempt, why? (reason)	
FAPT Meeting Scheduled: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: (select date)

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 “SLAT.”.

ARTICLE II – Purpose and Powers

The 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 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 “SEC.”

Specifically, the SLAT was established to better serve the needs of youth and their families by advising the SEC on managing cooperative efforts at the state level and providing support to community efforts. Pursuant to ~~Section~~ [§2.2-5202](#), COV the SLAT may:

1. Advise the SEC on state interagency program policies that promote and support cooperation and collaboration in the provision of services to youth and their families at the state and local levels;
2. Advise the SEC on state interagency fiscal policies that promote and support cooperation and collaboration in the provision of services to youth 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 youth and their families; and
4. Advise the SEC 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 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](#). 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 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 (State and Local Government Conflict of Interests Act). ~~If required, P~~ 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 shall support the development and implementation of a collaborative system of services and funding. This support shall include, but not be limited to, the provision of timely fiscal information, aggregate data on youth, families, and services, and assistance in training local agency personnel on the system of services and funding.

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

ARTICLE V – Officers

The 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 SEC. The 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.

ARTICLE VI – Election of Officers

A nominating committee for the selection of officers for the next ~~fiscal year~~ *two-year term* shall be appointed by the chair no later than the penultimate meeting in any given ~~fiscal election~~ 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~~ *the fiscal year in which the chair and vice-chair term*

~~ends.~~ The election of officers shall occur at the final meeting held in the ~~fiscal year term~~ *year.* ~~Prior to~~ *Before* the election, additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers ~~shall assume office~~ *terms shall begin* on July 1 ~~of the first term year.~~ ~~In the event that~~ *If* appointments are delayed, the SLAT may modify this schedule and may appoint an interim chair.

The term of office shall be for ~~one~~ *two* years. Officers shall serve until ~~such time as~~ their term expires or a successor is elected, whichever last occurs. No officer may serve more than ~~three~~ *two* 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 to constitute an election.

~~In the event~~ *If* 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 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 SLAT occurs when a majority of the 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 Robert's Rules of Order and any applicable state law (e.g., the [Virginia Freedom of Information Act](#)).

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

Regular ~~meetings of the~~ SLAT and executive committee *meetings* shall be held as described or published on the [Commonwealth Calendar](#) and at a time and location convenient to members.

All ~~meetings of the~~ SLAT and executive committee *meetings* are open to the public and all interested parties.

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

Members or designated alternates will follow the parameters of State Executive Council for Children's Services Policy 2.1.3 to govern individual participation in SLAT meetings by electronic means.

~~The presence of a majority of the SLAT membership (in person or through approved virtual participation) shall constitute a quorum. When less than a quorum is present, meetings may be held for purposes of information sharing, determining SLAT business, etc., but in no instance may any voting take place with less than a quorum present.~~

A quorum is formed when a majority of the SLAT membership (in person or through approved virtual participation) is present. When less than a quorum is present, meetings may be held to share information, determine SLAT business, etc., but voting may not take place.

All decisions regarding the establishment and implementation of 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 Office of Children's Services.

Members or designated alternates must be present (in person or through approved virtual participation) to record their votes. Each state *and non-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~~ *outlined* in Robert's Rules of Order.

Individual members will endeavor to attend all officially called or scheduled meetings of the 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 SLAT.

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

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

~~The meetings of the e~~Executive committee *meetings* will be open to the public and published as appropriate. 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 SLAT by:

1. Establishing the agenda, scheduling the meetings, and managing the flow and distribution of work;
2. Monitoring the progress of SLAT committees on assigned tasks and integrating

- the work of various committees through coordination with 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 SLAT at all meetings of the SEC; and
 5. Representing the SLAT in matters that cannot be addressed at its regular meetings. This responsibility shall not extend beyond existing policies, procedures, or decisions previously made or established by the SLAT.

ARTICLE IX – Committees

~~Committees may be formed by~~ *The chair may form committees* as required after appropriate consultation with the membership. A committee chair and an acceptable number of committee members shall be appointed. Each committee may be dissolved at the discretion of the 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 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 SLAT by an affirmative vote of a majority of the 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~~ *SLAT* shall revise these Bylaws, or an appointed subcommittee as required but no less than once every three years from the date of their adoption provided that all amendments to these Bylaws must be approved by the SEC.

ARTICLE XII – Severability

It is hereby declared to be the intention of the 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 3, 2023~~ *February 6, 2025* and approved by the State Executive Council on ~~September 14, 2023~~ *March 13, 2025*.

Chair
State Executive Council for Children's Services

Chair
State and Local Advisory Team

Date: _____

Date: _____