

Grayson County
Comprehensive Services Act Program
For
At Risk Youth



Community Policy Management Team Bylaws.

Revised November 2014

Article I - Appointment

Pursuant to Code of Virginia, §2.2-5204 and §2.2-5205, the governing body of Grayson County has appointed a Community Policy and Management Team which has the responsibility for implementing the requirements of the Comprehensive Services Act, including the expenditure of funds appropriated by the locality and allocated by the State. Additionally, pursuant to Code of Virginia §2.2-5204, the governing body of Grayson County shall designate an official to act as fiscal agent for the Community Policy and Management Team.

Article II - Name and Purpose

The name of this body shall be the Grayson County Community Policy and Management Team, herein after referred to as the Management Team or CPMT. The purpose of the Management Team will be to create, maintain, and manage a collaborative system of services and funding that is child centered, family focused, and community based when addressing the strengths and needs of troubled and at-risk youth and families.

Article III – Membership

Conditions and standards relating to membership are determined by state law and by local government directive enacted in accordance with state law, which provides as follows:

A. Pursuant to Code of Virginia, §2.2-5205, the **minimum mandatory membership** of the team includes:

1. The **local agency heads** or their designees from the:

Community Services Board
Department of Social Services
Health Department
Juvenile Court Services Unit
School Division

Persons appointed by their community agencies shall be authorized to make policy and funding decisions for their agencies.

2. At least **one elected official or appointed official or his designee** from the governing body of the locality.
 3. A **private provider representative**, if a private organization or an association of providers is located within the locality.
 4. A **parent representative** – A parent representative – Parent of a child that has received or provided one of the agencies representatives on the CPMT team.
 5. **Optional Members** – Governing bodies have the option of appointing additional members to the Management Team including, but not limited to representatives from other public agencies, law enforcement officials, and local government officials.
- B. Management Team members or their designees are expected to attend at least 75% of the regularly scheduled meetings within any calendar year. Any member of the CPMT who fails to attend at least 75% of the regularly scheduled CPMT meetings within any given calendar year shall be reported to the local appointing authority by the CPMT.
- C. Vacancies shall be filled in the same manner as the original appointment.
- D. While the Management Team is without authority to expand or alter its membership, it may solicit advisory personnel to assist in achieving its objectives in accordance with approved program and mandates.
- E. The local governing body shall appoint parent and private provider representatives for a four year term. Parent and private provider representatives are eligible for reappointment. Incumbents in an expired term shall continue to serve until appointments are made by the governing body.

F. **Conflict of Interest - Code of Virginia §2.2-3117**

Any person serving on the Management Team who does not represent a Public agency shall file a statement of economic interests as required by State and Local Government Conflict of Interests Act. Forms required are provided by the Secretary of the Commonwealth to the clerks of the governing body and are filed prior to assuming office and annually thereafter. “Persons serving on the Management Team who are parent representatives or who represent private organizations or associations of providers for children or family services shall abstain from decision-making involving cases or agencies in which they have either a personal interest, as defined in §2.2 - 3101 of the State and Local Government Conflict of Interest Act, or a fiduciary interest.”

G. **Liability**

“Persons who serve on the team shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent. Any person serving on such team who does not represent a public agency shall file a statement of economic interests as set out in §2.2-3117 of the State and Local Government

Conflict of Interests Act (§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 and Responsibilities

1. Develop/maintain interagency policies and procedures to govern the provision of services to children and families in the community.
2. Develop/maintain interagency fiscal policies governing access to the state pool of funds by the eligible populations including immediate access to funds for emergency services and shelter care.
3. Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard fee scale based upon ability to pay.
4. Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community including consultation on the development of a community-based system of services established under §16.1-309.3.
5. Establish policy on appointing the Family Assessment and Planning Team members from each department of DSS, School System, Court Services, Community Services Board, Parent Representative and Private Provider.
6. Establish policies governing referrals and reviews of children and families to the family assessment and planning teams and a process to review the team’s recommendations and requests for funding.
7. Establish quality assurance and accountability procedures, including an annual audit, for program utilization and funds management.
8. Establish procedures for obtaining bids on the development of new services.
9. Manage funds in the interagency budget allocated to the community from state pool funds, the trust fund, and any other source.
10. Authorize and monitor the expenditure of funds by each family assessment and planning team.
11. Submit grant proposals that benefit the community to the state trust fund and enter into contracts for the provision or operation of services upon approval of the Board of Supervisors of Grayson County.
12. Serve as the community liaison to the Office of Comprehensive Services for At-Risk Youth and Families, reporting on its programmatic and fiscal operations and on its

- recommendations for improving the service system, including consideration of realignment of geographical boundaries for providing human services.
13. Collect and provide uniform data to the Council as requested by the Office of Comprehensive Services for At-Risk Youth and Families.
 14. Review and analyze data in management reports provided by the Office of Comprehensive Services to help evaluate child and family outcomes and public/private provider performance in the provision of services for children and families served. The Management Team shall also review local and statewide data provided in management reports on the number of children served, children placed out of state, demographics, types of services provided, duration of services, service expenditures, child and family outcomes, and performance measures. The Management Team shall track utilization and performance of residential placements using data and management reports to develop and implement strategies for returning children in out-of-state placements to the Commonwealth, preventing placements, and reducing lengths of stay in residential placements for children who can appropriately and effectively be served in their home, relative's home, family-like setting, or their community.
 15. Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents 14-17 for whom admission to an acute care psychiatric or residential treatment facility, exclusive of group homes, was sought but unable to be obtained. Such information shall be gathered from the family assessment and planning team or other authorized community agencies and shall contain the child's date of birth, date admission attempted, and the reason the patient could not be admitted.
 16. Establish policies for providing intensive care coordination services for children at risk of entering or placed in residential care through the Comprehensive Services Act.
 17. Have authority, upon approval of the Grayson Co. Board of Supervisors to enter into a contract with another community policy and management team to purchase coordination services provided that funds described as the state pool funds are not used.

Grayson County Department of Social Services serves as the fiscal agent for CSA funding. The county provides for an annual audit of the total revenues received and the programs. The county shall arrange for the provision of legal services to the Management Team.

Article V – Officers of the Management Team

The Management Team shall elect a Chair and Vice-Chair at the first duly called meeting of the fiscal year.

A. Chairperson Duties

1. Preside at all meetings of the Management Team
2. Be the official signature on all CSA documents for the Management Team
3. Appoint committees necessary for the operation of the Management Team
4. Perform any other duties determined by the Management Team
5. Provide updates to the Board of Supervisors of Grayson County regarding the activities, goals, and finances of the Management Team.

B. Vice Chairperson Duties

1. In the absence of the Chairperson, perform all the duties of the Chairperson and any other duties as assigned by the Management Team.

C. Secretary

1. The secretary shall be the CSA Coordinator and shall be responsible for accurately reporting the subjects and actions of the Management Team meetings. Secretary shall serve as liaison between FAPT and the Management Team.

D. Terms

1. The Chair and Vice-Chair shall serve 2 year terms, with the term of office beginning at the annual organizational meeting in which they are appointed and lasting 2 years. A member of the management team may not serve as Chair or Vice-Chair for more than 2 consecutive terms.

Article VI – Meetings

- A.** There shall be an **annual organizational meeting** at the beginning of the calendar year for purposes of reviewing the By-Laws, electing officers, reviewing local policies and procedures, and receiving an annual audit for the previous calendar year. Additionally at the annual organizational meeting all necessary Confidentiality Statements, Codes of Ethics, Conflict of Interest Statements, and Statements of Economic Interest shall be updated.
- B.** **Regular meetings** shall be held at a time determined by the Management Team.

- C. **Special meetings** may be called by the Chairperson or upon request of three members.
- D. The **quorum** for all Management Team meetings shall be fifty percent of its members including the Chairperson or Vice Chairperson.

Article VII – Rules of Order

Robert’s Rules of Order shall be used as a guide in conducting Management Team business. All issues of parliamentary procedure shall be referred to the Chairperson or presiding officer in the absence of the Chairperson, whose decisions shall be final and binding.

Article VIII – Confidentiality

All information about specific children and families obtained by the Management Team and Family Assessment and Planning Team (FAPT) in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements. All other information not related to specific children and families shall be subject to the Freedom of Information Act.

Article IX - Amendments

The terms and provisions of the By-Laws of the Management Team may be amended at the regular meeting of the Management Team by a majority vote of the quorum present, given that notice of any proposed amendment was submitted to all members in writing two weeks prior to the meeting.

Approved by Grayson County CPMT on _____

DATE

Anthony Isom, Chair

