

Fluvanna County  
**Community Policy and CPMT (CPMT)**  
**By-Laws**  
AMENDED April 23, 2024

**ARTICLE I - NAME**

The name of this group shall be the Fluvanna Community Policy and Management Team, herein after referred to as the "CPMT".

**ARTICLE II - MISSION AND PURPOSE**

Section 1. Mission Statement

Youth are Fluvanna County's greatest resource because they are our present and our future. The family is the best environment for raising children. Providing services to assist families to function effectively in the community empowers families to recognize their strengths and capabilities, and promotes the best interest of society. Successful families contribute to our community and strengthen the entire social framework for the good of all citizens.

Section 2. Purpose

The purpose of the CPMT shall be manage the cooperative effort in each community to better serve the needs of troubled and at-risk youths and their families and to maximize the use of state and community resources. (Code of Virginia, , Section 2.2-5206).

**ARTICLE III - MEMBERSHIP**

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

- A. The membership of CPMT shall meet the requirements of the Code of Virginia (Section 2.2-5205) and is appointed by the Fluvanna County Board of Supervisors. The membership shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of the locality which is a member of the team, and the local agency heads or their designees who have the authority to approve funds from the following community agencies: Community Services Board, Juvenile Court Services Unit, Department of Health, Department of Social Services, and the local school division. The CPMT shall include a parent/community representative who, if employed by a public or private program that receives funds pursuant to this chapter or agencies represented on CPMT may serve provided that they do not, as part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. If, in the future, a private organization or association

of providers for youth or family services located in Fluvanna County, a representative shall be included on the CPMT. These two representatives shall be required to file a statement of economic interest as set out in the Code of Virginia, Section 2.2-3117 of the "State and Local Government Conflict of Interests Act".

- B. Agency heads or their designees of Code-mandated organizations shall be permanent members of the CPMT.
- C. Other appointed public or governmental agency CPMT members shall serve at the pleasure of the Fluvanna County Board of Supervisors.
- D. Family/Community representatives shall be appointed by the Fluvanna County Board of Supervisors and may serve as many as two consecutive two year terms. At the inception of the CPMT, the terms of the community and private provider representatives shall expire June 30th. Should any term begin after July 1, but not after June 30<sup>th</sup> of the following year, that term will be considered a full year of the term's two year period. They will abstain from making decisions involving cases or agencies to which they have a personal or fiduciary interest.
- E. Private provider representatives shall be appointed by the Fluvanna County Board of Supervisors and may serve as many as two consecutive two year terms. At the inception of the CPMT, the terms of the private provider representatives shall expire June 30th. Should any term begin after July 1, but not after June 30<sup>th</sup> of the following year, that term will be considered a full year of the term's two year period. They will abstain from making decisions involving cases or agencies to which they have a personal or fiduciary interest.
  - F. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- G. Any member of the CPMT who fails to personally attend or send a designee to at least 75% of the regular meetings within any calendar year may be reported to the Fluvanna County Board of Supervisors by the Chairperson of the CPMT.
  - 1. A member may send a non-voting representative in their stead.
  - 2. Should a member opt to send this non-voting representative, the member or designee would still be considered absent, for the purposes of annual attendance.
- H. While the CPMT is without authority to expand or alter its membership, changes in membership may be recommended to the Fluvanna County Board of Supervisors. The CPMT may also solicit advisory personnel to assist in achieving its objectives in accordance with its approved program and mandates.

#### **ARTICLE IV - POWERS AND DUTIES**

The CPMT, as a governmental entity of Fluvanna County, and as creation of state law, having been mandated by the General Assembly, shall be subject to state and local laws and regulations established to regulate its functioning, and shall have the general powers, duties and

responsibilities of a policy and CPMT as outlined in Section 2. 2.2-5206 of the Code of Virginia as amended. As set forth in the Code of Virginia, the powers and duties of the CPMT are:

- A. Develop interagency policies and procedures to govern the provision of services to youth and families in its collective communities.
- B. Develop 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.
- C. 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 sliding fee scale based upon ability to pay
- D. Coordinate long range, community wide planning which insures the development of resources and services needed by youth and families in its community including consultation on the development of a community-based system of services established under Section [16.1-309.3](#) of the Code of Virginia.
- E. Establish policies governing referrals and reviews of youth and families to the family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council, including a process for parents and persons who have primary physical custody of a child to refer children in their care to the teams, and a process to review the team's recommendations and requests for funding.
- F. Establish quality assurance and accountability procedures for program utilization and funds management.
- G. Establish procedures for obtaining bids on the development of new services.
- H. Manage funds in the interagency budget allocated to the collective communities from the state pool of funds, the trust fund, and any other source.
- I. Authorize and monitor the expenditure of funds by each family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council.
- J. Have authority to submit grant proposals that benefit its collective communities, to the state trust fund and to enter into contracts for the provision or operation of services upon approval of the participating governing bodies.
- K. Serve as the community's liaison to the Office of Children's Services, 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.

- L. Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of Section [2.2-2648](#) of the Code of Virginia.
- M. Review and analyze data in management reports provided by the Office of Children's Services in accordance with subdivision D 18 of Section [2.2-2648](#) of the Code of Virginia, to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through the Children's Services Act program. Every team shall also review local and statewide data provided in the 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. Additionally, teams shall track the utilization and performance of residential placements using data and management reports to develop and implement strategies for returning children placed outside of the Commonwealth, preventing placements, and reducing lengths of stay in residential programs for children who can appropriately and effectively be served in their home, relative's homes, family-like setting, or their community.

The CPMT may create grant proposals and seek other funding sources that meet the objectives of the purpose of the policy and CPMT and submit such proposals to the Fluvanna County Board of Supervisors.

- N. Administer funds pursuant to Section [16.1-309.3](#) of the Code of Virginia. The financial policies and procedures of the CPMT will be in accordance with the established financial policies and procedures of Fluvanna County.
- O. Have authority, upon approval of the participating governing bodies, to enter into a contract with another community policy and management team to purchase coordination services provided that funds described as the state pool of funds under Section [2.2-5211](#) of the Code of Virginia are not used.
- P. Establish policies for providing intensive care coordination services for children who are at risk of entering, or are placed in, residential care through the Children's Services Act program, consistent with guidelines developed pursuant to subdivision D 22 of Section [2.2-2648](#) of the Code of Virginia.
- Q. Establish policies and procedures for appeals by youth and their families of decisions made by local family assessment and planning teams regarding services to be provided to the youth and family pursuant to an individual family services plan developed by the local family assessment and planning team. Such policies and procedures shall not apply to appeals made pursuant to Section [63.2-915](#) of the Code of Virginia, or in accordance with the Individuals with Disabilities Education

Act or federal or state laws or regulations governing the provision of medical assistance pursuant to Title XIX of the Social Security Act.

## **ARTICLE V - FAMILY ASSESSMENT AND PLANNING TEAM**

### **A. Appointment of Family and Assessment Planning Team**

The CPMT shall ensure the appointment of the members of the Family Assessment and Planning Team, herein after referred to as FAPT. The CPMT shall ensure that FAPT be composed of representatives specified in the Children's Services Act; including Fluvanna County Department of Social Services; Fluvanna County Public Schools; 16<sup>th</sup> District Court Services Unit; Region Ten Community Services Board; a member of the community to represent parent and families served by the CSA, who is a parent/guardian of a child currently enrolled in the Fluvanna County public school system, and/or has received services funded by the CSA; and a representative of a private organization that currently receives funding from the CPMT to provide children's or family services. While each agency may have multiple representatives providing input during assessments and deliberations, there will be only one voting representative from each agency.

### **B. FAPT Membership**

FAPT Team members representing the agencies specified in the Code shall be permanent. Public or governmental agency members shall serve at the pleasure of the CPMT. FAPT Team membership shall be reviewed annually by the CPMT.

### **C. FAPT Officers**

The membership of FAPT shall select a Chairperson and a Vice Chairperson. The Vice Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson. These individuals shall be selected prior to July 1, and annually thereafter at the last meeting held in the fiscal year. The term of office shall be for one (1) year. No officer may serve more than two (2) consecutive terms in the same office.

### **D. Policies and Procedures**

The CPMT shall devise policies and procedures, which shall govern the duties and procedures to be followed by FAPT. Any changes to the policies and procedures need approval of the CPMT.

## **ARTICLE VI - OFFICERS OF THE CPMT AND THEIR DUTIES**

### **Section 1. Officers**

The officers of the CPMT shall consist of a Chairperson and Vice-Chairperson who shall be elected by the CPMT and serve at the pleasure of the Team.

## Section 2. Duties

The duties of the Chairperson shall be:

- a. To preside at all meetings of the CPMT.
- b. To appoint committees necessary for operation of the CPMT.
- c. To work closely with the Chairperson of FAPT.
- d. To perform any other duties determined by the CPMT.

The Vice-Chairperson, shall, in the absence of the Chairperson, perform the duties of the Chairperson and any other duties assigned by the CPMT.

The CSA Program Manager shall assure that accurate records of all CPMT meetings are maintained. CSA Program Manager shall assure that notices of meetings of the CPMT are distributed and shall perform other duties as requested by the Team. CSA Program Manager shall also review, evaluate and report on all fiscal, service and evaluation matters.

## **ARTICLE VII - NOMINATIONS, ELECTIONS AND TERMS OF OFFICE**

The CPMT shall elect its officers prior to July 1 and annually thereafter at the last meeting held in the fiscal year.

The term of office shall be for one (1) year. A quorum must be present and voting in order to constitute an election.

Any vacancy occurring among the officers shall be filled to serve the remainder of the unexpired term.

## **ARTICLE VIII - MEETINGS**

Regular meetings shall be held on the 4<sup>th</sup> Tuesday of each month.

Special meetings of the CPMT may be called by the Chairperson or upon written request of three members.

The quorum for all CPMT meetings shall be 50% of its members, including an officer. If an officer is not present at a CPMT meeting when the attendance meets the needed level for quorum, the most senior member of the CPMT that is present at the meeting location shall preside as the acting officer; should an officer arrive at a CPMT meeting after the meeting has been called to order through this circumstance, the acting officer shall then transfer all duties to the officer.

## **ARTICLE IX - CONFIDENTIALITY**

All information about specific youth and families obtained by the CPMT and the FAPT members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

**ARTICLE X - AMENDMENTS**

The terms and provisions of the By-Laws of the CPMT may be amended at any regular meeting of the CPMT by approval of two thirds of those present and voting, given that notice if any proposed amendment was submitted to all members in writing two weeks prior to the meeting.

**ARTICLE XI – OTHER PARLIAMENTARY PROCEDURES**

Any other parliamentary procedures needed for CPMT to operate effectively, that are not listed in these By-Laws, shall defer to procedures listed in the most recent revision of Robert’s Rules of Order (Henry M. Robert, et al, authors).

These By-Laws were adopted at a regular meeting of the Fluvanna Community Policy and CPMT held on \_\_\_\_\_ by a vote of \_\_\_\_\_ in favor to and \_\_\_\_\_ not in favor.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_