

BY-LAWS

**MONTGOMERY COUNTY COMMUNITY POLICY AND MANAGEMENT TEAM
(CPMT)**

ARTICLE I - NAME

The name of this body shall be the Montgomery County Community Policy and Management Team, hereinafter referred to as the CPMT.

ARTICLE II - PURPOSE

The purpose of the CPMT shall 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 their families.

ARTICLE III - MEMBERSHIP

Section 1. Conditions and standards relating to membership are determined by state law and by local ordinance enacted in accordance with state law, which provides as follows:

- a) The membership of the CPMT shall meet the Code of Virginia, and be approved and appointed by the Board of Supervisors of Montgomery County. In its appointments, the CPMT shall include, at a minimum, one elected official or appointed official or his/her designee, the local agency heads (or their designees) from the following community agencies: New River Valley Community Services, 27th District Court Service Unit, the New River Health District, the Montgomery County Department of Social Services, and the Montgomery County Public Schools. In addition, the CPMT shall include one parent, who is not an employee of any public or private program which serves children and families, and one representative of a private organization or association of providers for children or family services located in Montgomery County. The Montgomery County Board of Supervisors reserves the right to appoint other members at its discretion.
- b) The designees referenced in Article III, Section I, Paragraph a, shall exercise only that authority which has been granted by the agency head and shall announce at the beginning of each CPMT meeting, any limitations he/she may have relative to decision-making and/or voting power. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies.
- c) Agency heads or their designees of Virginia Code mandated organizations shall be permanent members of the CPMT.

- d) Parent representatives shall be appointed by the Board of Supervisors and may serve a three (3) year term. Appointments shall be for no more than two (2) consecutive terms.
- e) CPMT vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- f) CPMT members or their designees are expected to attend at least seventy -five (75%) percent of the regularly scheduled CPMT meetings within any fiscal year.
- g) While the CPMT is without authority to expand or alter its membership, it may solicit advisory personnel to assist in achieving its objectives in accordance with its approved program and mandates.

Section 2. Any person serving on the CPMT 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 Interest Act. Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Governments Conflict of Interest Acts.

ARTICLE IV - POWERS AND DUTIES

The CPMT, as an agent of Montgomery County, and as a creation of state law, having been mandated by the General Assembly, shall be subject to the state and local laws and regulations established to regulate its functioning, and shall have the general powers and duties of a Community Policy and Management Team as outlined in Sections 2.2-5206 of the Code of Virginia as amended. The powers and duties of the CPMT are:

- a) Develop interagency policies and procedures to govern the provision of services to children and families in its community;
- b) 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;
- c) Coordinate long range, community-wide planning which 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;
- d) Establish policies governing referrals and reviews of children and families to the Family Assessment and Planning Team (FAPT, including a process for parents and persons who have primary physical custody of a child to refer children in their care to the team and a process to review the team's recommendations and request for funding;
- e) Establish quality assurance and accountability procedures, including an annual audit, for program utilization and funds management;

- f) Establish a policy and procedure 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 or file the State Division of Child Support Enforcement (DCSE) application;
- g) Through the county procurement process, establish procedures for obtaining bids on the development of new services;
- h) Manage funds in the interagency budget allocated to the community from the state pool of funds, and any other source approved by the Montgomery County Board of Supervisors;
- i) Authorize and monitor the expenditure of funds by the Family Assessment and Planning Team;
- j) Monitor the adherence of Family Assessment and Planning Team and Community Policy and Management Team members to established policies, procedures, and standards of professional behavior as specified in Section VI of the Montgomery Community Policy and Management Team manual, and provide staff development activities as warranted;
- k) Collect and provide uniform data to the State Executive Council (SEC), in accordance with subdivision D16 of § 2.2-2648;
- l) Have authority to enter into contracts for the provision or operation of services upon approval of Montgomery County;
- m) Have authority (upon approval of the participating governing bodies) to contract with another CPMT to purchase coordination services provided that funds described as the state pool of funds under § 2.2-5211 are not used;
- n) Administer funds pursuant to §16.1-309.3;
- o) Submit to the Office of Child and Family Services of the Department of Behavioral Health and Developmental Services (1220 Bank Street, POB 1797, Richmond, VA 23118-1797; (804) 371-2137) information on children for whom an admission to an acute care psychiatric or residential treatment facility was sought but was unable to be obtained by the reporting agency.
- p) Serve as its 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.
- q) 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 § 2.2-2648, COV § 2.2-5206.

- r) Review and analyze data in management reports provided by the Office of Children’s Services for at-risk youth and families in accordance with subdivision D 18 of §2.2-2648 to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through CSA program. It shall also review local and statewide data provided in the management reports and track the utilization and performance of residential placements using 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, relatives homes, family-like setting, or their community.

ARTICLE V - OFFICERS OF THE POLICY AND MANAGEMENT TEAM AND THEIR DUTIES

Section 1. The officers of the CPMT shall be a Chairperson and Vice-Chairperson elected at the first duly called meeting in the fiscal year.

Section 2. 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 Program Manager of the Family Assessment and Planning Team;
- d) To provide orientation to new FAPT and CPMT members including CSA purpose, By-laws, policies, as well as roles and responsibilities as team members;
- e) Identify needs and facilitate staff training to include team development;
- f) To perform any other duties determined by the CPMT and;
- g) To keep the Office of Children’s Services and the Board of Supervisors of Montgomery County informed of the activities of the CPMT.

Section 3. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson and any other duties assigned by the Chairperson and/or CPMT.

Section 4. Administrative funds will be used to secure a staff person to serve as secretary for the purpose of accurately reporting the actions of the CPMT meetings. The Secretary shall assure that notices of meetings of the CPMT are distributed and shall perform other duties as requested by the CPMT. The Secretary shall also review, evaluate and report on all fiscal, service and evaluation reports.

ARTICLE VI- MEETINGS

- Section 1.** There shall be an annual meeting for the purpose of reviewing the By-Laws, electing officers and receiving an annual audit for the previous fiscal year.
- Section 2.** Regular monthly meetings shall be held at a time to be determined by the CPMT.
- Section 3.** Special meetings of the CPMT may be called by the Chairperson or upon request of three members.
- Section 4.** The quorum for all CPMT meetings shall be the majority of the appointed members.

ARTICLE VII- RULES OF ORDER

Robert's Rules of Order shall be used as a guide in conducting CPMT business. All issues of parliamentary procedure shall be referred to the Chairperson, or presiding officer in the absence of the Chairperson, where decisions shall be final and binding. Voting will be done by answering "aye" or "nay".

ARTICLE VIII- CONFIDENTIALITY

Section 1. The CPMT meetings are open to the public. All information not related to specific children and families shall be subject to the Freedom of Information Act.

Montgomery County CPMT meetings comply with the Freedom of Information Act,

- A. Notice of all CPMT meetings will be posted in a prominent public location and contain the date, time, and location prior to the meeting according to law.
- B. A "meeting" is defined as "meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body" where the business of the public body is being discussed or transacted.
- C. The CPMT is not permitted to conduct a meeting through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business.
- D. The CPMT may choose to close a meeting as allowed by FOIA or other law and requires a motion stating the purpose, the subject and Code § 2.2-3711.
- E. Individual CPMT members may participate in CPMT meetings by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the CPMT to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. When such individual participation is due to an emergency or

personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

Section 2. Closed meetings are not open to the public, unless the child and family who are the subjects of each proceeding request, in writing, that these sessions be open. Advisory personnel solicited by the CPMT must have approval from the CPMT prior to attending the executive session.

Section 3. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential under all applicable laws, mandates, and licensing requirements.

ARTICLE IX

Ad hoc committees may be appointed by the CPMT as necessary.

ARTICLE X-- Amendments

The terms and provisions of these By-Laws which are within the control and discretion of the CPMT may be amended at any regular meeting of the CPMT by a majority vote of the quorum present, given that notice of any proposed amendment was submitted to all members in writing prior to the meeting.

These By-Laws, as amended, adopted at a regular meeting of the CPMT.

July 2014, Reviewed by County Attorney 12/1/15, 03/08/17

Reviewed 7/6/16; no revisions

Revisions May 2015, Jan 2016 and Oct 2016

Reviewed July 2017, July 2018, July 2019: no revisions