

**PRINCE WILLIAM COUNTY
COMMUNITY POLICY AND MANAGEMENT TEAM
BY-LAWS**

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 (Code of Virginia, Title 2.2, Chapter 52, Sections 2.2-5204 through 2.2-5206).

MEMBERSHIP

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

The membership of the CPMT shall meet the requirements of the Code of Virginia Section 2.2-5204 but not exceed twenty (20) persons approved and appointed by the Prince William County Board of Supervisors. The membership shall include, at a minimum, the local agency heads or their designees who have the authority to approve funds from the following community agencies:

- Community Services
- Juvenile Court Services Unit
- Department of Health
- Department of Social Services
- Prince William County Schools

The CPMT should also include a representative of a private organization or association of providers for children or family services if such organizations or associations are located within greater Prince William. This representative 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”. The CPMT shall also include one or two parent representatives who are not employees of any public or private program that receives Prince William County CSA

pool funds. The parent representatives will also be required to complete a statement of economic interest.

Agency heads or their designees of Code-mandated organizations shall be permanent members of the CPMT. Other appointed public or governmental agency CPMT members shall serve at the pleasure of the local governing bodies and may serve unlimited terms. Parent representatives and private providers shall be appointed by the local governing bodies and may serve as many as two consecutive two-year terms.

Vacancies shall be filled for the unexpired terms in the same manner as the original appointment. Any member of the CPMT who fails to personally attend or send a designee to at least 75 percent of the regularly scheduled CPMT meetings within any calendar year may be reported to the local appointing authority by the CPMT. Each team member will designate a standing alternate member(s) who will attend on a regular basis in the event of his/her absence from a meeting. 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.

OFFICERS OF THE CPMT

1. The Chair of the CPMT shall be the DSS Director. The Vice Chair will rotate annually among the public agency members with the beginning of each fiscal year: CS, CSU, Health District, PWCS.
2. The duties of the Chair shall be:
 - a. To preside at all meetings of the CPMT.
 - b. To appoint committees necessary for the operations of the CPMT.
 - c. To work closely with DSS Assistant Director for CSA.
 - d. To perform any other duties determined by the CPMT.
 - e. To keep the State and Local Advisory Team (SLAT) and the Board of County Supervisors informed of the activities of the Community Policy and Management Team.

3. The vice-chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties assigned by the CPMT.

POWERS AND DUTIES

The CPMT, as a governmental entity of Prince William County and as a 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 management team as outlined in Section 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:

1. Develop interagency policies and procedures to govern the provision of services to children and families in Prince William County.
2. 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.
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 sliding fee scale based upon ability to pay.
4. Coordinate long-range, community-wide planning which ensures the development of resources and services needed by children and families in their community.
5. Establish policies governing referrals and reviews of children and families to the Family Assessment and Planning Teams (FAPTs) and a process to review the teams' recommendations and requests for funding.
6. Establish quality assurance and accountability procedures for program utilization and funds management.
7. Establish procedures for obtaining bids on the development of new services.
8. Manage funds in the interagency budget allocated to the County from the state pool of funds, the trust fund, and any other source.
9. Authorize and monitor the expenditure of funds by each Family Assessment and Planning Team.

10. Authorize submitting grant proposals which benefit the County to the state trust fund and to enter into contracts for the provision or operation of services upon approval of the governing body.
11. Serve as the community's liaison to the State and Local Advisory Team, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system.
12. Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of § [2.2-2648](#).
13. Review and analyze data in management reports provided by the Office of Children's Services 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 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;
14. Administer funds pursuant to § [16.1-309.3](#);
15. 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 § [63.2-915](#) 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.

16. The CPMT may create grant proposals and seek other funding sources that meet the objectives of the purpose of the CPMT and submit such proposals to the appropriate governing body.
17. Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents ages 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to Article 2 (§ [37.2-403](#) et seq.) of Chapter 4 of Title 37.2, exclusive of group homes, was sought but was unable to be obtained by the reporting entities. Such information shall be gathered from the family assessment and planning team or participating community agencies authorized in § [2.2-5207](#). Information to be submitted shall include:
 - a. The child or adolescent's date of birth;
 - b. Date admission was attempted; and
 - c. Reason the patient could not be admitted into the hospital or facility;
18. 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](#); and
19. The financial policies and procedures of the CPMT will be in accordance with local and state fiscal policies and procedures.

MEETINGS

Regular meetings shall be held at a time to be determined by the CPMT. Meetings shall be conducted at least quarterly.

Special meetings of the CPMT may be:

- Called by the chairperson or upon written request of three members; or
- Conducted in a:
 - Physical meeting for members to be present, or
 - A virtual meeting using electronic media when there is a need for a decision prior to the next regular meeting.

In the event of a declared emergency when the business of the CPMT cannot be conducted safely or practically, electronic meetings can be held with all members present voting when there is a quorum present and other members are electronically present by video or phone. The purpose of the meeting must be to discuss or transact the business statutorily required or necessary to continue operations of the CPMT and (A) all agenda items are necessary and essential to assure the continuity of County Government; and (B) the nature of the declared emergency makes it impracticable or unsafe for the CPMT to assemble in a single location.

The quorum for all CPMT meetings shall be fifty (50) percent of its members or designated alternate members.

RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be used as a guide in conducting CPMT business. All issues of parliamentary procedure shall be referred to by the chair or vice chair in the absence of the chairman where decisions shall be final and binding.

CONFIDENTIALITY

All information about specific children and families obtained by CPMT, Administrative Team and Family Assessment and Planning Team members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

AMENDMENTS

The terms and provisions of these bylaws may be amended at any regular meeting of the CPMT by a majority vote of those present and voting, given that notice of any proposed amendment was submitted to all members in writing two weeks prior to the meeting.

Chair

Date