

## Minutes of CPMT Meeting on March 21, 2023

The meeting was called to order at 1:30 pm.

**Members Present:** Alan Partin, Wendy Sneed, Debra Susler, Paulette Heron, Shermeka Latney Baker and CSA Coordinator Krista Hill was present.

**Members Absent:** Macine Williams, Natasha Cheek, Brandie Williams

**Meeting Location:** Caroline Social Services

### Approval of Minutes

Shermeka Latney Baker made the motion to approve the February 21, 2023, minutes, second by Debra Susler all members in favor.

### Executive Session

Wendy Sneed made a motion to go into executive session, second by Shermeka Latney Baker, with all members in favor to enter closed, meeting pursuant to Virginia Code 2.0—3711A (15) to discuss medical records excluded from 2.2-3711 pursuant to subdivision of 1 of 2.2-3705.5.

Paulette Heron made a motion to exit Executive Session, second by Debra Susler, with all members in favor.

Upon returning to the open meeting, members were polled regarding closed session just held. “I move that the CPMT members certify that to the best of each members knowledge only public business matters lawfully exempted from the open meeting requirement by Virginia law were discussed in closed meeting to which certification applies, and only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the CPMT members.”

Natasha Cheek-absent	Macine Williams- absent	Debra Susler-yes
Shermeka Latney Baker - yes	Paulette Heron-yes	Alan Partin-yes
Wendy Sneed-yes	Brandie Williams-absent	

### Funding Requests

Motion was made by Wendy Sneed, second by Debra Susler, with all members in favor to approve the funding requests as submitted.

### Old Business

- A. Budget Report was reviewed.
- B. Complete strategic plan was reviewed and discussed.

### New Business

- A. March Local Aggregate Data and annual aggregate data was reviewed and discussed.
- B. Documentation Inventory / Utilization Management Plan

- 1. Three CSA cases were reviewed on 3/16, using a random case selection of every 10<sup>th</sup> case. Two cases had no corrections. One case needed progress reports from the vendor and an updated certificate of insurance from the vendor.

## VII. Adjournment

With no further business the meeting was adjourned.