

**Community Policy and Management Team Minutes**  
**King and Queen Courthouse, Hearing Room**  
**January 10, 2024**  
**10:00 A.M.**

**Present**

Tina Ammons, Finance Director  
Bruce Call, Court Service Unit 9  
Kimberly Carlton, King and Queen Health Department  
Rosalyn Trent, Parent Representative  
Amanda Campagnola, Director of Community Based Services  
Linda Cooke, Assistant Director  
Natalie Mitchell, CSA Coordinator  
Lisa Lose, Administrative Office Manager

The meeting was called to order at 10:05 on January 10, 2024, by Tina Ammons.

**ADOPTION OF AGENDA**

Rosalyn Trent made a motion to approve the agenda. Kimberly Carlton seconded the motion. Motion passed unanimously.

**APPROVAL OF MINUTES**

Linda Cooke made a motion to approve the December 13, 2023, meeting minutes. Amanda Campagnola seconded the motion. All approved the minutes unanimously.

**CLOSED SESSION**

Closed session was motioned by Kimberly Carlton, pursuant to section 2.2-3711 A.4 of the Code of Virginia regarding the private matters of cases #XXXX, #XXXX, #XXXX, #XXX, #XXXX, #XXXX, #XXXX, #XXXX, #XXXX, #XXXX, #XXXX, and #XXXX. Bruce Call seconded the motion and the Team entered closed session.

Upon completion of the discussion Bruce Call motioned that the team return to regular meeting and Kimberly Carlton seconded the motion. A roll call was taken that only matters indicated were discussed in closed session. Motion passed unanimously.

## **OPEN SESSION – APPROVAL OF CASES**

Upon a motion by Bruce Call and a second by Amanda Campagnola, the Team accepted and approved the FAPT recommendations for the following cases #XXXX and #XXXX as follows contingent on funding from the State and County. Motion passed unanimously.

- #XXXX
- #XXXX

## **CSA SELF AUDIT**

Tina Ammons informs the team of the extension, expressing what a great job Natalie Mitchell and Brittany Lawson have done working and completing the audit. The CSA SELF AUDIT was submitted on Monday, January 8, 2024, with no findings. There were some area to improve on but nothing noteworthy.

## **FY 25 CSA BUDGET**

The FY 25 CSA Budget is due today, Wednesday, January 10, 2024, and Tina Ammons plans to submit it for a total of \$750,000. She emphasizes to the team that the county, though previously accepting the original budget, now requires more funds to meet client needs for FY 25. Tina asks if the team would like her to create a budget? Amanda Campagnola inquiries about historical overages, and it was said that the county has not previously gone over. Bruce Call supports a \$250,000 increase from the original budget, considering the changed circumstances. Tina agrees, expressing uncertainty about improvement, and announces her plan to update the Board of Supervisors of the \$750,000 budget for FY 25 CSA.

## **BUDGET REPORT**

Lisa Lose presented the budget report for FY 24.

## **MEMBER/COMMUNITY UPDATES**

Kimberly Carlton says presently, operations at the Health Department are running seamlessly.

Tina Ammons updates the team that the King & Queen Board of Supervisors convened for the first time on Monday night, January 8, 2024, and it was a positive meeting. The FY 25 budgets are due today Wednesday, January 10, 2024. Additionally, Kimberly Carlton has volunteered to serve on the library board. Tina brought attention to the following positions posted for the county; 2 in the Treasurer's Department, 1 with the Circuit Court, 4 in the Sheriff's Department and 3 for EMT.

Linda also adds that King & Queen DSS has vacant positions posted for Family Services Specialist I/II specifically for APS. Because of this vacancy Natalie Mitchell and Linda Cooke had been working on screenings that come into the agency. The agency is also looking to fill the

position of a Family Services Specialist IV. Linda is currently working on drafting a position in the agency's HR system to post for an Administrative Programs Assistant II (APA II).

The next CPMT meeting will be held February 14, 2024.

The meeting was motioned by Bruce Call to adjourn at 10:32 am and so moved by Tina Ammons.