

APPROVED

**FAUQUIER COUNTY
DEPARTMENT OF SOCIAL SERVICES
COMMUNITY POLICY & MANAGEMENT TEAM
September 10, 2025**

MINUTES

ATTENDANCE:

Present:

- Mr. Tom Pavelko, CPMT Chair
- Mr. Michael Mahoney, Admin Program Manager
- Ms. Carly Baughn, CSA Coordinator
- Ms. Crystal Hale, Social Services Director
- Ms. Sheryl Reinstrom, Encompass Executive Director
- Ms. Heather MacMahon, Parent Representative
- Ms. Angie Gum, Fauquier County Schools Director of Special Education
- Ms. Lisa Trapani, Social Services CSA Program Specialist

Absent:

- None

ADOPTION OF THE SEPTEMBER AGENDA and JULY 2025 MINUTES:

Ms. Angie Gum motioned for approval of the September 2025 Agenda. Ms. Sheryl Reinstrom seconded the motion, and the vote was unanimous as follows:

Ayes: Mr. Tom Pavelko, Ms. Crystal Hale and Ms. Heather MacMahon

Nays: None

Absent from vote: None

Abstention: None

Ms. Crystal Hale motioned for approval of the July 2025 Minutes. Ms. Sheryl Reinstrom seconded the motion, and the vote was unanimous as follows:

Ayes: Mr. Tom Pavelko, Ms. Angie Gum and Ms. Heather MacMahon

Nays: None

Absent from vote: None

Abstention: None

CSA REPORTS:

Foster Care Placement Report:

Ms. Baughn presented the foster care placement report as of September 8th. Since the last meeting, there have been several changes. CSA has a sibling pair enter care and have been placed in two separate homes due to one of the siblings has needs that warranted a higher local placement. One child that was in DSS custody was returned to mom after the appeal was completed on the 8th of September. Another child was placed in a relative KinGap arrangement since the child is old enough to not want to be adopted and permanency was their goal. Another change was a child that was in Fostering Futures but needed additional support in being on their own, so they have entered in to an Independent Living program to gain more skills for being on their own. The last

few changes were for children that left DSS custody and either returned home to their parents or signed out of Fostering Futures and have moved out of State.

Ms. Angie Gum motioned for approval of the Foster Care report. Ms. Crystal Hale seconded the motion, and the vote was unanimous as follows:

Ayes: Mr. Tom Pavelko, Ms. Heather MacMahon, and Ms. Sheryl Reinstrom

Nays: None

Absent from vote: None

Abstention: None

Private Day Placement Report:

This report was as of September 10th. Ms. Baughn advised there were five (5) new placements and six (6) discharges where they either moved, were pulled from school by the parent or graduated. There is a total of thirty-two (32) students in private day placements currently.

Ms. Crystal Hale motioned for approval of the Private Day report. Ms. Heather MacMahon seconded the motion, and the vote was unanimous as follows:

Ayes: Mr. Tom Pavelko, Ms. Angie Gum, and Ms. Sheryl Reinstrom

Nays: None

Absent from vote: None

Abstention: None

Case Load Report:

Ms. Baughn presented the Case Load Report. For FY2025, CSA ended with one hundred and eighty-eight (188) unique cases served in the community.

As of this date, there are eighty-three (83) cases that CSA has served from the community so far in FY2026.

Expenditure Report:

Ms. Baughn shared with the team that as of September 5th, the FY2025 gross total expenditure paid to date is \$5,397,846.03, with \$74,374.39 in refunds, with a net expenditure of \$5,323,417.64. CSA is still wrapping up payments before the September 30th deadline.

As of September 5th, the FY2026 gross total expenditure paid to date is \$200,889.26, with \$32,397.28 in refunds, with a net expenditure of \$168,491.98.

OCS UPDATES:

OCS Memo #25-10 FY2026 Administrative Budget Plan Funding:

The Office of Children's Services is releasing the CSA Administrative Plan funding allocations for FY2026. The process for localities to request their Local CSA Administrative funds in FY2026 has been streamlined and a step-by-step guide to the new process is attached for your review.

An email has been sent to all fiscal agents, prompting them to approve their plan via the Fiscal Agent module in LEDRS. Once submitted, funding will be transferred via ETF in October. CSA Coordinators and CMPT Chairs are no longer required to approve the plan. FY2026 Administrative Budget Plan fund requests can be processed between August 1, 2025, through June 15, 2026. The system will close at midnight on June 15, 2026. At that point, no other requests for the FY2026 Administrative Funds will be accepted.

OCS Memo #25-11 FY2025 Year-End Reimbursement Processing:

During the months of July, August, and September, LEDRS can accept expenditures incurred in multiple fiscal years. During the month of July and August, a locality can only submit one (1) LEDRS file each month. In the month of September, a locality can submit up to three (3) LEDRS files.

In the months of July, August, and September, LEDRS separates the submitted data into FY2025 and FY2026 based on the purchase order's fiscal year, this will determine the program service year and the month of service. The expenditure reimbursement data from the locality comes in a single submission. Therefore, a locality should review both FY2025 and FY2026 data reimbursement requests before the Fiscal Agent approves the July, August, and September LEDRS submissions.

All FY2025 reimbursement requests, for CSA services incurred during July 1, 2024, through June 30, 2025, must be approved by the local CSA fiscal agent in LEDRS by midnight September 30, 2025. Late submissions will not be accepted for reimbursement as addressed in SEC Policy 4.5.2.

OTHER BUSINESS:

Ms. Baughn advised the team that the CSA team is in the process of looking for a new provider representee for our FAPT team. The one we had previously advised us they were closing the office she was working out of, and she was let go. Mr. Mahoney and the team then discussed the two vacant positions on the CPMT team and where the process is at the moment.

ADJOURNMENT:

As there was no further business before the committee, the meeting was adjourned at 2:02 p.m.

Next Meeting Date: November 12, 2025