



# Fredericksburg Children's Services Act (CSA) Program

## By-laws

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## Fredericksburg Comprehensive Services Act Program – By-Laws

### Section 1. Purpose

These, in addition to the Fredericksburg Comprehensive Services Act (CSA) policy and procedure manual represent the governing operations of the CSA program. At no time shall any policy contained herein be seen as to conflict with any local, state, or federal laws.

The purpose of the Fredericksburg Community Policy and Management Team (hereinafter the “Fredericksburg CPMT or CPMT”) shall be to create, maintain, and manage a collaborative system of services and funding that is youth centered, family focused, and community based when addressing the strengths and needs of troubled and at-risk youth and their families.

#### (A) Membership

1. The Fredericksburg CPMT to be appointed by the local governing body shall include, at a minimum, at least:
  - a. one elected official or appointed official or his designee from the governing body of a locality that is a member of the team; and
  - b. the local agency heads or their designees from the following community agencies:
    - Rappahannock Area Community Services Board established pursuant to [COV § 37.2-501](#).
    - 15<sup>th</sup> Judicial District Court Service Unit;
    - Rappahannock Area Health District;
    - Fredericksburg Department of Social Services;
    - Fredericksburg City Public Schools.
  - c. The team shall also include a representative of a private organization or association of providers for children’s or family services if such organizations or associations are located within the locality; and
  - d. A parent representative. [COV § 2.2-5205](#)

The local governing body may appoint other members to the team including, but not limited to:

- a. Local government official;
- b. Local law-enforcement official; and

- c. Representatives of other public agencies. [COV § 2.2-5205](#)
2. Agency heads appointed to the Fredericksburg CPMT shall serve as long as they hold their offices.
3. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a CPMT may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. [COV § 2.2-5205](#)
4. All members of the Fredericksburg CPMT shall have full voting power.
5. Vacancies of the Fredericksburg CPMT shall be filled for the unexpired terms in the same manner as the original appointments.
6. Members of the Fredericksburg CPMT shall attend or send a designee to at least 75 percent of the regular meetings within any fiscal year. The CPMT Chair will notify City Council if attendance is a problem.
7. While the Fredericksburg 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.
8. Members of the CPMT will attend trainings as deemed appropriate to perform the duties and responsibilities required as a member.
9. New members of the CPMT will receive a copy of the local CSA manual and meet with the CSA Coordinator and current CPMT Chairperson for an orientation to the CSA program and local processes.

## **Section 2. Power and Duties**

The Fredericksburg CPMT shall have the powers and duties provided for in [COV § 2.2-5206](#) and in Fredericksburg Code Sec. 10-172.

The Fredericksburg CPMT will follow state policies regarding notifying the Office of Comprehensive Services and the State Executive Council on program deficiencies.

## **Section 3. Immunity**

Members of the Fredericksburg CPMT shall be immune from any civil liability in accordance with [COV § 2.2-5205](#).

#### **Section 4. Family Assessment and Planning Team (FAPT)**

Each Community Policy and Management Team shall establish and appoint one or more Family Assessment and Planning Teams, as the needs of the community require. [COV § 2.2-5207](#)

- A. Each Family Assessment and Planning Team shall include representatives of the following community agencies who have authority to access services within their respective agencies: [COV § 2.2-5207](#)
  - 1. Rappahannock Area Community Services Board established pursuant to [COV §37.2-501](#);
  - 2. 15<sup>th</sup> Judicial District Court Service Unit;
  - 3. Fredericksburg Department of Social Services; and
  - 4. Fredericksburg City Public Schools.

Each Family Assessment and Planning Team also shall include a parent representative and may include a representative of the Department of Health at the request of the chair of the local CPMT. [COV § 2.2-5207](#)

- B. The FAPT may include a representative of a private organization or association of providers for children’s or family services and of other public agencies.
- C. FAPT membership shall be reviewed annually by the Fredericksburg CPMT.
- D. The FAPT shall devise policies and procedures for its operation which shall be approved by the Fredericksburg CPMT prior implementation.
- E. Members of the FAPT will attend trainings as deemed appropriate to perform the duties and responsibilities required as a member of the FAPT.
- F. New members of the FAPT will receive CSA manual and meet with the CSA Coordinator and current chairperson for an orientation to the CSA program and local processes.

#### **Section 5. CPMT Officers and their duties**

- A. The officers of the Fredericksburg CPMT shall consist of a chairperson and a vice chairperson and are filled and elected annually by the Fredericksburg CPMT according to a rotating schedule. The rotation schedule is as follows:

Rappahannock Area Community Services Board

Fredericksburg City Public Schools

15<sup>th</sup> District Juvenile Court Service Unit

Department of Social Services

Private Provider Representative

If the agency that is to fill the Chairperson/Vice Chairperson Position is vacant, or the representative from the agency is new to the position or in some way unable to fill the position when their agency is up in the rotation, the CPMT has the authority to by-pass the agency in the rotation and move to the next agency.

- B. The CPMT shall elect its initial officers prior to July 1, 1993, and annually thereafter at the last meeting held in the fiscal year.
- C. Each officer's term shall be for one year and no officer shall serve more than two consecutive terms in the same office.
- D. A quorum of the membership of the CPMT must be present and voting for there to be a valid election.
- E. Any vacancy occurring in one of the offices shall be filled in accordance with these By-Laws, and any officer elected to fill a vacancy shall serve the remainder of the unexpired term.
- F. The duties of chairperson shall be:
  - 1. Preside over all meetings of the Fredericksburg CPMT;
  - 2. Appoint committees necessary for operation of the Fredericksburg CPMT;
  - 3. Work closely with Comprehensive Services Act (CSA) Coordinator and chairperson of the FAPT; and
  - 4. Perform any other duties assigned by the Fredericksburg CPMT.
  - 5. Presiding Chairperson is responsible for signing approved purchase of service orders.
- G. The duties of the vice chairperson shall be:
  - 1. Perform the duties of the chairperson in his/her absence; and
  - 2. Perform any other duties assigned by the CPMT.
- H. Executive Committee:
  - 1. The officers of the CPMT, in addition to the DSS Director or designee, shall comprise the Executive Committee. Should the DSS Director or designee be an officer of the CPMT, the third member position of the Executive Committee would default to the previous chairperson.

2. The Executive Committee shall have the authority to approve emergency/expedited funding for a child. Any decision of the Executive Committee shall be binding until the next regularly scheduled meeting of the CPMT.
3. The Executive Committee shall have the authority to review violations of the Fredericksburg CSA Policy.
  - a. Alleged violations should be communicated to the CPMT Chairperson.
  - b. The Executive Committee shall convene to discuss alleged violation and determine the appropriate course of action.
  - c. Any decision of the Executive Committee shall be binding.

#### **Section 6. Meetings**

- A. Regular meetings shall be held at a time to be determined by the CPMT.
- B. Special meetings of the CPMT may be called by the chairperson or upon written request of three members.
- C. The quorum for all CPMT meetings shall be a majority of members.
- D. The CPMT shall have authority to establish its own rules of procedure and shall keep minutes of all meetings to include; date, time, location, summary of matters discussed, proposed, deliberated or decided.

#### **Section 7. Rules of Order**

Meetings shall generally be conducted informally with decisions reached by consensus. Should consensus not be achieved in decisions Roberts Rules of Order, Newly Revised (<http://www.constitution.org/rror/rror--00.htm>) will be used.

#### **Section 8. Confidentiality**

Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the FAPT and whose case is being assessed by this team or reviewed by the CPMT shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential. [COV § 2.2-5210](#) Members of the Fredericksburg FAPT and CPMT will sign annual confidentiality agreements. In addition, all additional participants at FAPT meetings will maintain strict confidentiality with the information discussed regarding children and families. Appropriate releases of information shall be completed and shall be the responsibility of the case manager. All Federal and State statutes relating to confidentiality shall be observed.

## CPMT and FAPT Confidentiality Agreement

Members of the Community Policy and Management Team for Youth and Family Services of the City of Fredericksburg (“CPMT”), and members of the Fredericksburg Family Assessment and Planning Team (“FAPT”) review public agency records of services, treatment or education of the referred families and children in the course of performing their official duties.

Virginia Code §2.2-5210 provides for the confidentiality of CPMT and FAPT meetings and records as follows:

1. Meetings: “Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community management and planning team **shall be confidential and not open to the public**, unless the child and family who are the subjects of the proceeding request, in writing, that it be open.”
2. Records: **“all information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.”**

The members of the CPMT and FAPT, along with public agency staff, are responsible for maintaining the confidentiality of their proceedings and records.

Accordingly, the members of the CPMT and the FAPT agree that they will take care to maintain the confidentiality of the meetings and records as provided by Virginia law.

### **Section 9. Code of Ethics**

#### A. Purpose

The City of Fredericksburg Community Policy and Management Team (CPMT) Code of Ethics is structured to identify principles, practices and policies that shall be followed by the CPMT, Family Assessment and Planning Team (FAPT), staff, and individual agency representatives seeking funding through the Comprehensive Services Act (CSA). All Team members, staff, and individuals seeking CSA funding are expected to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Such standards of professional conduct as set forth in this Code of Ethics are issued in order to enhance the performance and integrity of all persons engaged in City of Fredericksburg CSA operations and activities.

#### B. Code of Ethics



Each Team member shall adhere to the following Code of Ethics:

1. Be faithful, diligent, and dependable in discharging your duties to uphold at all times the laws and CSA policies and procedures that protect the rights of others.
2. Team members shall act with integrity and in an ethical and professional manner in their interactions with each other.
3. Team members shall use proper care and exercise independent professional judgment in the performance of their duties.
4. Team members shall maintain confidentiality about all matters that are considered in closed meetings.
5. Team members are required to be familiar and comply with the provisions of the State and Local Government Conflict of Interests Act [COV § 2.2-3100](#).
6. Team members shall recuse themselves and will not participate in the consideration of any matter, or attempt to affect the outcome of any issue before the Team, when to do so might result in even the appearance of conflict of interest as defined by the State and Local Government Conflict of Interests Act.
7. Team members will respectfully consider the opinions of others during deliberations, strive for integration of viewpoints or consensus building in decision-making, and will respect the corporate judgment of the Team.
8. Not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.
9. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
10. Strive for professional excellence by maintaining and enhancing professional knowledge, skills, and abilities.
11. Expose corruption wherever discovered.
12. Hold ourselves accountable for adhering to this Code of Ethics.

Members of the CPMT and FAPT will sign Code of Ethics Agreements annually.

#### **Section 10. Amendments**

The terms and provisions of these By-Laws of the Fredericksburg Comprehensive Services Act Program may be amended at any regular meeting of the CPMT by approval of two-thirds of those present and voting; provided however, that notice of any proposed amendment shall be submitted to all members in writing at least 14 calendar days in advance of the vote and shall be reviewed no less than every three years.

These By-Laws were adopted at a regular meeting of the Fredericksburg Community Policy and Management Team on October 21, 2021 by unanimous vote.

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Chairperson

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Date