

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
March 28, 2022**

The members of the CPMT met on Monday, March 28, 2022 at 10:05 a.m. in the Training Room of the Tazewell County Department of Social Services.

The following members attended:

Robbie Davis for Jeff Brintle, Court Services
Robin Jackson, Tazewell County Health Department
Roberta Boyd, Clinch Valley Community Action
Sheri Hale, Foster Care Supervisor Tazewell County Dept. Social Services
Arlene Matney Tazewell County Director of Finance
Melinda Smith, Tazewell County School Board
Edwinna Crawford, CPS Supervisor Tazewell County Dept. Social Services
Audra Brown for Dwayne Sturgill, Family Preservation Services
Shanna Plaster, Tazewell County Board of Supervisors
Lori Gates-Addison, Cumberland Mountain Community Services Board
David Taylor, Director Tazewell County Department of Social Services

The following members were absent:

Cinthia Cline, Parent Representative, Patti Cettin, Taking Action for Kids

Robbie Davis (for Jeff Brintle) called the meeting to order at 10:05 a.m.

February 28, 2022 CPMT Minutes – Edwinna Crawford made the motion to approve the minutes from February 28, 2022 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

February 28, 2022 Financial Report – Edwinna Crawford made the motion to approve the February Financial Report. Robin Boyd seconded and the motion unanimously passed.

February 28, 2022 Encumbered WRAP Funds – Edwinna Crawford made the motion to approve the Encumbered WRAP Funds. Melinda Smith seconded and the motion unanimously passed.

February 28, 2022 Safe & Stable Funds – Edwinna Crawford made the motion to approve the Safe & Stable Funds. Robin Jackson seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

CPMT Non Mandated Member Attendance – Edwinna Crawford made the motion to approve the CPMT Non Mandated Member Attendance. Arlene Matney seconded and the motion unanimously passed.

Vendor Contracts Year 2022 – Year 2023 Renewal - Edwinna Crawford made the motion to approve the Year 2022-2023 Vendor Contracts Renewal. Robin Boyd seconded and the motion unanimously passed.

Form Revisions (1) Initial Individual & Family Service Plan (2) Individual & Family Service Plan Review; New Form Addition (3) PSSF Safe & Stable Service Plan – Edwinna Crawford made the motion to approve the revised IFSP Plan and IFSP Review and the new PSSF Plan. Robin Boyd seconded and the motion unanimously passed.

NEW BUSINESS:

Community Announcements:

Ms. Lori Gates-Addison announced Mountain Movers were having a dinner at the Perry Ellis Building located at the Tazewell County Fairgrounds at 6:00 p.m. Ms. Gates-Addison also commented on the usefulness of the Substance Abuse Report copy sent to CPMT members 10-4-2021 that was included in today's CPMT packet. This was for the July 2020 through June 2021 budget year showing total dollars spent and percentage of funds used for children and families.

Ms. Robin Jackson announced Dr. Randall Falls and Dr. Noelle Bissell with Cumberland Plateau Health District are holding Hepatitis Clinics (screening, testing). Medicaid can be billed for these treatment services.

Margo Trigg, CSA Coordinator asked CPMT members to review page 2 and page 3 of the CSA Program Audit Tazewell County Self-Assessment Validation Audit Report January 1, 2019 through December 31, 2019, Completed May 13, 2020 (A11 on the agenda). The coordinator explained in the audit report noncompliance was issued for a client case file missing the CANS Assessment and CPMT funding authorization.

CPMT members discussed the findings of Table 1 in the report. Ms. Edwinna Crawford asked how many case files were pulled for the audit. Ms. Crawford also stated the case used in the audit report was one of hers and she was never asked for the CANS. Ms. Sheri Hale commented how difficult the CANS program was to use for authorized workers and at times the authorized super user could not access the program. The coordinator asked Ms. Hale to please document that and any other of her comments regarding the CANS on the CQI Form under CPMT Observation.

The coordinator also asked CPMT members to review page 3 of the audit internal control weaknesses and the recommendations. The report states "***measurable criteria for evaluating the effectiveness of the local CSA program was not documented; CPMT minutes for the audit period did not explicitly indicate discussions pertaining to the adopted strategic plan goals, objectives, and/or actions steps.***"

The coordinator also asked the CPMT members to review the CSA CQI Documentation Form and the Characteristics of a High Functioning CPMT from the Core Leadership Competencies for Local CSA Leaders, CPMT and FAPT August 2021 Report issued from the State and Local Advisory Team. This was included in the packet directly behind page 3 of the Audit Report. The coordinator stated during this CPMT meeting numbers 2, 3, 6 and 9 are being utilized from the characteristics list.

The coordinator continued to try and explain during much discussion between some of the CPMT members, after reading page 2 and 3 of the audit during this CPMT meeting, their participation in filling out the CSA CQI Form for the Audit is required. The coordinator advised the CPMT, I as coordinator had filled out the Data Points Reviewed from the Audit, Planned Responses and Goals, and Assignments and Responsibility (Assigned to) from my perspective which included the following:

(1) Completed IFSP/Review and updated CANS by Case Manager must be presented at FAPT meeting. FAPT Chair, CSA Coordinator & Program Supervisor to determine FAPT packet submitted for FAPT review is complete and all necessary CSA forms & CANS are included Assignments and Responsibility (Assigned to): FAPT Chairperson, Program Supervisor & CSA Coordinator

(2) Monthly, the CPMT reviews current IFSPs for purchase of services approved by the FAPT. Funding approval will be sought by the CPMT from the FAPT which include CANS, case summary, recommended placement, and duration of services, requested amount of funding for CSA services. CPMT discusses & determines if case meets criteria & is eligible/ineligible for CSA services recommended by the FAPT. CPMT votes to authorize service & funding. CPMT Chairperson signs the IFSP to approve or disapprove.

Assignments and Responsibility (Assigned to): CPMT and CPMT Chair

(3) Utilize CSA Continuous Quality Improvement Dashboard; Finance/Expenditures; Demographics/Utilization; Outcome Measures

Assignments and Responsibility (Assigned to): CPMT, CPMT Chair, CSA Coordinator

CSA Coordinator facilitates written documentation providing the CPMT agenda & taking the meeting minutes. Assist the CPMT in development of measurable outcomes and a means of collecting and analyzing data regarding those outcomes & documenting in meeting minutes.

Assignments and Responsibility (Assigned to): CPMT, CPMT Chair, and CSA Coordinator.

The coordinator continued to try and explain amid the questions and discussion from some CPMT members, I would need each CPMT member to fill out the column CPMT Observations and add to the information I had already filled in on the CQI Form. Also further discussion in choosing a measurable criteria (topic) to begin documentation using the CQI Form would need to be started for the formal planning, coordination and program evaluation to ensure that the goals and objectives of the program are being met. The coordinator also stated that I must document this in the CPMT minutes because during the audit period this was not explicitly indicated in the minutes. Nor where discussions pertaining to any adopted strategic goals or objectives, and the actions or outcome of those goals recorded or documented.

Ms. Gates-Addison replied we are doing this in our community announcements each month when we talk about community outreach programs, mental health issues, etc., and she continued to lists topics discussed. She also stated it is not always about using forms. The coordinator asked Ms. Gates-Addison to put that information in the CPMT Observation column. Ms. Gates-Addison also stated there was a model used by Russell County she would be happy to share and could email to the coordinator.

Ms. Robin Boyd commented the CPMT members had already established a CPMT Strategic Plan that outlines the goals of the CPMT and we should be following up to make sure that those goals are met before making new goals.

The coordinator replied that this requested information was in direct response to the quality audit and we must utilize the CQI Form in our response and specifically indicate the tools we have in place and our documented material that we have to support the process. The coordinator asked that each member put their name on their CQI Form and turn in at the end of the meeting to be incorporated into the existing form started by the coordinator.

The coordinator also asked CPMT members to review the copies of the Tazewell County Finance, Demographic/Utilization and Outcome Measure Reports from the OCS CQI Dashboard and asked what other locations CPMT would like to see. Ms. Boyd commented that CPMT had already been given these reports at a previous CPMT meeting and the locations had already been

agreed upon. The coordinator asked for confirmation what were the agreed upon locations and was told Tazewell, Russell and Buchannan. The coordinator stated starting with April 25, 2022 CPMT meeting these reports will be provided every quarter for CPMT review and discussion.

The coordinator asked CPMT to also take a look at agenda A.13. CSA Program Audit Quality Improvement Plan; Document CPMT discussion of deficiencies and quality improvement plans. Itemize deficiencies and the corresponding plan of action and the CQI Form attached. This was Observation No. 8 from Tazewell County Self-Assessment Validation and we would also get started on this item during today's meeting.

Ms. Boyd commented members had other meetings and obligations to attend and did not have the time to fill out the CQI Documentation Form with observations and responses during this meeting. Ms. Boyd stated members would do at a later time once they had time to look at the information and email back to the coordinator.

The coordinator replied the time constraints for some members are understood, however there are items and issues to be discussed and the task completed during the CPMT meeting. The coordinator then thanked the CPMT for their time and assistance.

Robbie Davis (for Jeff Brintle) moved forward to enter closed session to hear cases.

Closed Meeting – Edwinna Crawford made a motion that the CPMT go into Closed Session to discuss cases for Foster Care, CPS, Cumberland, Court Services, Tazewell County Schools and funding to be provided for services for these cases. The motion was seconded by Robin Jackson and unanimously carried.

Certification of Closed Meeting

WHEREAS, The Tazewell County CPMT has convened a closed meeting on this date pursuant to an affirmative vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 and 2.2-3712 of the Code of Virginia requires a certification by the CPMT that such closed meeting was conducted in conformity with Virginia law;

NOW THEREFORE, BE IT RESOLVED, that the Tazewell County CPMT hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (i) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the CPMT.

VOTE

**AYES 9 NAYS 0 ABSENT 1
ABSENT DURING MEETING 1
ABSENT DURING VOTE 1**

Robin Boyd made a motion to approve the Foster Care, CPS, Cumberland, Court Services, Tazewell County School cases and funding to be provided for services requested for these cases discussed in closed session. The motion received a second by Melinda Smith and was approved by the members of CPMT.

Edwinna Crawford made a motion to return to open session. The motion was seconded by Robin Jackson and unanimously carried.

Ms. Sheri Hale FC Supervisor questioned case # 10387283 high dollar amount for services \$26,412 per month and \$79,236.00 total for three months. The IFSP was given to Ms. Hale to review. Upon review of the number of ABA at school units (192) per \$100 cost per unit, Ms. Hale stated she would need to look further into this because the 192 units seemed excessive.

There being no further business to discuss and no one present for public comment the CPMT meeting was adjourned at 11:01 a.m.

The next scheduled CPMT meeting will be Monday, April 25, 2022, at 10:00 a.m.