

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
May 23, 2022**

The members of the CPMT met on Monday, May 23, 2022 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

The following members attended:

Jeff Brintle, Court Services Director
Tazewell County Board of Supervisors
Roberta Boyd, Director HS/EHS Clinch Valley Community Action
Robin Jackson Tazewell County Health Department
Dwayne Sturgill, Regional Director, Family Preservation Services
Lori Gates-Addison, Director, Cumberland Mountain Community Services Board
Shanna Plaster, Northwestern District Supervisor Tazewell County Board of Supervisors
Melinda Smith, Director of Special Services, Tazewell County School Board
David Taylor, Director Tazewell County Department of Social Services
Sherri Hale, Foster Care Supervisor for Edwina Crawford Tazewell County Department of Social Services

The following members were absent: Parent Representative, Arlene Matney, Director of Finance Tazewell County Board of Supervisors, Patti Cettin, TASK

Jeff Brintle, Chair **called the meeting to order at 10:00 a.m.**

April 25, 2022 CPMT Minutes – Melinda Smith made the motion to approve the minutes from April 25, 2022 CPMT meeting. Dwayne Sturgill seconded and the motion unanimously passed.

April Financial Report – Sheri Hale made the motion to approve the April Financial Report. Shanna Plaster seconded and the motion unanimously passed.

Encumbered WRAP Funds – Dwayne Sturgill made the motion to approve the Encumbered WRAP Funds. Robin Jackson seconded and the motion unanimously passed.

Safe & Stable Funds – Shanna Plaster made the motion to approve the Safe & Stable Funds. Melinda Smith seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

A.6. CSA Program Audit Quality Improvement Plan; Document CPMT discussion of deficiencies and quality improvement plans. Itemize deficiencies and the corresponding plan of action. **CQI Form (handout) and CQI Documentation Template article from The Spring 2022 CSA Newsletter (handout).**

The CSA Coordinator suggested three potential data points of deficiencies to be used to document and monitor discussions using the CQI Documentation Tool, Foster Care placement/prevention, family substance abuse issues/prevention and contingency planning which members marked as slightly moderate on the Fiscal 2023 Tazewell Annual Risk Assessment.

The coordinator also stated CPMT Members could choose a different data point from her suggestions and asked that when members did decide on their topic to use the CQI Form to record their observations, etc., and give me their completed CQI forms. The coordinator was told to take good notes. The coordinator informed the CPMT members she could not write that fast to take the minutes/notes and fill out their CQI forms for them.

CPMT members discussed two potential data points of deficiencies. (1) A cost comparison between children in Russell, Buchanan, and Tazewell County Foster Care.

Sheri Hale, Tazewell County Foster Care Supervisor discussed this locality's Foster Care Program.

- Currently Tazewell County has sixty-eight children in foster care.
- Currently Tazewell County has twenty-eight foster care homes.
- Currently Tazewell County has twenty-seven foster children in a FC home.

Lori Gates-Addison, Director, Cumberland Mountain Community Services Board discussed understanding placement options as far as placement in foster care and what the cost is. We should be mindful and ask the questions:

- What are we doing, have a plan in place
- Why are we doing what we are doing
- What will be the desired outcome of doing what we did

Lori Gates-Addison also discussed the importance for CPMT Members to ensure agencies collaborate with each other to share resources and knowledge. She also discussed how it is the responsibility of each agency director to communicate with each other and all work together for the common goal of effectively servicing children and their families.

Jeff Brintle, Chair commented on the number of Tazewell County children in residential placement homes and the high cost associated with those placements. Sheri Hale discussed the number of foster care children in residential treatment centers, currently at 10 or 11 with one leaving and another scheduled to come into a residential treatment center. There are also mitigating circumstances such as in individual case situations where TCDSS has pushed for family reunification and the child's GAL will override TCDSS recommendations and place child in residential treatment facility as opposed to TCDSS wanting reunification. Ms. Hale also informed members out of the total number of TCDSS foster children receiving services, 3 are from Russell County.

Ms. Hale also stated it may look like TCDSS has high foster care numbers, however Tazewell County is ranked in the top 15 in the State of Virginia for the placement of foster children in permanent foster care homes. Ms. Hale stated there are also eleven young adults eighteen and over who have chosen to stay in foster care i.e. the IL Program. Also discussed were past situations of sharing foster care homes with other counties resulting in not having enough foster care homes when needed. Tazewell County will no longer share foster care homes.

Ms. Hale stated we are not tapping into our pots of money fast enough for additional services for families to assist those families in need of household expenses. This would enable those families the ability to pay necessary expenses themselves that the agency cannot pay. This would have an impact on the prevention of removal to foster care. She also commented the State is pushing Evidence Based Services (MST, FFT, and PCIT) which is good but what about utilizing the funds for prevention, i.e., mentoring, etc.

Ms. Lori Gates-Addison agreed, how do we redirect our services and develop services to fill a gap, i.e. getting in touch with the school system, the court system to collaborate and work together to be more mainstream. Focus more on prevention and not put it all on DSS. She used another example of assisting a family financially with a particular need (bed bug extermination)

that might have kept the child from attending school and prevention of removal (unlivable home condition). Ms. Gates-Addison also used the Ropes Program as an example to lift the financial burden on families to free up their money, to pay fines, get their license back, etc., and we pay for lights, rent, food.

The second potential data point of deficiencies CPMT members discussed: (2) Local Contingency Plan in place if Tazewell County DSS office is closed day of CPMT meeting due to an emergency.

Members discussed a need to have a local policy in place if CPMT was unable to meet at the TCDSS due to an emergency closure of the office. This was recently tested when on January 10, 2022 Governor Northam declared a State of Emergency due to a COVID-19 spike in Tazewell County making it unsafe to assemble. The members of the CPMT met Monday, January 24, 2022 at 10:30 a.m. via telephone conference due to the directive coming from the State of Virginia for limited public access in all Virginia State Agencies.

The Code of Virginia § 2.2-3708.2. has the specifics of provisions that apply to public institutions meetings held remotely.

Meetings held through electronic communication means

Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § [44-146.17](#) or the locality in which the public body is located has declared a local state of emergency pursuant to § [44-146.21](#), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

If CPMT meets this way, it must (1) give public notice as reasonably as possible at the same time notice is given to the actual members, given the nature of the emergency; (2) make arrangements for the public to access the meeting through electronic means; (3) provide the public with the opportunity for comment; and (4) otherwise follow FOIA.

David Taylor, Director Tazewell County Department of Social Services stated there is a County Closure Contingency Plan in place that we can review and possibly adapt for Tazewell County local CPMT policy and procedures.

Dwayne Sturgill, Regional Director, Family Preservation Services was the only CPMT Member to give a CQI Documentation Form to the coordinator at the end of CPMT.

NEW BUSINESS:

Copy of OCS June training calendar provided to CPMT Members for review.

A copy of Tazewell County Children's Services Act (CSA) Program Audit Findings were provided to CPMT Members for review.

Community Announcements

Ms. Gates-Addison stated Mountain movers will meet at Riverside Drive this month. She also added they meet every last Tuesday of the month, next month is June 28th. Ms. Gates-Addison also informed members of the upcoming June 9th ASAP event to be held at the Higher Education

Center at 10:00 a.m. to learn about community resources available, prevention and other topics. There are still open spots available for providers/vendors, if you would like a spot please let her know and she will secure. She also had an FYI, the Town of Richlands holds block parties hosted by community leaders, she urged members to show up, a good way for agency representation.

CPMT shall maintain documentation of local CSA staff participation in CSA related training sessions, orientation, planning session, and other meetings. As stated in the Tazewell County 2021 Internal Control Survey there is *“No official” training, all members are made aware of the OCS trainings and information on the OCS website.* The CSA Coordinator provided a handout of the OCS CSA training list to CPMT Members to review and asked CPMT Members if they had any suggestions to put a “formal” training procedure in place. The coordinator stated the previous coordinator did have copies of completed training certificates on file. However there had been updates to the training list (*see handout*). Several members stated they did not know if their training was current. Several also replied they did not know their password or if they could still access. Mr. Taylor informed members they could reset their passwords and once they have been in the COVLC system all their training information stays there. The coordinator also added members could log into COVIC to obtain and print out a list of all their training transcripts (showed members a copy). Members could send the list to the Chair (declined) or send coordinator the transcript list and I could start a spreadsheet of what training was needed. I also stated, all training emails from OCS and providers sent to the coordinator was forwarded to all FAPT and CPMT members. Those emails contain current and upcoming training opportunities.

The coordinator informed CPMT Members the CSA Annual Performance Measures Report for FY2021 that measures statewide performance across seven key indicators that address the impact of the Children's Services Act was emailed to all members on April 19, 2022. Included in today's CPMT packet was a copy of the CSA Performance Measures FY2019 -2021 for Buchanan, Russell, and Tazewell Counties for CPMT to review. Ms. Gates-Addison asked what did the ICC performance measure. Ms. Hale stated the purpose of Intensive Care Coordination is to safely transition the child home or community with case management services and used Depaul as an example.

A copy of the completed Fiscal Year 2023 Tazewell County Annual Risk Assessment Survey submitted on May 2, 2022 was provided to CPMT Members for review.

A copy of the completed FY2022 CSA Service Gap Survey Information submitted April 27, 2022 was provided to CPMT Members for review.

Closed Session – Duane Sturgill 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 Shana Plaster 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 3

ABSENT DURING VOTE 1

Shanna Plaster made a motion to approve FY 2022 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 Robin Jackson and was approved by the members of CPMT.

Shanna Plaster made a motion to approve FY 2023 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 David Taylor and was approved by the members of CPMT.

Melinda Smith made a motion to return to open session. The motion was seconded by David Taylor and unanimously carried.

Melinda Smith, Director of Special Services, Tazewell County School Board stated since the April 25, 2022 CPMT, she has been reviewing and following up on cases that may be eligible for Wrap spending and to utilize those funds.

CSA Coordinator informed CPMT Members Cinthia Cline, Parent Representative was contacted by telephone April 26, 2022. Ms. Cline confirmed she was still receiving meeting notifications and emails. Ms. Cline expressed concerns regarding the school staffing shortage and her ability to attend meetings due to being so busy because of the shortage. Ms. Cline stated she no longer could be the CPMT Parent Representative. The CSA Coordinator informed CPMT Members Foster Parent Debra Dye was contacted and agreed to becoming the new parent rep for Tazewell County CPMT. The financial disclosure packet along with information regarding CPMT duties and responsibilities was provided to Ms. Dye. Ms. Dye is working on filling out the disclosure paperwork.

Adjourned 11:05 a.m.

The next scheduled CPMT meeting will be Monday, June 27, 2022 at 10:00 a.m.