

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MINUTES  
January 23, 2023**

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

**The following members attended:**

Robin Jackson Tazewell County Health Department  
Jeff Brintle, Tazewell County Juvenile Court Services  
Melinda Smith, Special Services, Tazewell County School Board  
Lori Gates-Addison, CPMT Chairperson, Cumberland Mountain Community Services Board  
David Taylor, CPMT Vice Chair, Tazewell County Department of Social Services  
Dwayne Sturgill, Family Preservation Services  
Shanna Plaster, Tazewell County Board of Supervisors  
Roberta Boyd, Clinch Valley Community Action

**The following members were absent:**

Arlene Matney, Finance Tazewell County Administration, Kathy Alley, Parent Representative

Lori Gates-Addison, CPMT Chairperson called the meeting to order at 10:03 a.m.

**December 19, 2022 CPMT Minutes** – Mary Smith made the motion to approve the minutes from December 19, 2022 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

**December 19, 2022 Financial Report** – Jeff Brintle made the motion to approve the December 2022 Financial Report. Melinda Smith seconded and the motion unanimously passed.

**07-01-2022 to 06-30-2023 Encumbered WRAP Funds** – Robin Jackson made the motion to approve the 07-01-2022 to 06-30-2023 Encumbered WRAP Funds. Roberta Boyd seconded and the motion unanimously passed.

**Safe & Stable Funds December FY2022-2023** – Roberta Boyd made the motion to approve the November FY2022-2023 Safe & Stable Funds. Jeff Brintle seconded and the motion unanimously passed.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

CPTM reviewed and discussed Office of Children's Service CSA Today Fall 2022 Edition (emailed all FAPT & CPMT 01-04-2023). Monitoring Quality Improvement Plans to Completion and Beyond and TA Questions of the Quarter were included in today's packet. The coordinator stated the newsletter was a very good resource for CPTM and FAPT members to read for relevant CSA material. The handouts in today's packet are examples of what this CPTM team is currently and have previously reviewed. During last month December 19, 2022 CPTM meeting emergency placements and referrals were discussed. CPTM reviewed the local Tazewell County CSA Policy and Procedures Manual regarding the process when an emergency as defined in the Policy & Procedure Manual occurs and initiating the emergency funding request process; scheduling the FAPT review within fourteen (14) calendar days of initiation of services after receiving necessary documentation from the case manager; and the email polls for CPMT emergency approval decisions. A copy of Tazewell County CQI Documentation for CSA Program Audit Report File No 28-2020 was also included for members to review as it relates to the article in the Fall Newsletter Monitoring Quality Improvement Plans to Completion and Beyond. Ms. Gates-Addison commented the questions regarding can CSA pay were also very good information for members to review.

Also on the agenda and reviewed was the Statement of Economic Interest Filings for FAPT & CPMT Members. Included in today's meeting packet were inserts from the CSA User Guide November 1, 2022 regarding FAPT & CPMT members representing a public agency the applicability and frequency of filing SOEI and Administrative Memo #18-02 Statement of Economic Interests Filing for FAPT and CPMT Members. Discussed were who were required to file annually and the method of filing. The coordinator included in today's packet for all members the blank Virginia Conflict of Interest and Ethics Advisory Council State and Local Statement of Economic Interests Issued July 2022 form for completion. Mr. Brintle asked what the due date was and what the ramifications if any if not filed are. The coordinator advised before February 1, 2023 is the due date and information on the Ethics Advisory Council website reference a monetary fine for those not in compliance. The coordinator asked members to return their completed forms to her, and the coordinator will give the original to Susan Jewell Tazewell County Administration and keep a copy in the Tazewell County CSA Financial Disclosure File for audit purposes. Mr. Brintle stated he filed on-line as he was directed to do and if a copy of his SOEI was needed the coordinator could access it n line as it was available to the public. Mr. Brintle asked Mr. Taylor as TCDSS Director what he was required to do regarding filing due to his position in the agency.

Next on the agenda included in today's meeting were copies of *Office of Children's Services Self-Assessment Workbook SECTION III: Internal Control Assessment* to be reviewed and completed by CPMT Members. Lori Gates-Addison, Chair led the worksheet assessment as each member filled out their individual worksheet as the task description was discussed and filled out by each member. Members actively discussed the adequacy of risk management, control and governance process as the questionnaire was completed. Members were all in agreement question Number 10 was subjective as in regards to CPMT members abstaining from individual cases in which they have either a personal or fiduciary interest. Members discussed conflict of interests and the role of appointed mandated members and their duties for quality assurance and accountability procedures for program utilization and funds management Members stated this would pertain to the Parent Representatives and Private Providers Representatives to abstain from decision making involving individual cases or agencies in which they have either a personal interest and not the appointed mandated CPTM members.

1. Internal Control Worksheet
2. Internal Control Questionnaire Page 1 & 2

The coordinator had forwarded the email, Governor's Proposal for Improving the Behavioral Health System to all FAPT & CPMT members 12-20-2022. Ms. Gates-Addison, Chair stated she hope everyone had reviewed. She also commented there is a big push on mobile crises across the state of Virginia. She also discussed the challenges of serving parts of rural Virginia in our area(s) and informed members Buckhannon and Russell has been doing this for a while.

The coordinator also had forwarded Administrative Memo #23-1 - Multi-Factor (OKTA) Integration to OCS Applications to all members 1-03-2023. She asked if any members had experienced any issues with their activation and authentication process. She discussed the issues Tazewell County and other locations experienced. No other members were aware or had experienced any log in issues in accessing CSA applications.

The February 2023 OCS Calendar was reviewed and there were not any community announcements during this meeting.

During the review and approval of the Financial, Encumbered Wrap and Safe and Stable Funds it was discussed WRAP funds were still not being used. Ms. Smith stated she has been working on this and commented she will continue to send out reminders to utilize this funding. Ms. Smith also discussed the vacancies and issues of filling the Special Education Teacher positions. She commented these positons are severely understaffed and asked members to spread the word the vacancies and one of the requirements of having a Bachelor's Degree. The coordinator also informed members as of today the Safe and Stable Balance \$17,458.44 was actually less. Family Support and Family Preservation funding has been exhausted, there is \$7,266 left in reunification. PSSF funding is being utilized.

Mr. David Taylor informed CPMT members he had just returned from the Virginia League of Social Services (VLSSE) meeting and one of the topics Scot Reiner, CSA Executive Director discussed was the introduction of House Bill 2018 in the 2023 Session. He stated members need to be aware HB 2018 if passed will directly affect FAPT, CPMT and all public agencies. This bill is to amend and reenact § 2.2-5210 of the Code of Virginia, relating to Children's Services Act; information sharing; confidentiality exception.

Mr. Taylor continue to explain all public agencies that serve a family or treat a child referred to a family assessment and planning team obtain information that a child poses a threat of violence or physical harm to himself or others, the team share that information with local law enforcement or the applicable threat assessment team. He stated there is not clear definition of what the threat(s) may be and if this bill passes CPMT will need to update the local Tazewell County CSA Policy and Procedure Manual to include the amendment of confidential information sharing.

Mr. Taylor also informed members, discussed during the VLSSE meeting were the 2023 Vendor Contracts. Vendors are having problems filling their Case Manager positions. Providers are trying to solve/offset some of these vacancy issues by passing along rate increases for these services that were not included in the current contracts. OCS has stated CSA CPMTs are to honor the current contracts in place and will not accept any vendor rate increases for these services.

**Closed Session** – David Taylor 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 Shanna 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 2**

**ABSENT DURING MEETING 2**

**ABSENT DURING VOTE 2**

Jeff Brintle 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 Shanna Plaster and was approved by the members of CPMT.

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

Adjourned 11:03 a.m.

The next scheduled CPMT meeting will be February 27, 2023 10:00 a.m.