

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MINUTES  
October 24, 2022**

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

**The following members attended:**

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

**The following members were absent:** Kathy Alley, Parent Representative, Arlene Matney, Finance Tazewell County Administration

Lori Gates-Addison, CPMT Chairperson called the meeting to order at 10:05 a.m.

**September 26, 2022 CPMT Minutes** – Jeff Brintle made the motion to approve the minutes from September 26, 2022 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

Shanun Smith CSA Fiscal Assistant with the Tazewell County Dept. of Social Services presented to CPMT an overview of the monthly financial reports. She discussed the much needed allotment of the additional \$1 million from the county year 2023 for CSA funding; examples were given of how vendor checks were previously held because all of the CSA pool funds had been used for the previous 2021-2022 year. Ms. Smith discussed the TC CSA Quarterly Report for September 2022 and September 2023; Encumbered WRAP Funds for September 2022 and September 2023 Report; and the September 2022 Safe & Stable Funds. She discussed the reasons why the figures on these monthly reports may differ from the CSA Continuous Quality Improvement CQI Dashboard Expenditure Reports that CPMT reviews quarterly. Ms. Smith stated the differences could be due to different match rates, reimbursements, switched categories or LEDRS program upload issues at the time the report is issued. Ms. Smith provided handouts included in the CPMT packet; a breakdown of PSSF 866 Funds for Years 2022 and 2023, a PSSF Quick Reference Guide and 830 Child welfare Substance Abuse and Supplemental Services. CPMT members asked Ms. Smith questions regarding funding and discussed the information provided. Ms. Smith stated Tazewell County has spent over half (\$27,398.77) of the total amount COVID & regular PSSF funds (\$40,739.04) spent in FY 22 thus far into Year 2023. She stated we have the potential to save an estimated \$60,000 each year in CSA funds utilizing PSSF. She also discussed allocations, fund returns for redistribution and requesting supplements.

**Financial Report** – Jeff Brintle made the motion to approve the September FY 2022 and September 26 FY 2023 August Financial Report. Shanna Plaster seconded and the motion unanimously passed.

**Encumbered WRAP Funds** – Jeff Brintle made the motion to approve the September Encumbered WRAP Funds. Melinda Smith seconded and the motion unanimously passed.

**Safe & Stable Funds** – Shanna Plaster made the motion to approve the September Safe & Stable Funds. David Taylor seconded and the motion unanimously passed.

**UNFINISHED BUSINESS:**

Number 2 on CSA Self-Assessment Validation Tazewell County CSA Program Audit- SAV Summary of Self-Reported Non-Compliance and/or (Non-significant) Internal Control Weakness

- Contingency and disaster recovery plans to ensure they are current, operational, and effective and fiscal procedures can be resumed within a reasonable timeframe following a service disruption

David Taylor, Vice Chair stated he would bring the CPMT Contingency and Disaster Recovery Plans before CPMT on November 19, 2022 for their review and approval.

CPMT members reviewed the edits to page 16 and 24 of the Policy and Procedure Manual for the updated and inclusion for inviting Tazewell County Private Provider Representative(s) to the CPMT & FAPT Team. *“The private provider position is open by invitation to all local private providers. The person(s) to serve on both committees must meet the qualified administrative requirements needed to sit on these teams such as clinical experience, counselor, licensed professional, etc. One private provider if at all possible shall be selected to serve a two-year term. However due to the rural location of Tazewell County and limited number of available private providers, there may be occasions when the two-year term extends more than two years if there are no new providers who are available to fulfill the attendance requirements.”*

Roberta Boyd made the motion to approve the Private Provider Representative(s) Policy and Procedure Manual update. Jeff Brintle seconded and the motion unanimously passed.

A list of six local Tazewell County Private Providers were included in the CPMT packet for review. A copy of the letter of invitation to participate was provided to Lori Gates-Addison, CPMT for review and to sign. Ms. Gates-Addison discussed the contents with the CPMT members and edits were decided to be made to the letter to include the word “potential” and the line “will be selected on a first response to this invitation.”

**NEW BUSINESS:**

July 2021 through June 2022 Substance Abuse Services Data was mailed to all CPMT Members October 4, 2022. A bar graph with this information for FY 2017 to 2022 was included in the CPMT packet for review. The CPMT Chair stated this was useful for tracking purposes and a good source of information

Results of the Parent Representative Survey was emailed to all CPMT Members on October 3, 2022. Members were asked if there were any comments or questions regarding this information. There were not any questions.

Included in each CPMT member’s meeting packet for today’s meeting were copies of *Office of Children’s Services Self-Assessment Workbook for Tazewell County SECTION I: GOVERNANCE* Internal Control Environment Assessment Survey

- a. Ethics
- b. Professional and Technical Competence
- c. Organizational Structure
- d. Assignment of Authority and Responsibility
- e. Risk Assessment

Lori Gates-Addison, Chair led the worksheet assessment as each member filled out their individual worksheet as the task description was discussed. Worksheets were completed and each member gave their worksheet to the coordinator. The coordinator will incorporate all worksheet responses into one and fill out the digital Organizational Structure and Management Philosophy Worksheets word document.

The November Calendar was reviewed. There were no additions to be made to the calendar.

**Community Announcements:**

In attendance were seven Communities in School Student Support Coordinators for a presentation of their program and the type of services they provide. Ms. Shanna Plaster opened the discussion with a brief background of Communities in Schools and had each Student Support Coordinators introduce themselves to the CPMT members with a detailed background of their program. Communities in Schools provide support for students in school and also in their homes for support services and case management. This program provides dental and medical services, and assistance for students and families to apply for Medicaid. Tutoring services are provided and mental health services, truancy has been a big issue this year that is being addressed. The coordinators also discussed they utilize the Church for assistance because they are not funded by the public school system but by grant funding. Each CPMT member introduced themselves and each member described in detail their program area. Opportunities to partner with each program was discussed between all. Dwayne Sturgill, Family Preservation Services provided the Support Coordinators with brochures regarding services provided by FPS. David Taylor, CPMT Vice Chair and Director Tazewell County Department of Social Services provided the Student Support Coordinators with a tour of the agency.

**Closed Session** – Shanna Plaster 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 Dwayne Sturgill 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 7, NAYS 0 ABSENT 2**

**ABSENT DURING MEETING 2**

**ABSENT DURING VOTE 2**

Dwayne Sturgill 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 Jeff Brintle and was approved by the members of CPMT.

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

Mr. Jeff Brintle brought to the attention of CPMT members the wording on FAPT Cases From 10-3-22 reviewed by CPMT on 10-24-22 page 7, case #10454185 reads “*Child entered Foster Care as a result of an emergency removal order entered by Virginia Department of Juvenile Justice due to inadequate supervision*” is not correct and a correction would need to be made. The DJJ does not submit/issue orders, they submit/issue petitions. David Taylor, Vice Chair stated he would research for the correct terminology and advise Mr. Brintle when the change to the summary is complete. Lori Gates-Addison Chair, stated let the minutes reflect Mr. Brintle’s concern and note the correction to be made. Mr. Taylor contacted the CSA Coordinator 10-25-2022 to make the following correction to the case summary: “*Child entered Foster Care as a result of an emergency removal petition entered by Virginia Juvenile and Domestic Relations Court due to inadequate supervision*”.

CSA Coordinator pulled file and noted in case file 10454185 the action taken to correct this information that originated on June 6, 2022 email poll and June 1, 2022 Initial Individual Family Service Plan.

Adjourned 11:35 a.m.

The next scheduled CPMT meeting will be November 28, 10:00 a.m.