

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

The members of the CPMT met on Monday, November 28, 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
Roberta Boyd, Clinch Valley Community Action
Kathy Alley, Parent Representative
Michelle Brown for Melinda Smith, Special Services, Tazewell County School Board
Ryan Thomas for Dwayne Sturgill, Family Preservation Services
Lori Gates-Addison, CPMT Chairperson, Cumberland Mountain Community Services Board
Jeff Brintle, Tazewell County Juvenile Court Services
David Taylor, CPMT Vice Chair, Tazewell County Department of Social Services
Shanna Plaster, Tazewell County Board of Supervisors

The following members were absent: Arlene Matney, Finance Tazewell County Administration

Lori Gates-Addison, CPMT Chairperson called the meeting to order at 10:01 a.m. and introduced Ms. Kathy Alley as the new Parent Representative. All CPMT members introduced themselves to Ms. Alley. CPMT members present reviewed the minutes and reports included in the meeting packet. There were some questions and discussion regarding the financial report.

October 24, 2022 CPMT Minutes – Robin Jackson made the motion to approve the minutes from October 24, 2022 CPMT meeting. Jeff Brintle seconded and the motion unanimously passed.

October FY 2023 Financial Report – Jeff Brintle made the motion to approve the October FY 2023 Financial Report. Robin Jackson seconded and the motion unanimously passed.

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

Safe & Stable Funds October FY2022-2023 – David Taylor made the motion to approve the October FY2022-2023 Safe & Stable Funds. Shanna Plaster 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

A copy of the Tazewell County Department of Social Services Continuity Plan was provided by David Taylor, Vice Chair in the CPMT meeting packet to all members. This updated plan included the administrative and budgeting process for CSA CPMT in case of extended disruptions that would prohibit the CPMT to meet at the Tazewell County DSS. This Basic Plan was reviewed by all CPMT Members present. Lori Gates-Addison asked about the inclusion of remote video conferencing to conduct the CPMT meeting. Mr. Taylor stated he had contacted Chase Collins, Tazewell County Attorney regarding the video conferencing but had not heard back from the Attorney Collins. Margo Trigg CSA Coordinator commented Attorney Collins had addressed conducting virtual meetings during the 2021 to 2022 COVID Pandemic in a January 21, 2022 email. This was due to Governor Northam declaring a State of Emergency on January 21, 2022. Attorney Collins stated in his email telephone/electronic meetings are permissible only in very limited circumstances. This information was shared with all CPMT Members in an email the Coordinator sent Friday, January 21, 2022. A copy of this information was also provided to

CPMT Members in the February 28, 2022 CPMT meeting packet. The coordinator will provide another copy of the minutes and correspondence between herself and the County Attorney to CPMT Members in the December 19, 2022 Meeting.

NEW BUSINESS:

The coordinator discussed the contracts for the two new Vendors NDUTIME and Educational Development Center. The contracts were signed and approved by the CPMT Chair, signed and approved for execution by Chase Collins, Tazewell County Attorney. The contracts were passed around the table for the CPMT Members to review. The coordinator informed the members of the circumstances of the two new contracts.

NDUTIME

1. Monday October 3, 2022, worker contacts coordinator, child was interviewing for placement with NDUTIME due to child being released from Grafton due to his behaviors. We did not have a contract with this vendor.
2. Wednesday October 5, 2022 coordinator faxed and emailed contract to NDUTIME.
3. Thursday October 6, 2022 worker advised coordinator child was accepted and bed would not be held long.
4. Thursday October 6, 2022 contract was returned from NDUTIME.
5. Friday October 7, 2022 coordinator emailed contract to CPMT Chair for review and approval.
6. Monday October 10, 2022 was a holiday.
7. Tuesday October 11, 2022 coordinator took contract to County Attorney for review, final approval and execution.
8. Wednesday October 12, 2022 worker asked for emergency email poll for emergency residential placement with NDUTIME. CPMT and FAPT approved via email poll 10-12-22 October placement.
9. Monday November 7, 2022, worker staffed at FAPT for November, December, and January services.
10. Monday November 28, 2022 CPMT approved months November, December, and January services at CPMT Meeting.

Educational Development Center

1. Thursday November 3, 2022 worker contacts coordinator regarding the emergency placement of the child in NDUTIME Residential Center, Richmond Public School System is not allowing child to attend public school due to his behaviors and special needs. NDUTIME does not have an educational program and their policy states children must be enrolled in school while in their facility or will be discharged. Worker is asking for emergency email poll for November enrollment in Private Day School Educational Development Center.
2. Friday November 4, 2022 coordinator emails vendor contract to EDC.
3. Tuesday November 8, 2022 is a holiday.
4. Thursday November 10, 2022 EDC returns contract.
5. Friday November 11, 2022 is a holiday.
6. Monday November 14, 2022 coordinator emailed contract to CPMT Chair for review and approval.
7. Tuesday November 15, 2022 CPMT Chair returns approved contract, coordinator takes contract to County Attorney for review, final approval and execution.
8. Tuesday November 15, 2022 emergency email poll is sent to CPMT and FAPT Members for educational services with EDC; CPMT & FAPT approve educational services for November.

9. Wednesday November 16, 2022 County Attorney returns EDC final contract approved and executed.

CPMT reviewed and discussed the CSA CQI Dashboard Quarterly Reports for Finance Demographics/Utilization and Outcome Measures for Tazewell, Buchanan, and Russell Counties and Statewide.

The Audit Plan Fiscal Year 2023 November 17, 2022 email with attachments from CSA Program Audits to CPMT Chairs and CSA Coordinators and the Fiscal Years FY 2020 to 2023 Audit Work Plan were included in each CPMT member's meeting packet. This information was reviewed and discussed by CPMT Members.

Also included in today's meeting were copies of *Office of Children's Services Self-Assessment Workbook for Tazewell County SECTION I: GOVERNANCE* to be reviewed and completed by CPMT Members.

1. Organizational Level Internal Control Environment Assessment Survey
 - a. Control Activities for Fiscal Processes
 - b. Information
 - c. Communication
 - d. Monitoring

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. This completes Section 1, CPMT will review Section 2 in the December 19, 2022 CPMT Meeting.

The December OCS Calendar was reviewed. In addition Ms. Gates-Addison informed members December 6, 2022 she is going to be at Tazewell County Hospital to provide Adverse Childhood Experiences (ACES) training. She discussed the training is related to developing services for children related to physical health, to what children are exposed and at risk of experiencing that can lead to harm or death.

Community Announcements:

Ms. Gates-Addison informed members Mountain Movers will not meet in December but will continue in January. She reminded members it is the third Tuesday of the month and starts at 6:00 p.m.

Closed Session – Jeff Brintle 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 1

ABSENT DURING MEETING 1

ABSENT DURING VOTE 1

Ms. Gates-Addison brought to the attention of members during the review of FAPT approved cases that are receiving OEI services closer attention was needed to the description and wording of the OEI services and what exactly the services the families are receiving were. At question was the wording “intensive in-home services”. If OEI was providing intensive in-home services this is covered by Medicaid not CSA funding. The coordinator pulled several individual IFSP Reviews and read the description of services to the members. Ms. Gates-Addison stated the contract with rate and service information would need to be reviewed, the coordinator provided that file to Chair. After much discussion and review, it was determined that this wording was not correct and did not accurately describe the services being provided to the clients. David Taylor, Vice Chair stated a motion would need to be made that the incorrect wording “intensive in-home services” contained on all IFSP Reviews and on all summary of cases that contained the wording “intensive in-home services” be stricken and replaced with the correct description “family in-home coordination and supportive services”.

David Taylor made a motion to make the corrections “intensive in-home services” contained on all IFSP Reviews and on all summary of cases that contained the wording “intensive in-home services” be stricken and replaced with the correct description “family in-home coordination and supportive services”. The motion received a second by Jeff Brintle and was unanimously approved by the members of CPMT.

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 David Taylor and was approved by the members of CPMT.

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

Adjourned 12:30 p.m.

The next scheduled CPMT meeting will be December 19, 2022 10:00 a.m.