

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
December 19, 2022**

The members of the CPMT met on Monday, December 19, 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

The following members were absent: Roberta Boyd, Clinch Valley Community Action
Arlene Matney, Finance Tazewell County Administration, Kathy Alley, Parent Representative

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

November 28, 2022 CPMT Minutes – Dwayne Sturgill made the motion to approve the minutes from November 28, 2022 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

November FY 2023 Financial Report – Jeff Brintle made the motion to approve the November FY 2023 Financial Report. Melinda Smith seconded and the motion unanimously passed.

07-01-2022 to 06-30-2023 Encumbered WRAP Funds – Jeff Brintle 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 November FY2022-2023 – Shanna Plaster 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:

CPMT reviewed Tazewell County email polls and the Tazewell County CSA Local Policy & Procedure Manual regarding email polls. In a November 30, 2022 email from Lori Gates-Addison in response to a CPMT emergency email poll to CPMT Members, she wanted further discussion on this process. Ms. Gates Addison stated it seems like we are getting more and more “emergency” e-mail polls. Ms. Gates asked are these truly emergencies or should they wait to be done in person at our in-person scheduled meetings. The other communities that she work with claim that email polls for approval are not valid.

Ms. Gates stated she felt that folks need to prioritize approvals being done in our regular meetings. A counseling approval as an emergency with less than a week to staff for a step father to me does not pose an emergency particularly since the child remains in a residential facility. Also, does this step father have insurance and what does \$525.00 for counseling involve?

Also included in this email was the response from the coordinator. A short summary is provided below, a copy of the entire email is provided meeting packet for review and discussion:

The email polls are falling in between the once a month FAPT and once a month CPMT meeting. In the case of this particular email poll the worker wants FPS to start counseling services December 12, 2022

with a goal towards reunification. In order for FPS to be allowed to begin service BEFORE CPMT approves this case December 19, 2022 an email poll must be done or the service will not begin until after December 19, 2022. You can always try to have FAPT and CPMT twice a month instead of once to try and catch some cases for immediate approval, however even with 2 a months that will not prevent unexpected situations from happening, i.e. placement interruptions.

Every locality has their operating procedures. Tazewell County has email polls in our local CSA Policy and Procedure Manual and this process is valid. I have CSA files dated as far back as 2014 from Ms. Sharon Puckett, CSA Coordinator to Brady Nemeyer, OCS Program Consultant regarding adopting an email policy for CPMT approval and you can also look up our email poll policy in our local CSA manual.

For the purpose of reviewing the last five months, the CSA Coordinator provided in today's CPMT meeting packet, copies of August 2022 through December 2022 emergency email polls that CPMT and FAPT members had reviewed and voted on for approval. All monthly emergency email polls are included each month at every CPMT meeting with the summary of FAPT cases heard and reviewed by CPMT. The coordinator provided the following information to CPMT Members for review and discussion, the number of emergency email polls and the reason for the emergency email poll:

10 Email Polls August 2022

- 4 Emergency Placements
- 1 Counseling services provided to child while waiting on placement acceptance of residential facility.
- 2 Utilities payments (1) case to avoid termination, (1) case rent for mother and child, father was ordered removed from home until CPS investigation was complete, father could not afford to pay both hotel and rent.
- 1 Daycare services for child emergency placed in Foster Care home, both Foster Care parents work.
- 2 OEI services (1) FC worker resigned before case was staffed at June FAPT, new worker assigned after July FAPT, resulting in email poll for June and July. (1) Case referral made by worker in June however worker left off IFSP when staffed at June FAPT for June, July, August services.

2 Email Polls September 2022

- 1 Emergency Placement
- 1 Daycare for child due to emergency placement in FC Home, both FC parents work

6 Email Polls October 2022

- 3 Emergency Placements
- 2 (1) Mentoring services for child due to emergency placement. (1) Psychological services & parenting classes and services for mother due to emergency placement
- 1 Utilities payment case to avoid termination

3 Email Polls November 2022

- 3 Emergency Placements

5 Email Polls December 2022

- 3 Emergency Placements
- 1 Child in residential placement, FPS counseling services for stepfather to start reunification process to bring child home.
- 1 Worker did not staff at October FAPT for OEI services, however services were provided and invoice for October services were due for payment.

The coordinator also provided to CPMT in the meeting packet for review and discussion: **Emergency FAPTs** page 15, **Procedures** page 16 and **CPMT Emergency Decision** page 26 from Tazewell County Local CSA Policy and Procedure Manual. This information from the Policy & Procedures Manual details

(1) the process when an emergency as defined in the Policy & Procedure Manual occurs and initiating the emergency funding request process; (2) scheduling the FAPT review within fourteen (14) calendar days of initiation of services after receiving necessary documentation from the case manager; (3) CPMT emergency decision in the event a youth has gone through the FAPT process and recommendations made for residential treatment not covered under Medicaid, if placement prior to the next scheduled CPMT meeting is needed an email poll will be sent by the CSA Coordinator to the CPMT, with a summary provided by the case manager detailing the circumstances and cost of placement. Members of the CPMT will respond to the email poll with a vote of “yes”, “no” or “abstain”; the email poll must have at least six (6) CPMT votes to pass. At the next scheduled CPMT meeting the case will be summarized to the entire team for discussion and approval of the remaining request asked for in the email poll

Also in response to the questioned validity of Tazewell County CSA email polls, the coordinator provided to CPMT Members in the meeting packet for review the August 07, 2014 email between Sharon Puckett, Tazewell County CSA Program Coordinator and Brady Nemeyer, Office of Children’s Services Program Consultant. This email from Sharon Puckett contained page 22 of the Tazewell County Local CSA Policy and Procedures Manual **4. CSA Funded Treatment Services** and **3.2.6. Access to Pool Funds from Community Policy & Management Team**. This information from the 2014 Policy & Procedures Manual details the process when an emergency occurs, scheduling the FAPT review within fourteen (14) calendar days of initiation of services and an email poll sent by the CSA Coordinator to the CPMT, with a summary provided by the case manager detailing the circumstances for approval. In Ms. Puckett’s email she asked Mr. Nemeyer “Our local policy states we can do e-mail polls between CPMT meetings. Is this acceptable?” Mr. Nemeyer’s reply to the question was “Yes, your CPMT can adopt a policy that allows email polls between CPMT meetings.” He continued in his email detailing precise information that is to be included and what was not be included.

Ms. Gates Addison read aloud from the above handouts provided in the meeting packet and asked members to also review. She also asked Mr. Sturgill, with Family Preservation Services if FPS accepted Medicare and he replied they did not. This was in reference to the question posed by Ms. Gates-Addison’s November 30, 2022 email poll response. In this case the stepfather had Medicare (primary) and Medicaid, however Family Preservation did not take Medicare and Medicaid could not be billed without billing the primary insurance first.

Ms. Gates Addison asked members if there were any comments regarding email polls, there were not any comments from members and she moved on to the next agenda topic.

During the November 28, 2022 CPMT Meeting, members reviewed and agreed upon the Tazewell County Department of Social Services Continuity Plan including 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. Ms. Gates-Addison asked about the inclusion of remote video conferencing to conduct the CPMT meeting. The coordinator included in today’s packet the information provided to CPMT on January 21, 2022 the correspondence via email between herself and Chase Collins, ESQ. Tazewell County Attorney. Attorney Collins advised telephonic and or electronic meetings are permissible only in very limited circumstances and detailed those circumstances. The coordinator also included a copy of the **Code of Virginia 2.2-3708.2 Meetings Held Through Electronic Communication Means**. This had also been given to all CPMT Members in the January correspondence and the February 22, 2022 meeting packet.

Next topic on the agenda CPMT members discussed the fiscal year 2023 Private Provider Representative for CPMT and FAPT. **Family Preservation Services Inc.** has been selected by the **Tazewell County Community Policy and Management Team** as the private provider to serve on the Family Assessment Planning Team and the Community Policy Management Team for the FY2023 Fiscal Year. The term began on July 1, 2022 and the length of the term will be two years. The Community Policy and Management Team made the selection based on the persons serving on the committees having the

requirements needed to sit on these teams (i.e. clinical experience, counselor, licensed professional, etc.) and the first response to the mailed invitations we received.

Also included in today's meeting were copies of *Office of Children's Services Self-Assessment Workbook SECTION II: Risk Management* 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.

1. Risk Assessment Worksheet
2. Risk Assessment Worksheet Supplement
 - Fiscal Year 2023 CSA Local Agency Annual Risk Assessment submitted 5-2-2022 (Handout) will be used in place of the Risk Assessment Worksheet Supplement
3. Fraud Risk Questionnaire

Worksheets were reviewed and discussed. Ms. Jackson discussed her concern with the stakeholder's comment from the Fiscal Year 2023 CSA Local Agency Annual Risk Assessment submitted 5-2-2022. She stated she did not particularly agree with comment number (1) "some members of our CPMT are not receptive of discussing anything, all they want to do is vote on cases and get in and out of agency". Ms. Jackson stated she felt this was a good CPMT Team and members were willing to stay and discuss items on the monthly agendas and could not understand where this comment would have come from. Other members agreed with Ms. Jackson. The coordinator commented that the survey was distributed to all members during the April 25, 2022 CPMT Meeting and was filled out by CPMT Members. The coordinator also stated she filled out the online assessment using the exact words and answers used by the CPMT members and submitted May 2, 2022. The coordinator will incorporate all worksheet responses into one and fill out the digital **Workbook SECTION II: Risk Management** word document.

The January 2023 OCS Calendar was reviewed.

Community Announcements:

Mr. Jeff Brintle asked Mr. David Taylor if any dates had been determined for the joint DSS training for FC, CPS and DJJ. Mr. Taylor informed the members this training will entail procedures as to what the agencies can do and not do when servicing the community. He stated Lee County was interested in participating and he would be sending out an email soon with several dates for FC, CPS, and DJJ to choose from. Ms. Gates Addison informed members Russell County was still providing Narcan use training for anyone interested.

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 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 7, NAYS 0 ABSENT 3

ABSENT DURING MEETING 3

ABSENT DURING VOTE 3

Ms. Gates-Addison asked who was responsible financially for case managers and workers travel and lodging expenses when traveling to meet with clients placed in out of town residential facilities. She commented there is a case coordination fee of \$500 in these cases. Mr. Taylor responded that expense is mostly covered by tax payer dollars and comes out of the local budget. The coordinator commented cases have been staffed at FAPT for CSA funding for this expenditure and there was a CMCSB case reviewed today for case manager visitation, lodging, meal and gas approval.

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.

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

Adjourned 10:54 a.m.

The next scheduled CPMT meeting will be January 23, 2023 10:00 a.m.