

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
February 27, 2023**

The members of the CPMT met on Monday, February 28, 2023 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

The following members attended:

Kathy Alley, Parent Representative
Michelle Brown, 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
Chase Collins, Esquire for Arlene Matney, Finance Tazewell County Administration
Melinda Smith, Special Services, Tazewell County School Board
Shanna Plaster, Tazewell County Board of Supervisors
Jeff Brintle, Tazewell County Juvenile Court Services
Roberta Boyd, Clinch Valley Community Action
Dwayne Sturgill, Family Preservation Services

The following members were absent:

Robin Jackson Tazewell County Health Department

Lori Gates-Addison, CPMT Chairperson called the meeting to order at 10:00 a.m.

January 23, 2023 CPMT Minutes – Melinda Smith made the motion to approve the minutes from January 23, 2023 CPMT meeting. Jeff Brintle seconded and the motion unanimously passed.

January 2023 Financial Report – Jeff Brintle made the motion to approve the January 2023 Financial Report. David Taylor seconded and the motion unanimously passed.

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

Safe & Stable Funds January FY2022-2023 – Melinda Smith made the motion to approve the January 2023 Safe & Stable Funds. David Taylor seconded and the motion unanimously passed.

Coordinator referred members to Administrative Memo #23-02 Review and Reallocation of FY2023 WRAP-Around Services for Students with Disabilities (SPED Wrap) from Office of Children's Services Kristy Wharton, CFO. I forwarded this email to all members Friday 2/24/23 for review. Memo 23-02 explains:

At the end of February a locality's expenditures of the SPED Wrap-Around will be analyzed and the following actions taken:

a) A locality's SPED Wrap Allocation will be removed, if a locality has not recorded any expenditures/reimbursements in the Local Expenditure and Data Reporting System (LEDRS) in Expenditure Category 2.h (Wrap-Around Services for Students with Disabilities), as of February 28, 2023. This will take place effect March 1, 2023.

b) If your locality's SPED Wrap Allocation is removed and you require funding after March 1, 2023. Please request a new allocation using the WRAP Allocation function tab found on the OCS website in the Report Preparer section under the WRAP Section-"Request New Wrap."

In previous meetings I have advised members Tazewell County has used very little to no Encumbered WRAP Funds.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Ms. Gates-Addison reviewed agenda topics with the members. Included in today's meeting packet presented to members the Data Collection Event and Time to Service Study from Office of Children's Services Carrie Thompson, Research Associate Senior email that was sent to Coordinators and CPMT Chairs. I informed members I presented this packet of information to FAPT members during the February 6, 2023 meeting. A data collection tool consisting of spreadsheets will be used to document and organize information about the time between the receipt of a referral for services and the CSA's approval to fund those services. I will gather this information on all new referrals starting February 3, 2023 (the day I received the email) and is due to OCS April 15, 2023. I also informed members the reason for the study is the Joint Legislative Audit and Review Commission (JLARC) recommended that OCS should require local CSA programs to measure, collect and identify localities with relatively long start times for services from the start of a referral. I also informed members there is a survey included in the packet they can fill out and return to me. I will compile all responses into one and submit to OCS and we do not need to wait until April 15, 2023 to return the completed survey. I informed the members I plan to use a lot of the information already outlined in our local CSA Tazewell County Policy and Procedure Manual.

Ms. Gates-Addison moved on to the next agenda topics Local CSA Administrative Resource Survey Results FY2022 I emailed to CPMT & FAPT members 1-31-2023 and the Fiscal Impact Study of Proposed Private Day Special Education Tuition Rates I emailed to CPMT & FAPT members on 1-27-2023. I informed members with the completion of the Proposed Private Day Special Education Tuition Rates Impact Study all service name codes for the tiers in LEDRS will revert back to what the original codes were before they were changed for the implementation of the study. No discussions or comments from members.

Ms. Gates-Addison moved on to the next agenda topics OCS Children's Services Act Winter 2023 Edition. I advised members I emailed the link to CPMT & FAPT 2-14-2023, there was no handout. I also advised this is an excellent resource and I use a lot of the information from the newsletter for material for my CPMT and FAPT agendas. I also explained the handouts for the OCS Follow-up Completion of Quality Improvement Plans (QIPs) Submitted for Tazewell County CSA Audit #28-2020. An email was sent from Office of Children's Services Rendell R. Briggs, Program Auditor to the Tazewell County Coordinator and CPMT Chair on January 25, 2023 requesting completion of the Quality Improvement Plans (QIPs) submitted for the Audit #28-2020. This audit was for the Year 2019-2020 and there are four QIPs that I needed to provide an updated QIP form indicating that the tasks listed have been completed.

1. Assignment of Authority and Responsibility Page 11 No. 5
2. Contingency and Disaster Plan Page 13 No. 11
3. Training Worksheet Page 28
4. CPMT Meeting Available for Public Posting and Review Page 35

I included in today's meeting packet were all the original QIP forms that needed the updated information and the updated QIP forms and supporting back-up documentation that I scanned and emailed to the auditor:

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| 1. Updated Page 11 No. 5 Assignment of Authority & Responsibility | 1-26-23 |
| 2. Updated Internal Control Environment Assessment Survey Page 13 No. 11 | 1-27-23 |
| 3. Updated Quality Improvement Plan Detail Page 28 for Training Worksheet | 2-01-23 |
| 4. Updated Page 35 Public Notification CPMT Meeting Agenda and packets | 2-03-23 |

I discussed in detail the information that was provided, how the completion dates on the updated QIP forms are the completion date that CPMT completed the Self-Assessment Workbook Internal Control Questionnaire and the date that the task was completed in the monthly CPMT meeting. The CPMT meeting minutes and agendas were also used as part of the back-up documentation as well as other forms and spreadsheets (all included with the handouts).

Chase Collins, Tazewell County Attorney discussed Updated Page 35 Public Notification CPMT Meeting Agenda and packets. Currently the local TC DSS office does not have a web page for posting the public notifications and packets therefore I post current meeting notifications on the agency's front door and meeting agenda information packets on the agency's bulletin board in the lobby. All previous notifications and packets are kept in a three-ring binder available upon request. Attorney Collins stated he will contact the Tazewell County IT Department and put their IT in touch with me and we would work on posting the CSA CPMT Public Notification CPMT Meeting Agenda and packet information on the county's website. I asked if any other members had any other questions regarding the audit material, there were none.

Ms. Gates-Addison moved on to the next agenda topic Self-Assessment Workbook SECTION III: Internal Control Questionnaire, Reliability and Integrity of information page 3, Assets and/or data properly safeguarded page 4, Operations are being conducted most economical and efficient manner page 4 and Self-Assessment Workbook SECTION IV: Training Worksheet. Included with the assessments were copies of the Regional and Statewide Training Regarding the Children's Services Act (CSA) Annual Report to the General Assembly, December 1, 2022 Handout. Ms. Gates-Addison asked members how they would like to complete today's workbook assessments, the way they had during previous monthly meetings with her reading out loud each question and discussing the answers as a group or everyone read silently, filling out the assessment and if anyone had questions regarding the answers to discuss as a group. Members decided to read silently and discuss any questions they may have regarding the answers as a group.

There were several Internal Control questions discussed. Ms. Gates-Addison asked about the records management and retention requirements. I informed members CSA client files are required to be purged every three years and I purged year 2019 cases due to be purged in 2022 this month February, 2023. Year 2020 cases are due to be purged this year 2023. Attorney Collins stated The Library of Virginia is the records management policy program that is followed. I informed members I do have a binder in my office with the Library of Virginia's retention policies information that I follow.

Ms. Gates-Addison asked do I as CSA Coordinator have a backup in the event of an extended absence. I informed members I do not have a designated backup to step in and take over my day to day tasks and duties. I do have Ms. Shanun Smith, Tazewell County Fiscal Assistant who would be able to coordinate with the CPMT and FAPT Chairs some of the monthly meeting agendas and sit in monthly meetings in my absence but she would not be able to do the everyday duties. I also stated to members the CPMT Chair and members could reach out to OCS to have a designated backup person put in place for Tazewell County as I do not have the authority to make that decision.

Mr. Jeff Brintle informed the group that marking yes to the Internal Control questions was not an indication that he was in agreement or that he fully understood the questions or what some questions actually referred to. He commented he did not know if any of the tasks were being done or not and he had to trust what I was doing and doing what needed to be done. I informed the group the workbook assessment is for the CPMT members to answer regarding their management and oversight. I disseminate the material to the CPMT, collect and use their responses to provide the information to OCS along with any backup documentation I have to support their answers. I do utilize the local Policy and Procedure Manual as part of that back-up documentation as it does state in the manual how the local CPMT operates.

Ms. Gates-Addison informed the group she has previously stated as members have completed sections of the workbook assessment she has questions regarding the Tazewell County local CSA financial management process. She referenced and has referenced in previous CPMT meetings Buchanan County and their OCS 2019 to 2020 audit. Their county was in non-compliance of several financial reporting errors, one in particular was refunds. I informed the members a good starting point would be to review the local TC CSA Policy and Procedure Manual regarding the Case Manager, Administrative, Coordinator and Fiscal Agent responsibilities for invoicing and payments. I also informed the group that

we did not have a financial non-compliance on our OCS Year 2019 – 2020 Audit, we had to provide updated Quality Improvement Plan documentation (see above). I asked Ms. Gates-Addison if she would want me to schedule Shanun Smith Tazewell County local Fiscal Assistant and Arlene Matney, Director of Finance Tazewell County Board of Supervisors for a financial presentation. She and the members agreed.

David Taylor suggested to the members OCS be invited to Tazewell County CPMT to provide training. He told members OCS has a program that will provide training and recommendations for the program development. The consultant will attend the meeting(s) and over the course of year provide their recommendations, assist with achieving goals over a one year period. I informed members I had the information for this program called Enhanced Technical Assistance and I handed out the two page information sheet to each member. I told members I would reach out to OCS to schedule this assistance if in agreement. I also informed members for additional training I would reach out to the Office of Children’s Services for their 2 ½ hour CQI and Strategic Planning Training. This training is specifically for CPMT members.

Ms. Gates-Addison moved on to the next agenda topics OCS March Training Calendar (handout) and Community Announcements. The calendar was reviewed and there were no community announcements. I informed members HB 2018 CSA information sharing, confidentiality exceptions did not pass, the number of youth served in TFC has dropped and DMAS – KePRO is replacing Magellan most likely in November 2023.

Ms. Gates-Addison moved on to enter closed session.

Closed Session – Melinda Smith 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 Jeff Brintle 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 10, NAYS 0 ABSENT 1

ABSENT DURING MEETING Robin Jackson

ABSENT DURING VOTE Robin Jackson

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.

Ms. Alley asked what the policy/procedure is when a child moves from one county to another and the jurisdiction changes, who is then responsible for the continuation of services. I informed Ms. Alley and the members I had CSA case transfer information ready for my FAPT March 6, 2023 meeting and I will provide that information to CPMT now. This information was distributed to members from **Children's Services Act Policy Manual 4.2 Payment for Services and Change of Legal Residence (Adopted 1994)**

The CPMT jurisdiction where the child legally resides shall be responsible for payment for the services identified in the child/family's Individual Family Service Plan. The former CPMT jurisdiction pays for services until 30 calendar days after the new CPMT receives written notification of the child/family's residence in the new CPMT locality. When the residence of the child/family transfers to a new CPMT jurisdiction, the receiving CPMT jurisdiction must review the current Individual Family Service Plan and adopt or revise and implement within 30 calendar days. CPMT jurisdictions are encouraged to: a. Keep track of the child/family's residence status; b. Notify receiving Community Policy and Management Teams as soon as they know of the child/family's pending move, to facilitate planning; and c. To work cooperatively to resolve issues related to legal residence

Attorney Collins proceeded to inform members regarding Interstate/Intercountry Placement of Children (ICPC). This refers to children who cross state lines out of Virginia to another state for residential placement and or foster care, treatment (TFC) independent living arrangements. The sending agency retains jurisdiction over the child continues to have financial responsibility for support and maintenance of the child during the period of the placement.

I asked members to confirm I was to proceed to contact OCS for the CPMT CQI and Strategic Planning Training and Enhanced Technical Assistance.

Adjourned 11:15 a.m.

The next scheduled CPMT meeting Monday March 27, 2023 at 10:00 a.m.