

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

The members of the CPMT met Monday, March 27, 2023 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

The following members attended:

Arlene Matney, Finance Tazewell County Board of Supervisors
Michelle Brown, Tazewell County School Board
Roberta Boyd, Clinch Valley Community Action
Kathy Alley, Parent Representative
Jeff Brintle, Tazewell County Juvenile Court Services
David Taylor, CPMT Vice Chair, Tazewell County Department of Social Services
Lori Gates-Addison, CPMT Chairperson, Cumberland Mountain Community Services Board
Chase Collins, Esquire Tazewell County Attorney
Shanna Plaster, Tazewell County Board of Supervisors
Dwayne Sturgill, Family Preservation Services
Melinda Smith, Special Services, Tazewell County School Board

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.

February 27, 2023 CPMT Minutes – Jeff Brintle made the motion to approve the minutes from February 27, 2023 CPMT meeting. David Taylor seconded and the motion unanimously passed.

February 2023 Financial Report – Jeff Brintle made the motion to approve the February 2023 Financial Report. Kathy Alley 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 February FY2022-2023 – Roberta Boyd made the motion to approve the February 2023 Safe & Stable Funds. Shanna Plaster seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Arlene Matney, Director of Finance Tazewell County Board of Supervisors led the Financial Management Presentation with a description of her duties as the local CPMT Fiscal Agent. Ms. Matney explained how the County provides the CSA Program each year with a set dollar amount for expenditures with local and state match rates and expenditure refunds. She also explained in detail her role as Fiscal Agent the annual Pool Allocation Plan (Budget) and expenditure issues, her approval process regarding CSA Pool Reimbursements and Supplemental Allocations and the Administrative Funds Budget Plan. Ms. Matney asked for questions and comments from the members regarding her financial discussion. Ms. Lori Gates-Addison commented it was very good information and it is important that CPMT members understand the financial aspect of the budget oversight process for CPMT to evaluate fiscal operations and procedures for program utilization and funds management.

Next, Shanun Smith, Tazewell County CSA Fiscal Assistant gave her Financial Management Presentation to CPMT members. Ms. Smith asked members to follow along with the local CSA Financial Administrative Process included in today's meeting packet. The packet included a two page bulleted step by step instruction starting with vendor contracts, encompassing the types of invoices, the role of case managers, supervisors and the local administrative unit in processing the invoices. Also included in this packet were copies of actual invoices, case actions, in house financial reports, OCS reports, LEDRS and

Thomas Brothers Reports. CPMT members also received a copy of the local CSA Policies and Procedures Manual that coincided with Ms. Smith's handouts. The CSA Coordinator reminded members all the information presented to the members regarding the financial management process can be found throughout the local CSA Policies and Procedures Manual and the information on their copies had been highlighted; however members would need to read the entire manual to get an understanding of how all the material ties together. Ms. Smith asked for questions and comments after her presentation for discussion.

David Taylor brought to the attention of all members to redact the social security number and birthdate date on their copy of the IFSP example included in the presentation.

The Confirmed Dates for Enhanced Technical Assistance, Courtney Sexton CSA Program Consultant are May 22, 2023 for CPMT and June 05, 2023 for FAPT.

Included in today's packet the Quarterly CQI Form and copies of the *CSA Program Audit Tazewell County Self-Assessment Validation Audit Report January 1, 2019 through December 31, 2019, Completed May 13, 2020*. Also included Attachment A, Summary of Self-Reported Non-Compliance and or (Non-significant) Internal Control Weakness Numbers 1 through 6. The CSA Coordinator asked CPMT members to refer to Number 4 "CPMT shall begin using OCS Continuous Improvement Tool no less than quarterly." She advised we are not doing this. There were no questions or comments.

NEW BUSINESS:

The CSA Coordinator advised members she did not print out and include in today's packet the Suspension of QRTP Designation by DSS **Administrative Memo 23-03** because I emailed to FAPT & CPMT 3-3-2023. I also informed members I had contacting George Smith Benefits Supervisor (IVE) and Sheri Hale FC Supervisor if any local cases will shift to CSA for services and CPMT approval for funding. I was advised they both reviewed their caseloads after receiving the broadcast regarding QRTP funding and based on their review they do not have children in placements that are affected by the suspension of QRTP designation.

Next on the agenda CSA Outcome Indicators Report for FY 2022. This was forwarded by the coordinator to CPMT & FAPT 3-15-2023. Ms. Lori Gates-Addison commented this was very interesting information and asked members if they had reviewed this information.

Included in today's packet for members to review are the Tazewell County Year 2023 to Year 2024 Provider Agreements for Services. The coordinator also included a list of 51 current vendors that I am sending contracts. I must have all contracts, rate sheets and supporting documentation back from vendors before June 30, 2023 for the final approval and execution by Tazewell County Attorney Chase Collins.

Also included in today's packet for CPMT members to review every quarter, the March 2023 CSA Continuous Quality Improvement CQI Dashboard Expenditure, Service Utilization and Outcomes Data for Utilization Management (UM) for Tazewell, Buchanan, and Russell Counties.

1. Finance (Handout)
2. Demographics/Utilization (Handout)
3. Outcome Measures (Handout)

CPMT members reviewed the OCS April 2023 Training Calendar and Ms. Lori Gates-Addison asked if there were any community announcements.

The CSA Coordinator announced notification received the annual CSA Service Gap Survey will be sent from OCS March 31, 2023 and I will have this on next month's agenda for completion of the survey during April 24, 2023 CPMT meeting.

Ms. Gates-Addison moved to enter closed session.

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 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 Melinda Smith and was approved by the members of CPMT.

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

Adjourned 11:05 a.m.

The next scheduled CPMT meeting Monday April 24, 2023 at 10:00 a.m.