

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

The members of the CPMT met Monday, June 26, 2023 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

The following members attended:

Melinda Smith, Tazewell County School Board
Lori Gates-Addison, CPMT Chairperson, Cumberland Mountain CSB
Shanna Plaster, Tazewell County Board of Supervisors
Roberta Boyd, Clinch Valley Community Action
Robin Jackson Tazewell County Health Department
Dwayne Sturgill, Family Preservation Services
Jeff Brintle, Tazewell County Juvenile Court Services

The following members were absent:

Kathy Alley, Parent Representative, David Taylor, Director Tazewell County DSS, Arlene Matney, Finance Tazewell County Board of Supervisors

Lori Gates-Addison, Chairperson called the meeting to order at 10:02 a.m.

Courtney Sexton, Program Consultant, Office of Children's Services introduced herself. Ms. Sexton gave a summary of the Enhanced Technical Assistance program. She described this elective program offers support to local CSA FAPT, CPMT and Coordinators to improve operations of the CSA program. After her summary Ms., Sexton asked if anyone had any questions, there were none. All CPMT members introduced themselves to Ms. Sexton. This was Ms. Sexton's first visit to observe the CPMT meeting.

May 22, 2023 CPMT Minutes – Jeff Brintle made the motion to approve the minutes from May 22, 2023 CPMT meeting. Melinda Smith seconded and the motion unanimously passed.

May 2023 Financial Report – Dwayne Sturgill made the motion to approve the May 2023 Financial Report. Shanna Plaster seconded and the motion unanimously passed.

07-01-2022 to 06-30-2023 Encumbered WRAP Funds – OCS Reallocated

Safe & Stable Funds May FY 2022-2023 – Robin Jackson made the motion to approve the May 2023 Safe & Stable Funds. Melinda Smith seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Office of Children's Services Annual 2023 CSA Service Gap Survey Submitted by coordinator 5/24/2023 through Survey Monkey. Included in the meeting packet was a copy of Tazewell County's Office of Children's Services Annual 2023 CSA Service Gap Survey (Handout). The coordinator advised members the handwritten surveys completed by FAPT and CPMT were compiled together and their responses were all entered.

A follow-up to CPMT agenda and agenda packets for meetings available for public inspection (Web Page Handout). Coordinator was posting monthly this information in the Tazewell County DSS agency lobby since December 2022 in response to the OCS Tazewell County Audit 2019. Tazewell County Attorney and CPMT member Chase Collins, Esq. put the County IT department and coordinator in touch with each other for IT assistance with posting the CSA CPMT Public Notifications on the Tazewell County Website. This information is now available on-line and will no longer be posted in the lobby.

NEW BUSINESS:

Included in today's CPMT packet from the Spring 2023 Edition of CSA Today (Coordinator forwarded CSA email 5/22/2023 to CPMT & FAPT) are the following articles:

- Medicaid and Managed Care Services for Youth in Foster Care

- In Control - Day-to-Day in Local CSA Practical Examples for Applying Control Activities
- Resource Round-Up
- TA Question of the Quarter - When can CSA begin payment of maintenance for a foster child who is placed in a Kinship Foster Home?

CPMT Lori Gates-Addison discussed the relevance of these articles and being a source for good information.

Members were reminded of the Broadcast Approval of 5 New Title IV-E Evidence-Based Programs. The coordinator forwarded the bulletin 5/24/2023 to CPMT and FAPT members for review.

The CPMT Chair proceeded to the next agenda item, Fiscal Year 2024 CSA Annual Risk Assessment Survey. The coordinator asked members to fill out the survey during the meeting because only three CPMT members returned the Office of Children's Services Annual 2023 CSA Service Gap Survey. The coordinator informed the members a copy of the FY 2023 Annual Risk Assessment was included in the packet for their answers from last year.

There were not any trainings listed on the OCS July 2023 Training Calendar to review. Community announcements from members were discussed. Ms. Gates-Addison announced Mountain Movers meeting Tuesday night 5:00 p.m. at the Tazewell County Fairgrounds and three upcoming seminars and training opportunities available in September. She commented this is good time to see vendors and community partners at these events and have a collaborative effort between agencies to attend. She further stated these will cover a wide range of topics critical to Southwest Virginia. Regional training in September 18 through 19 covers substance abuse including the treatment and support services for substance abuse users. She also discussed Bluefield College holding a conference in September. The Health Department is having a September conference regarding mapping drug trends and how this effects children and families. The coordinator asked Ms. Gates-Addison to send her calendar of these events to her and the coordinator will send out this information to all FAPT and CPMT members.

Ms. Roberta Boyd also informed member of upcoming events. Ace Training being conducted by Don Richardson Lowe will be held the first Monday in August to provide training. She asked members to send her an email if they are interested in signing up. Ms. Boyd also informed members about the Digital Equity and Opportunity survey. The survey is open to any Virginia resident, regardless of age, and is designed to gather baseline information about barriers to internet usage and availability throughout the state. The survey is sponsored by the Virginia Department of Housing and Community Development; and the information compiled will be utilized to help develop a statewide Digital Equity Plan. Ms. Boyd emailed the coordinator after the CPMT meeting this information along with the pdf attachments for the paper survey in English and Spanish along with the survey link. The coordinator forwarded her email to all FAPT and CPMT members with this information.

Next on the agenda Travel Expenditure Reimbursement for workers and parents were discussed. The travel expenditure amounts on the Individual Service Plans approved by FAPT and CPMT is what will be paid regardless if the invoice amount is more than what was approved. This is always noted on the invoice "***Can Only Pay Amount Approved by CPMT***" The coordinator discussed with members the need to establish a cap amount for travel expenditure amounts or the enforcement of the current process in place as outlined in Tazewell County local CSA policy and procedure manual.

This policy prescribes regulations for reimbursement of reasonable and necessary expenditures to workers, case manager(s), family members/guardians/foster parents for expenses incurred when traveling for visitation of child(ren) that are receiving services paid with CSA Funds. Reimbursement will be made at the Government Rate, which is updated at the beginning of each Fiscal Year and can be found by visiting the Government Site gsa.gov/travel/plan; these expenditures include mileage, hotel, breakfast, lunch and dinner. In order to be reimbursed for Travel Expenditures the following documentation is required; the person(s) traveling must provide the CSA Coordinator with receipts for all meals, hotel stay and fuel receipts within 15 days from the travel date. All Travel Expenditures must be requested on the Service Plan presented to FAPT and approved by the Tazewell County FAPT and CPMT.

Also provided in today's packet **Section 4. PAYMENT AND INVOICES** of the **Agreement for Services** provided to all vendors containing the following information:

The TCCPMT agrees to pay within 60 days of receipt of an invoice for services provided pursuant to this Agreement and any purchase of services agreement. The TCCPMT may refuse to pay for any services, which are not consistent with the care plan, or the definition of the services set out in the purchase of services agreement or provided to the reasonable satisfaction of the CPMT. The CPMT also may refuse to pay for any services when the Provider refuses to provide the documentation required under this Agreement. All invoices must be submitted to the CSA Case Manager or to the individual designated in the purchase of services order, within five (5) working days following the last day of each month for which services were provided. The CPMT reserves the right to refuse to pay for any services, which are not invoiced within this period.

Members were provided in today's packet copies of FY 2023 Per Diem Rates for Virginia Daily Lodging Rates (excluding taxes) October 2022 - September 2023 and Meals & Incidentals (M&IE) Rates and Breakdown, and the IRS Mileage Rates Effective January 1, 2023.

The coordinator informed members, we have been receiving invoices that exceed the allowable travel amount, not receiving the travel expense receipts and the invoice amount exceeding the dollar amount approved on the IFSP. She also informed members up for their review today is the Individual Service Plan Review for their approval of said travel expenses in question. CPMT will need to examine a cap amount in outside provider's case manager travel expenses. She explained clarification was needed if we are to follow our local CSA Policy and Procedure Manual and Service Contracts, if not CPMT would need to change the wording of the policy and procedure. After much discussion it was agreed upon the amount listed on today's service plan for \$690.09 in travel expenses would be approved. However, this day going forward, using the Government Rate for hotel and food expenses as outlined will be used to determine the amount to paid using the CSA pool of funds. CPMT members agreed a clarification memo/letter will need to be sent to the outside providers with this information.

Jeff Brintle made a motion to approve the travel expenses submitted for mileage, hotel and food reimbursement for services requested on the IFSP for this case. The motion received a second by Dwayne Sturgill and was approved by the members of CPMT.

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: Kathy Alley, David Taylor, Arlene Matney

ABSENT DURING VOTE: Kathy Alley, David Taylor, Arlene Matney

Jeff Brintle made a motion to approve the YR 2023 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.

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

Adjourned 12:05 p.m.

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