

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
August 22, 2022**

The members of the CPMT met on Monday, August 22, 2022 at 10:00 a.m. in the Conference Room of the Tazewell County Department of Social Services.

The following members attended:

Jeff Brintle, Tazewell County Court Services
David Taylor, CPMT Vice Chair, Tazewell County Department of Social Services
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

The following members were absent: Mona Cordle, Parent Representative, Robin Jackson TCHD, Roberta Boyd, CVCA, Shanna Plaster, TCBS, Arlene Matney, Finance TCAD, Patti Cettin, TASK

Lori Gates-Addison, CPMT Chairperson called the meeting to order at 10:08 a.m.

July 25, 2022 CPMT Minutes – Jeff Brintle made the motion to approve the minutes from July 25, 2022 CPMT meeting. Melinda Smith seconded and the motion unanimously passed.

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

Encumbered WRAP Funds – Jeff Brintle made the motion to approve the July Encumbered WRAP Funds. David Taylor seconded and the motion unanimously passed.

Safe & Stable Funds – Jeff Brintle made the motion to approve the July Safe & Stable Funds. David Taylor 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

The CSA Coordinator stated the CPMT agenda for Monday August 22, 2022 was emailed 8-17-2022 to all CPMT members along with CSA CQI Excel Documentation Form for Tazewell County CSA CPMT Disaster Contingency Plan from the 6-27-22 and 7-25-22 CPMT meetings. The coordinator has been asking for CPMT comments and observations. There were not any CQI forms returned to coordinator for this CPMT meeting. David Taylor, Vice Chair discussed his progress working on the CPMT Disaster Contingency Plan. He is incorporating parts of the TCDSS locality's current Disaster Contingency Plan with CPMT. Mr. Taylor updated members with part of the plan if unable to meet in-person at the TCDSS location, members would meet at the Tazewell County Fairgrounds in person. CPMT members present commented and discussed also adding to the plan options to conduct the meeting via internet and/or by phone if not able to meet in person. Jeff Brintle commented also adding an option to the plan if a quorum could not meet to approve or disapprove funding, giving authority to the Chairperson and Vice Chair to make approvals or disapprovals to the service plans requesting CSA funds. Members continued to discuss varying degrees of disaster scenarios and how CPMT would navigate those situations to ensure fiscal procedures can be continued or resumed within a reasonable timeframe following a service disruption. The coordinator stated members could submit in writing their plan and all would be incorporated into one written draft. The draft would then be submitted to all CPMT members for review, edits, and revisions. Once the final Disaster Contingency Plan was completed, members would vote and have the plan included in the Tazewell County Local CSA Policies and Procedures Manual.

The next topic of unfinished business to discuss was the CSA CQI Documentation for Demographics Child Count or Percentage by Race, Gender, Age. CPMT members agreed upon this during the June 25, 2022 meeting as a continuous quality improvement. The updated Excel CQI Form from the July 25, 2022 meeting was also emailed to all CPMT members 8-17-2022. There were not any updated forms returned at this meeting.

The updated Excel CQI Form of the CSA Children Served in Foster Care CQI Documentation Form was also emailed to all CPMT members 8-17-2022. There were not any updated forms returned at this meeting.

NEW BUSINESS:

Included in each CPMT member's meeting packet for today's meeting were copies of *Office of Children's Services Self-Assessment Workbook for Tazewell County*. The CSA Coordinator emailed 8-9-2022 the Tazewell County Local CSA Policies and Procedures Manual (provided to members by the previous CSA Coordinator Shanun Smith). The coordinator asked the members to print and bring to each CPMT monthly meeting as we will start working on Tazewell County's Self-Assessment. The local policy and procedure manual will be used to completed self-assessment worksheet sections. The members present did not bring their printed copy. CPMT members as whole reviewed SECTION I: GOVERNANCE, Organizational Structure Worksheet and Management Philosophy Worksheet. 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 worksheets responses into one and fill out the digital Organizational Structure and Management Philosophy Worksheets word document.

CSA Coordinator advised members the 4th Monday in December falls on the 26th and will be observed as a Holiday. Members were asked to decide what alternate day in December to have the CPMT meeting. Members present agreed to hold December CPMT on Monday, December 19, 2022.

December 26, 2022 CPMT meeting to Monday, December 19, 2022: David Taylor made the motion to approve. Melinda Smith seconded and the motion unanimously passed.

CSA Coordinator and Melinda Smith advised CPMT members Mona Cordle, Ms. Smith's CPMT back-up and CPMT Parent Representative is resigning this month from Tazewell County School Board. CPMT Members were advised Kathy Alley a retired Tazewell County Special Education Teacher has accepted the Parent Representative CPMT position. The coordinator gave Ms. Smith the Statement of Economic Interests and Confidentiality Statement to provide to Ms. Alley and whomever will become Ms. Smith's back-up when Ms. Cordle's vacant position is filled.

Community Announcements:

September Calendar was reviewed. Melinda Smith announced August 15, 2022 from 9:00 am to 12:30 pm is field day for self-contained students. This event is for students who do not get the opportunity to participate in field day.

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 5, NAYS 0 ABSENT 4

ABSENT DURING MEETING 6

ABSENT DURING VOTE 4

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 Melinda Smith and unanimously carried.

During CPMT reviewing FAPT approved requests for funding, Lori Addison-Gates asked if Medicaid funding was being utilized on all the residential service plans and if so it should be include in the case summary. The CSA Coordinator replied if the case worker had the Medicaid funding amount or noted any Medicaid comments on the service plan, it was put in the summary. Ms. Addison-Gates stated it should not appear CPMT is rubber stamping approval for all funding without making sure workers are pursuing all available funding and this would be an audit concern. The coordinator commented Sheri Hale, Foster Care Supervisor stayed on top of these matters and made sure all funding resources were being explored. Coordinator stated on all future service plan summaries a comment would be added "Medicaid process for funding has been examined". After the CPMT meeting adjourned Sheri Hale, Foster Care Supervisor advised CPMT members, the application process to apply for Medicaid funding is done for each Foster Care case.

The CSA Coordinator had previously emailed FAPT Members and Program Managers on August 18, 2022 a listing of Virginia Medicaid Funded Residential Facilities. In the email the coordinator asked the listing be shared with all their workers (case managers). The list includes facilities that take Virginia Medicaid including the out of state facilities that take Medicaid. (see handout)

Adjourned 11:20 a.m.

The next scheduled CPMT meeting will be Monday, September 26, 2022 at 10:00 a.m.