

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
September 26, 2022**

The members of the CPMT met on Monday, September 26, 2022 at 10:00 a.m. in the Training 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
Lori Gates-Addison, CPMT Chairperson, Cumberland Mountain Community Services Board
Robin Jackson Tazewell County Health Department
Audra Brown for Dwayne Sturgill, Family Preservation Services
Shanna Plaster, Tazewell County Board of Supervisors
Roberta Boyd, Clinch Valley Community Action

The following members were absent: Kathy Alley, Parent Representative, Arlene Matney, Finance Tazewell County Administration

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

August 22, 2022 CPMT Minutes – Melinda Smith made the motion to approve the minutes from August 22, 2022 CPMT meeting. Jeff Brintle seconded and the motion unanimously passed.

Financial Report – Jeff Brintle made the motion to approve the August FY 2022 and August FY 2023 August Financial Report. Robin Jackson seconded and the motion unanimously passed.

Encumbered WRAP Funds – David Taylor made the motion to approve the August Encumbered WRAP Funds. Melinda Smith seconded and the motion unanimously passed.

Safe & Stable Funds – Jeff Brintle made the motion to approve the August Safe & Stable Funds. Shanna Plaster 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

David Taylor, Vice Chair discussed his progress working on the CPMT Disaster Contingency Plan and asked members to include their suggestions and comments on the CSA CQI Documentation Form included in the CPMT meeting packet.

NEW BUSINESS:

Coordinator updated members on the August request from Intercept Health on an additional 4% to 8% rate increase. Members were informed other CSA Coordinators across the State of Virginia had also received the same request. It was a unanimous decision from all coordinators the current vendor contracts with the year 2022 to 2023 rates will remain locked in and in effect. Members were provided copies of the Intercept Health email and proposed rate sheet.

The coordinator advised members she had submitted Tazewell County OCS Administrative Budget Plan FY 2023 on-line through the OCS website. She reminded Ms. Gates-Addison Chair, she would get an email asking for her signature and the Financial Administrator before it would go to the Department of Education for final approval. Coordinator had the Chair sign and date the printed hard copy.

The coordinator informed members upon her review of the Tazewell County Comprehensive Services Act By-Laws regarding a private provider representative on FAPT and CPMT it was time to select another provider to serve. The coordinator informed members this process was not included in the Tazewell County Local Policy and Procedure Manual and the manual would need to be updated. Coordinator asked members to review the Tazewell County Local Policy and Procedure Manual page 16 FAPT Membership and page 24 CPMT Membership section.

“The private provider position is open by invitation to all local private providers. The person(s) to serve on both committees must meet the qualified administrative requirements needed to sit on these teams such as clinical experience, counselor, licensed professional, etc. One private provider if at all possible shall be selected to serve a two-year term. However due to the rural location of Tazewell County and limited number of available private providers, there may be occasions when the two-year term extends more than two years if there are no new providers who are available to fulfill the attendance requirements.”

Members agreed upon wording and edits, coordinator will update the manual and present the manual revision at the October 24, 2022 CPMT where the revision can be reviewed for final approval.

Ms. Melinda Smith introduced new CPMT Member and her back-up Ms. Michelle Brown. Ms. Smith also informed members Kathy Alley a retired Tazewell County Special Education Teacher is the new CPMT Parent Representative. Ms. Alley will begin attending meetings October 24, 2022.

The coordinator provided CPMT Members a signature page and asked to sign and date that they had received and reviewed the Tazewell County Local CSA Policies and Procedures Manual emailed to all members August 9, 2022.

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 SECTION I: GOVERNANCE***. The coordinator asked the members that had their Policy and Procedure manual with them for today’s meeting to use as reference as we start working on Tazewell County’s Self-Assessment Worksheets. The local policy and procedure manual will be used to complete self-assessment worksheet sections. CPMT members as whole reviewed: Policies and Procedures Worksheet, Process Narrative / Flowchart Worksheet, and Monitoring Worksheet.

Lori Gates-Addison, Chair led the worksheet assessment as 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 worksheet responses into one and fill out the digital Organizational Structure and Management Philosophy Worksheets word document.

The October Calendar was reviewed. Ms. Gates-Addison opened the discussion regarding the Open Table Training on the calendar for October 6, 2022. She explained in detail what this training was, how it was developed and her direct involvement and participation. Ms. Gates-Addison described the program as being innovative, creative and a worthy program. Mr. Jeff Brintle also commented that he has also participated in this training and it is a good program.

Community Announcements:

Ms. Shanna Plaster opened the discussion with a background of her work for Communities in Schools. She continued to describe how she is looking for a way to connect their Student Support Coordinators with all available resources for their students. Ms. Plaster listed all of the counties where they are present in the schools and stated CIS in in every school in Tazewell County. Ms. Plaster discussed the opportunity to have seven to eight Student Support Coordinators attend the beginning of the October 24, 2022 CPMT meeting to introduce themselves, their agency and the programs they can offer. This would be very beneficial to all the agencies in CMPT as well. She asked members if they could bring brochures or any other information to share with the coordinators. This would help streamline their approach to

provide support for all students. All CPMT members were in agreement to include the coordinators in the October 24, 2022 meeting for a presentation, and Q & A.

Closed Session – Shanna Plaster 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 Melinda Smith 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 8, NAYS 0 ABSENT 1

ABSENT DURING MEETING 1

ABSENT DURING VOTE 1

Shanna Plaster 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 Roberta Boyd and was approved by the members of CPMT.

Jeff Brintle made a motion to return to open session. The motion was seconded by David Taylor and unanimously carried.

The CSA Coordinator discussed updating the FAPT and CPMT member's charts to reflect the recent retirement and resignations of members and the addition of new members. The coordinator asked for confirmation that due to nonphysical attendance for over a year, Ms. Patti Cettin, TASK would be removed as a CPMT Member. CPMT Members were in agreement and confirmed. This policy was adapted March 3, 2022 *Tazewell County Community Policy and Management Team (CPMT) Non-Mandated Members Attendance Amendment to the Policy & Procedure Manual*.

Adjourned 11:28 a.m.

The next scheduled CPMT meeting will be Monday, October 24, 2022 at 10:00 a.m.