

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
July 24, 2023**

The members of the CPMT met Monday, July 24, 2023 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 Juvenile Court Services
Roberta Boyd, Clinch Valley Community Action
Melinda Smith, Tazewell County School Board
Kathy Alley, Parent Representative
David Taylor, Chair Director Tazewell County DSS
Michelle Brown, Tazewell County School Board
Ryan Thomas for Dwayne Sturgill, Family Preservation Services
Lori Gates-Addison, CPMT Chairperson, Cumberland Mountain CSB

The following members were absent:

Robin Jackson Tazewell County Health Department, Shanna Plaster, Tazewell County Board of Supervisors, Arlene Matney, Finance Tazewell County Board of Supervisors

David Taylor, Chairperson called the meeting to order at 10:02 a.m.

June 26, 2023 CPMT Minutes – Jeff Brintle made the motion to approve the minutes from June 26, 2023 CPMT meeting. Melinda Smith seconded and the motion unanimously passed.

June 2023 Financial Report – Kathy Alley made the motion to approve the June 2023 Financial Report. Jeff Brintle seconded and the motion unanimously passed.

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

Safe & Stable Funds June FY 2023-2024 – Jeff Brintle made the motion to approve the June 2023 Safe & Stable Funds. Lori Gates-Smith seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Members reviewed “Characteristics of a High-Functioning Community Policy and Management Team (CPMT)” and “Characteristics of a High-Functioning Family Assessment and Planning Team (FAPT)” that were included in today’s meeting packet. This information was updated November 2022 on the OCS website and had been previously provided in CPMT meeting March 28, 2022.

NEW BUSINESS:

Included in today’s CPMT packet for CPMT review, “Broadcast June 28, 2023 - Child Welfare Legislation Effective July 1, 2023”. Also included for review, the “Broadcast on FY23 budget update for Foster Care Maintenance payments”. CPMT Chair David Taylor explained this broadcast was a revision from the June 5, 2023 Broadcast with a 5-percent increase to foster care maintenance rates. Mr. Taylor informed members this did not pass in the budget and the rates will remain the same as in Fiscal Year 2022. Providers, guardians and families have been notified.

Members were reminded Digital Equity Survey Information from Roberta Boyd on 6-27-2023 to gather baseline information about barriers to internet usage and availability throughout the state. This survey had a July 15, 2023 deadline.

The **Fourth Quarter** July 2023 CSA Continuous Quality Improvement – CQI Dashboard Expenditure, Service Utilization and Outcomes Data for Utilization Management (UM) for **Tazewell, Buchanan, Russell Counties** Finance, Demographics/Utilization, and Outcome Measures were provided to members for review. Members discussed aspects of the data reported for all three counties.

Members were advised it was time to complete the Annual *Office of Children's Services Self-Assessment Workbook Internal Control Environment Assessment Survey*. This was provided in today's packet to each member for discussion and completion.

Included in today's packet for review and completion, *Attachment D: 2025 Inventory of Community Services, Gaps & Needs Survey*. Mr. Taylor advised members, Shanun Smith, Tazewell County Fiscal Assistant is currently working on the Safe and Stable Funds grant funding for the next five years. This survey is one of many requirements to obtain this funding. This survey must be completed by CPMT and is due by August.

There are no trainings listed on the OCS August 2023 Training Calendar to review. Several community announcements were discussed. Ms. Gates-Addison followed up on the Help Hope Healing Conference scheduled for August 3, 2023. She explained this conference would provide valuable information to break the stigmas associated with suicide and mental health and will take place in Abingdon Virginia. Ms. Gates-Addison informed the group of the September 18 & 19 conference and training regarding substance abuse, and drug trend training and seminar. The dinner is scheduled for the 18th and the seminar is the 19th.

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 Kathy Alley 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 3

ABSENT DURING MEETING: Robin Jackson, Shanna Plaster, Arlene Matney

ABSENT DURING VOTE: Robin Jackson, Shanna Plaster, Arlene Matney

Melinda Smith 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 Ryan Thomas and was approved by the members of CPMT.

Discussed in detail during closed session was case 11100592 regarding the approval for foster care maintenance and emergency maintenance and a June invoice being paid before FAPT and CPMT approval. An email was sent to CPMT for clarification on this case staffed during Monday July 10, 2023 FAPT with several questions, (1) the months approved for service, (2) the need to bring to FAPT for approval. During FAPT, I had questioned the approval for June because the case was not approved by CPMT emergency email poll or reviewed by FAPT within 14 days of the emergency placement. Courtney Sexton, OCS Program Consultant who was present at the meeting also agreed the 14-day window had passed. Sheri Hale, FAPT Chair stated she believed the June invoice had already been paid and if June was not approved for CSA pool funds, a refund would need to be issued. FAPT changed the service plan for months approved July & August. Also provide with the mail was the guidance from the Office of Children's Services, Kinship Guidance for CSA Federal and State Funded Kinship and the Tazewell County local CSA Policy and Procedure.

CPMT members discussed using CSA pool funds without the written approval of CPMT and this being a risk management issue for the program. Also discussed was Courtney Sexton's email stating Tazewell County local CSA policy regarding **"Exceptions to services requiring FAPT/CPMT approval are as follows: Regular Family Foster Care ongoing payments, Clothing, Daycare that does not exceed \$500.00 per month, and One Time Only expenses incurred that do not exceed \$250.00"** is not appropriate for CSA state pool funds to be used for one-time payments totaling less than \$250 without accessing FAPT and CPMT approval therefore local funds would need to be utilized in this instance.

After much discussion David Taylor, CPMT Chair advised members to take the **CSA User Guide** pages provided in today's packet regarding CPMT Authorized Exceptions to FAPT/MDT Process involving the payment of foster care basic and enhanced maintenance to read and review along with the pages from the **Tazewell County Children's Services Act for At Risk Children, Youth and Families Local CSA Policies And Procedures Manual**. The CPMT may need to amend or add clarification to the already established policy regarding FAPT planning cases involving only the payment of foster care maintenance including enhanced maintenance, clothing and daycare that does not exceed \$500.00 per month, and one time only expenses incurred that do not exceed \$250.00. Mr. Taylor advised members to have ready their thoughts to move forward on this issue in the August 28, 2023 CPMT meeting.

Ms. Gates-Addison brought to members attention the wording contained in the case summaries for OEI services was incorrect. She reminded members this had been discussed previously. The use of the wording "in-home" services is not correct as this type of service is covered by Medicaid. Parenting and family services provided to the family should be labeled as such. This will be shared with the case managers/workers again when completing their service plans to use the correct service name.

Jeff Brintle made a motion to return to open session. The motion was seconded by Lori-Gates-Addison and unanimously carried.

Adjourned 11:30 a.m.

The next scheduled CPMT meeting Monday August 28, 2023 at 10:00 a.m.