

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
August 28, 2023**

The members of the CPMT met Monday, August 28, 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
Dwayne Sturgill, Family Preservation Services
Robin Jackson Tazewell County Health Department
Michelle Brown, Tazewell County School Board
Roberta Boyd, Clinch Valley Community Action
David Taylor, Chair, Director Tazewell County DSS
Jeff Brintle, Tazewell County Juvenile Court Services
Kathy Alley, Parent Representative
Lori Gates-Addison, Cumberland Mountain CSB

The following members were absent:

Arlene Matney, Finance Tazewell County Board of Supervisors
Shanna Plaster, Tazewell County Board of Supervisors

David Taylor, Chairperson called the meeting to order at 10:00 a.m.

In attendance for today's meeting, Courtney Sexton Program Consultant Office of Children's Services

July 24, 2023 CPMT Minutes – Melinda Smith made the motion to approve the minutes from July 24, 2023 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

July 2023 Financial Report – Lori Addison-Gates made the motion to approve the July 2023 Financial Report. Melinda Smith seconded and the motion unanimously passed.

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

July 2024 Financial Report – Dwayne Sturgill made the motion to approve the July 2023 Financial Report. Roberta Boyd seconded and the motion unanimously passed.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – Dr. Michelle Brown made the motion to approve the July 2024 Encumbered WRAP Funds. Dwayne Sturgill seconded and the motion unanimously passed.

Safe & Stable Funds July FY 2024 – Dwayne Sturgill made the motion to approve the July 2024 Safe & Stable Funds. Roberta Boyd seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

As a follow-up from the July 24, 2023 CPMT meeting, Mr. David Taylor CPMT Chair, reviewed with members using CSA pool funds without CPMT approval. Specifically Mr. Taylor brought to the attention of members the Tazewell County Local CSA Policy and Procedure Manual Page 13 **Decision Making**, Number 11. The policy currently reads: "**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**". Mr. Taylor consulted with other localities, CSA Coordinators, and Western Region Directors. After collecting all the information and re-evaluating Tazewell County CSA Local Policy, he determined the policy as currently written is indeed incorrect. All CSA pool expenditures must have prior written consent of the CPMT; otherwise, the expenses are not valid. Tazewell County CSA CPMT had been following this policy as it was incorrectly written and not all-on-going foster care basic maintenance and enhances maintenance

payments were coming before CPMT for review and approval. In addition, clothing and daycare that did not exceed \$500.00 per month, and one time only expenses incurred that did not exceed \$250.00 were not coming before FAPT and CPMT for review and approval. Mr. Taylor asked for input as to how members would want to re-write and make amendments to the current policy.

Mr. Dwayne Sturgill asked if any other localities policies had been looked at to perhaps adopt their policy. Ms. Roberta Boyd suggested starting with updating the existing wording in our policy of "Exceptions" to "No exceptions services requesting use of CSA funds without requiring CPMT approval". Mr. Jeff Brintle suggested the already established 90-day review of services being used remain in place for CPMT to review the FC on-going payments. Ms. Lori Gates-Addison suggested a log in spreadsheet format of current FC on-going maintenance cases be presented to CPMT for review and approval.

Roberta Boyd made the motion to approve the amendment to the **Tazewell County Local CSA Policy and Procedure Manual Page 13 Decision Making, Number 11**. Kathy Alley seconded and the motion unanimously passed.

The CSA Coordinator made the following edits and emailed all CPMT members a draft of the proposed edits on August 29, 2023:

- 11. All CSA funds being accessed must have CPMT approval. CPMT must approve all Foster Care CSA funded cases. All ongoing CSA funded cases should be reviewed at least every 90 days. Cases that only require Foster Care Maintenance (as defined by OCS and VDSS) are exempt from FAPT; however, CPMT must authorize the funding.**
- 12. Service needs of children and their families are not included in the definition of maintenance. Therefore, service needs will require an IFSP or Review and updated CANS presented to FAPT and requires CPMT approval for funding from CSA pool funds.**

CPMT Chair David Taylor moved on to next on the agenda. Members reviewed their Office of Children's Services Self-Assessment Internal Control Environment Assessment Survey answers from the 7/24/2023 meeting. Some members had questions on their survey. Mr. Taylor read the controls in question aloud as members followed along with their copies. Mr. Taylor explained comments/answers and asked for comments from those who might still have questions.

NEW BUSINESS:

Included in today's CPMT packet for CPMT review, July 24, 2023 Administrative Memo #23-06 - 2023 - 2024 School Year CSA Reimbursements for Private Day Special Education guidance documents from the Office of Children's Services regarding 2023 - 2024 tuition rates for CSA-funded private day special education. CSA state pool will not reimburse localities for private day special education tuition for the 2023 - 2024 school year at a level higher than a statewide two percent (2%) above the rates established for the 2022 - 2023 school year. Ms. Melinda Smith discussed with members the impact this is having on the schools. There was a meeting with Minnick Schools held in Washington County that Ms. Smith attended. Minnick School has more than a 2% rate increase; their educational aid rate was included with the tuition rate for the 2023-2024 year thus creating a new service description category. Ms. Gates-Addison also discussed certain providers do try to circumvent caps placed on rate increases and this has happened in the past. Currently Tazewell County has two children attending their private day school in Wytheville VA. The importance of the children's IEP being specific with the child's educational needs was also discussed. In order for CSA to pay above the 2% increase for a child that is already receiving services at the facility, the child's specific educational needs must be precise in the wording of their IEP; the IEP must be followed with all recommendations. Ms. Smith also stated there will be further discussions with Minnick Schools and provided a copy of Minnick Wytheville Schools FY 24 Rate Sheet with temporary FY24 rates due to OCS imposed 2% increase cap. Their rate sheet states "Minnick Schools will not charge the school divisions for any overage not covered by CSA due to the 2% increase cap on 22-23 rates".

Next on the agenda, the coordinator forwarded an email 7-26-2023 to FAPT & CPMT member from the Office of Children's Services. Kristi Schabo OCS Senior Policy and Planning Specialist sent the release of

an updated Special Education and the Children's Services Act (CSA) Guidance for Community Policy Management Teams (CPMT), Family Assessment and Planning Teams (FAPT), CSA Coordinators and Local School Divisions. This resource is a comprehensive technical assistance document focusing on the interplay between Special Education and the CSA. Local school division funding responsibilities, special education wrap-around services, and the newly added utilization of CSA funding for transition services for students returning to public school from private school placements.

During August 11, 2023 FAPT Ms. Brooke Mullins, CMCSB shared with members CMCSB's Mental Health Initiative Funds (also known as Non-mandated Funds). The funds started in 2000 with each county having a specific allocation, after a few years the amount was added together for CMCS to use for any of the three counties. The funds cannot be used for any 'mandated' case. CMCS has used the funds for a variety of service throughout the years, and recently have used the funds for crisis services, TDT services, and case management services. If there is another known funding source, the other funding source is used. The funds are used based on priority or first come / first served depending on the remaining allocation when a referral is received. CMCS has \$85,639 for all three counties (Buchanan, Russell, and Tazewell).

The coordinator forwarded 8-10-2023 to FAPT and CPMT, CSA Today Summer 2023 edition link. Included in today's meeting packet from the newsletter; (1) All reimbursement request for services incurred between July 1, 2022 and June 30, 2023 must be approved in LEDRS before close of business September 30, 2023 (2) Resource Round-Up and (3) TA Question of the Quarter - When is it appropriate to pay the Independent Living (IL) Stipend? Why is the IL stipend still needed as Fostering Futures allows maintenance payments?

Next on the agenda for CPMT review, the OCS Audit Work Plan Fiscal Year (FY) 2024. Program Audits emailed the Plan August 14, 2023. Tazewell County is scheduled for Year 2025.

No training listed on the Office of Children's Services September 2023 Training Calendar.

Community Announcements: Ms. Gates-Addison provided a flyer with upcoming seminar information. Substance Misuse Across the Lifespan, September 18 & 19, 2023 at Abingdon Higher Ed Center. September 18 is the Collaborative Community Partners Dinner and September 19 is all day training and lunch.

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 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 9, NAYS 0, ABSENT 2

**ABSENT DURING MEETING: Arlene Matney, Finance Tazewell County Board of Supervisors
Shanna Plaster, Tazewell County Board of Supervisors**

**ABSENT DURING VOTE: Arlene Matney, Finance Tazewell County Board of Supervisors
Shanna Plaster, Tazewell County Board of Supervisors**

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 Dr. Brown and was approved by the members of CPMT.

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

Courtney Sexton Program Consultant Office of Children's Services addressed CPMT regarding the Enhanced Technical Assistance Program. Ms. Sexton advised members during her observation period of Tazewell County she had attended two FAPT meetings and two CPMT meetings. Ms. Sexton stated she is now ready to compile and issue her report. She discussed with CPMT members several findings regarding FAPT and advised this information would be provided in detail within her report. Tazewell County FAPT is not operating as should be. Family participation is lacking. Families are not being included in all FAPT assessments, service planning and decision making by not being at the FAPT meetings. The FAPT is supposed to determine eligibility and services and is responsible for writing and completing all IFSPs during FAPT (not the case manager). There also needs to be more emphasis on discharge planning. Ms. Sexton also discussed providing information to CPMT and FAPT on available training. Ms. Sexton also discussed with members Strategic Planning and CQI for CPMT. She informed members CPMT will get her full report with her recommendations to discuss. Ms. Sexton will schedule upcoming quarterly reviews throughout the year to assess goals and progress.

Melinda Smith made a motion to adjourn. The motion was seconded by Jeff Brintle and unanimously carried.

Adjourned 11:45 a.m.

The next scheduled CPMT meeting Monday September 25, 2023 at 10:00 a.m.