

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MINUTES  
September 25, 2023**

The members of the CPMT met Monday, September 25, 2023 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

**The following members attended:**

Dwayne Sturgill, Family Preservation Services  
Shanna Plaster, Tazewell County Board of Supervisors  
Roberta Boyd, Clinch Valley Community Action  
Robin Jackson Tazewell County Health Department  
Jeff Brintle, Tazewell County Juvenile Court Services  
Arlene Matney, Finance Tazewell County Board of Supervisors  
David Taylor, Chair, Director Tazewell County DSS  
Lori Gates-Addison, Cumberland Mountain CSB  
Melinda Smith, Tazewell County School Board

**The following members were absent:**

Kathy Alley, Parent Representative  
Michelle Brown, Tazewell County School Board

David Taylor, Chairperson called the meeting to order at 10:03 a.m.

**August 28, 2023 CPMT Minutes** – Jeff Brintle made the motion to approve the minutes from August 28, 2023 CPMT meeting. Shana Plaster seconded and the motion unanimously passed.

**August 2023 Financial Report** – Arlene Matney made the motion to approve the August 2023 Financial Report. Lori Gates-Addison seconded and the motion unanimously passed.

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

**August 2024 Financial Report** – Arlene Matney made the motion to approve the August 2023 Financial Report. Lori Gates-Addison seconded and the motion unanimously passed.

**07-01-2023 to 06-30-2024 Encumbered WRAP Funds** – Arlene Matney made the motion to approve the August 2024 Encumbered WRAP Funds. Lori Gates-Addison seconded and the motion unanimously passed.

**Safe & Stable Funds August FY 2024** – Arlene Matney made the motion to approve the August 2024 Safe & Stable Funds. Lori Gates-Addison seconded and the motion unanimously passed.

Ms. Arlene Matney discussed OCS notification, the last business day to upload FY 2023 reimbursements to LEDRS is Friday, September 29<sup>th</sup> due the 30<sup>th</sup> falling on the weekend. If uploads are not done by the due date, FY 2023 CSA expenses will be the full responsibility of the locality. The coordinator advised members Tazewell's local Fiscal Assistant has September 22, 2023 as the cutoff date for Tazewell County. This will give the Administrative Unit time to process invoices and complete uploads by September 29, 2023.

**UNFINISHED BUSINESS:**

Tazewell County CSA FC Maintenance Funding Request Log was emailed to CPMT members for review, edits, and comments Monday 9-11-2023. There were not any email responses from members received with changes/edits. Members reviewed the log at the beginning of the meeting and voted to include this form in the local policy and procedure manual.

Shanna Plaster made the motion to approve the Tazewell County CSA FC Maintenance Funding Request Log. Robin Jackson seconded and the motion unanimously passed.

Tazewell County Local CSA Policy & Procedure Manual Updated (Emailed final 9/18/2023 to CPMT and FAPT Members) 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.**

A hard copy of the final updated page 13 of the local policy and procedure manual was included in today's packet for members.

**NEW BUSINESS:**

Included in today's CPMT packet Administrative Memorandum #23-09 Rate Setting for Private Day Special Education Programs (emailed FAPT & CPMT 9-8-2023). The Governor signed the 2024 budget.

**The revised state budget for FY2024, adopted by the General Assembly on September 6, 2023, has removed the requirement that the Office of Children's Services (OCS) implement statewide rate setting for private day special education (Item 285.B). Therefore, OCS Administrative Memorandum #23-06 (issued on July 24, 2023) is rescinded. Local CSA programs should negotiate rates with providers of private day special education in accordance with §2.2-5214 of the *Code of Virginia*, which states:**

**The rates paid for services purchased pursuant to this chapter shall be determined by competition of the market place and by a process sufficiently flexible to ensure that family assessment and planning teams and providers can meet the needs of individual children and families referred to them.**

The coordinator advised members since this announcement she has been receiving revised Private Day Rate Sheets without the 2% rate increase cap. Also due to the Governor signing the 2024 budget, the previously rescinded announcement of the 5% increase in foster care basic maintenance rates due to the lack of the adopted state budget will now be reinstated. The date for the implementation of the increase is not known at this time. (The increase in the Independent Living (IL) Stipend to \$800 per month had remained in effect.)

Next on the agenda, Tazewell County Medicaid Billings Report - Updated 8/29/2023 (Handout). As of report update 8/29/2023, Medicaid amount paid through June 2023 for Tazewell County is \$1,139,324.21. The total amount billed is \$2,381,021.51, leaving a balance of \$1,241,697.30 eligible for CSA funding. Follow-up is being made during FAPT staffing with the workers and case managers as IFSPs are being staffing to ensure services eligible for Medicaid are being submitted for those cases.

Proposed State Executive Council (SEC) Policies (3) Open for Public Comment; SEC Policy 2.4 - Public Participation in Policy-Making Actions; SEC Policy 3.4 - Dispute Resolution Process; SEC Policy 4.2 - Payment for Services and Change of Legal Residence (Forwarded email to CPMT & FAPT 9-18-20-23)

CPMT members present today unanimously agreed to reschedule CPMT December 25, 2023 (Christmas Holiday) meeting to Monday December 18, 2023.

Office of Children's Services October 2023 Training Calendar, OCS Pre Conference Sessions CSA Coordinators, CPMT and FAPT Members October 16, 2023, 2:00 pm to 5:00 pm at the Hotel Roanoke.

There were no Community Announcements.

**Closed Session** – Dwayne Sturgill 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 Shanna Plaster 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, 2 ABSENT**

**ABSENT DURING MEETING:** Kathy Alley, Michelle Brown

**ABSENT DURING VOTE:** Kathy Alley, Michelle Brown

During the CPMT review and approval/disapproval of CSA funding for case #10914100 Foster Care Maintenance, Ms. Gates-Addison asked why each member had a CSA FC Maintenance Funding Request Log for CPMT Member signature. She commented the other cases requiring CPMT approval were reviewed by the group and the Chair provided the approval signature. The Maintenance Funding Request Log should be processed in the same way. Further discussion was had there was not a need to have eleven forms with eleven signatures to file and to be consistent with the current process of approval the CPMT Chair signature is all that is needed. The coordinator asked members to confirm the removal of the CPMT Member signature line from the form and if this was the only edit to be made. Lori Gates-Addison made a motion to remove the CPMT Member signature line from the FC Maintenance approval request log. The motion was seconded by Jeff Brintle and unanimously carried.

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

Arlene Matney made a motion to adjourn. The motion was seconded by Melinda Smith and unanimously carried.

Adjourned 10:50 a.m.

The next scheduled CPMT meeting Monday October 23, 2023 at 10:00 a.m.