

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
January 22, 2024**

The members of the CPMT met Monday, January 22, 2024 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services. David Taylor, Chair recorded the minutes due to the absence of Margo Trigg, CSA Coordinator.

The following members attended:

David Taylor, Chair, Director Tazewell County DSS
Robin Jackson Tazewell County Health Department
Jeff Brintle, Tazewell County Juvenile Court Services
Lori Gates-Addison, Cumberland Mountain CSB
Michelle Brown for Melinda Smith, Tazewell County School Board
Ryan Thomas Back-up Family Preservation Services
Melinda Smith, Director of Special Services Tazewell County School
Shanna Plaster, Tazewell County Board of Supervisors

The following members were absent:

Parent Representative - Vacant
Arlene Matney, Director Tazewell County Budget & Finance

December 18, 2023 CPMT Minutes – Jeff Brintle made the motion to approve the minutes from December 18, 2023 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

December 31, 2024 Financial Report – Jeff Brintle made the motion to approve the December 31, 2024 Financial Report. Robin Jackson seconded and the motion unanimously passed.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – Robin Jackson made the motion to approve the December 2023 Encumbered WRAP Funds. Melinda Smith seconded and the motion unanimously passed.

Safe & Stable Funds December 31, 2023 – Jeff Brintle made the motion to approve the December 2023 Safe & Stable Funds. Roberta Boyd seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Continued discussion took place concerning updating the Tazewell County CPMT Long Range Plan. Ms. Gates-Addison shared she worked on Goal 1 Strategies: Number 2 and Number 3. She requested the Chair send her a document that she would be able to edit and she would make the necessary changes discussed in our December 18, 2023 CPMT. The coordinator had emailed Ms. Gates Addison and Mr. Taylor the Long Range Plan on Monday December 18, 2023. The Chair shared he would email her the document. No new changes were mentioned. Ms. Gates-Addison will email CSA Coordinator, Ms. Trigg the edits for consideration during the February CPMT meeting.

NEW BUSINESS:

Included in today's meeting packet:

- Tazewell County Enhanced Technical Assistance-Initial Report Recommendation 1:
 - CSA Utilization Review: OCS Guidelines for Best Practice
 - Tazewell County Children's Services Act for At Risk Children, Youth and Families Local CSA Policies and Procedures Utilization Management and Utilization Review
- Community Policy Management Team Year 2024 Meeting Calendar
- Statement of Economic Interests FY2024 (Emailed FAPT Fillable Form 12-15-2023) Members that had not turned in their forms were to do so today. A spreadsheet was provided to members with FAPT and CPMT members that had and had turned in their forms.

- Medicaid Rate Change - Behavioral Health Service Rate Updates Effective January 1, 2024 (Emailed Medicaid Bulletin to CPMT and FAPT (1-3-2024))

Mr. Taylor shared an update from OCS President, Scott Rainer. Mr. Rainer presented during the recent Virginia League of Social Services Executives and stated localities should expect to see an increase in Foster Care cases. The Office of Children's Services has been tracking data and in preparation requested additional funding to help meet the expected increase in spending. Localities will still have to provide their match to receive additional funding. Mr. Taylor shared our locality has already experienced an increase of three children coming into care. Ms. Plaster replied this information will help the County to stay informed of current trends and predications.

October 24, 2023 Courtney Sexton, Program Consultant with the Office of Children's Services released the initial Enhanced Technical Assistance report for Tazewell County CPMT to review. During the January 8, 2024 FAPT Meeting, members reviewed her **Recommendation Area: Policy Recommendation 1:**

It is recommended the CPMT review local policy and ensure current operations of their CSA program align with state policy. Areas for special consideration include Family Engagement, Utilization Review, and documentation.

Shared with CPMT members from the January 8, 2024 FAPT meeting, FAPT members reviewed and discussed this policy and the process to begin the utilization review of current CSA cases. FAPT members reviewed the Office of Children's Services CSA Utilization Review: Guidelines for Best Practices September 2020 and Resource Materials. The coordinator provided members with her tracking spreadsheet **Cases Up For Review 7-1-2023 to 6-1-2024 & Cases for Utilization Review 2024**. This spreadsheet will be used to track the start and completion of Utilization Reviews. Members discussed the process and the forms that will be used to complete the Utilization Review for all cases using CSA funds for services. FAPT members agreed to conduct these reviews along with the case managers and workers.

Discussion was held with CPMT members concerning the Utilization Review process. The body remembered the process was practiced in recent years but could not remember if it was completed the past two years. Some thought was given to the case worker conducting a review without closing the loop with CPMT involvement. Ms. Trigg, CSA coordinator shared the template from FAPT to keep CPMT informed about the process.

No training listed on the Office of Children's Services February 2024 Training Calendar

Community Announcements

Ms. Gates-Addison shared there will be an event in Southwest Virginia seeking to educate the community about how dangerous gambling for our families. More information is available online.

Closed Session – Robin Jackson 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, ABSENT 2

ABSENT DURING MEETING: Parent Representative Vacant, Arlene Matney

ABSENT DURING VOTE: Parent Representative Vacant, Arlene Matney

Ryan Thomas made a motion to approve funding to be provided for Foster Care, CPS, Cumberland, Court Services, and Tazewell County Schools for services for these cases. The motion was seconded by Shanna Plaster and unanimously carried.

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

A motion to adjourn was made by Melinda Smith and Michelle Brown provided a second. The motion passed. The meeting was adjourned at 10:45 a.m.

The next scheduled CPMT meeting is Monday February 26, 2024 at 10:00 a.m.