

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
February 26, 2024**

The members of the CPMT met Monday, February 26, 2024 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

The following members attended:

Michelle Brown, Tazewell County School for Melinda Smith
Lori Gates-Addison, Cumberland Mountain CSB
Roberta Boyd, Clinch Valley Community Action
Jeff Brintle, Tazewell County Juvenile Court Services
Robin Jackson Tazewell County Health Department
David Taylor, Chair, Director Tazewell County DSS
Ryan Thomas, Family Preservation Services

The following members were absent:

Parent Representative - Vacant
Arlene Matney, Director Tazewell County Budget & Finance
Shanna Plaster, Tazewell County Board of Supervisors

January 26, 2024 CPMT Minutes – Robin Jackson made the motion to approve the minutes from January 26, 2024 CPMT meeting. Jeff Brintle seconded and the motion unanimously passed.

January 31, 2024 Financial Report – Ryan Thomas made the motion to approve the January 31, 2024 Financial Report. Roberta Boyd seconded and the motion unanimously passed. The coordinator discussed the February 2, 2024 email notification from OCS regarding the Medicaid local shares collection. OCS has not applied the local Medicaid match to the monthly pool reimbursement since November 2023. This is due to the recent change in claim processors from Magellan to Kepro/Acentra. DMAS had not provided OCS with a claims file to support collection of the local share of Medicaid costs. OCS does not have a timeframe when the issue will be resolved. With the number of months that are outstanding, the local match obligations could significantly reduce the pool reimbursement payment at year-end.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – Jeff Brintle made the motion to approve the January 31, 2024 Encumbered WRAP Funds. Robin Jackson seconded and the motion unanimously passed. To date there have not been any WRAP funds used for Tazewell County. CPMT members discussed the possibility of OCS further decreasing the \$4,616.00 currently allocated to Tazewell if this funding source is not used. The previous allocated amount was \$20,765.00. Ms. Brown discussed some challenges that occur, are making sure the services provided in the school are not duplicated for the family outside of school. In addition, some families are reluctant to have service providers and workers in their home. Ms. Gates-Addison discussed the possibility of using Community in the Schools to assist promoting the utilization of this funding source to families. Mr. Taylor commented he would reach out to his Community in the Schools contact to discuss this possibility.

Safe & Stable Funds January 31, 2024 – Ryan Thomas made the motion to approve the January 2024 Safe & Stable Funds. Roberta Boyd seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Members agreed to table the Tazewell County CPMT Long Range Plan in order for Ms. Gates-Addison to make the CPMT edits to Goal 1 Strategies: Number 2 and Number 3.

In attendance for today's meeting Courtney Sexton, Program Consultant, Office of Children's Services to discuss the Tazewell County Enhanced Technical Assistance-Initial Report Recommendations and Program Enhance Plan.

Review Tazewell County Enhanced Technical Assistance Initial Report

- November 20, 2023 - Mr. Taylor, CPMT Chair emailed copy of initial report to CPMT and FAPT members. Mr. Taylor asked CPMT members to read over the information and come prepared to discuss the report during the November 27, 2023 CPMT meeting.
- November 27, 2023 - CPMT meeting, coordinator informed members Ms. Sexton has scheduled to attend the February 26, 2023 CPMT meeting to review her report in person, answer questions and assist CPMT in writing a Program Enhancement Plan (PEP). Ms. Sexton and members will address strategies, benchmarks, and target dates for each of the recommendations included in the report and this should take roughly two hours. During this meeting, the coordinator provided members back-up documentation for **Policy** Recommendation 2, 3, 4, 5, 6, **Training** Recommendation 1, and **Process** Recommendation 6. She also asked members to keep and bring their copy of the report and the backup documentation packet to the next CPMT meeting December 18, 2023.
- December 18, 2023 - During CPMT meeting, members continued discussion regarding Tazewell County ETA Initial Report. CPMT members discussed several of the report process recommendations for FAPT. Discussion was had regarding parents/guardians are invited to FAPT meetings and the willingness of parents/guardians attending in person as well as by phone. Members also discussed providers attending FAPT meetings in-person, by phone, or virtually and the time constraints involved in the scheduling of providers and their availability to attend the first Monday of every month. There was continued discussion regarding the report contents overall. Members were reminded, Ms. Sexton will attend the February 26, 2024 CPMT meeting.
- January 22, 2024 - During the CPMT meeting, members discussed the Utilization Review process. Included in the meeting packet were: (1)Tazewell County Enhanced Technical Assistance-Initial Report Recommendation 1; (2) CSA Utilization Review: OCS Guidelines for Best Practice; (3) Tazewell County Children’s Services Act for At Risk Children, Youth and Families Local CSA Policies and Procedures Utilization Management and Utilization Review.
- February 21, 2024 - In preparation for February 26, 2024 meeting with Ms. Sexton, Mr. Taylor emailed CPMT Wednesday 2/21/2024 a reminder Courtney Sexton, Program Consultant with the Office of Children’s Services will attend Monday’s CPMT meeting to discuss her initial report observations and recommendations for Tazewell County with CPMT members. He included Ms. Sexton’s Program Enhancement Plan document for CPMT to start filling out with thoughts and response to her observations and recommendations. He asked members to please print out what members complete and bring to the meeting. He also advised members to anticipate meeting for at least 2 hours regarding the Enhancement Plan. The more information you can have completed will help shorten the time needed to complete the Enhancement Plan. He also reminded members during the November 27, 2023 CPMT meeting the coordinator provided all members present at the meeting with copies of back-up documentation for Policy Recommendation 2, 3, 4, 5, 6, Training Recommendation 1, and Process Recommendation 6 and to keep this packet of information for future use.

The coordinator included in today’s meeting packet:

- Tazewell Program Enhancement Plan Blank Template
- Tazewell County Program Enhancement Plan-Tentative Schedule
- Tazewell Program Enhancement Plan with CPMT Chair and CSA Coordinator strategy and comments.
- Back-up documentation for Policy Recommendation 2, 3, 4, 5, 6, Training Recommendation 1, and Process Recommendation 6.
- Tazewell County Children’s Services Act Local CSA Policies and Procedures Manual.

Ms. Sexton began by discussing her findings in the initial report. As a result of her findings, the Program Enhancement Plan was developed for Tazewell County. She discussed what each column of the plan represented and the input of data that would be entered. For clarification, Ms. Sexton explained the Benchmark column on the PPE represents the progress or plans that are being made in response to the Strategy, and she will assist with the data entered here. Ms. Sexton asked for questions and/or comments regarding the initial report and the PPE. Ms. Sexton continued the discussion by taking Strategy 1 under Recommendation 1 and asked for thoughts and comments from CPMT so she could fill in their response, comments and questions throughout the discussion.

There was not a lot of response from members for Ms. Sexton to record regarding the actual strategy for family engagement and the utilization review. However, there were comments regarding family participation in FAPT meetings. Mr. Taylor had updated the strategies for family engagement and UR on the updated PEP that was included in today's packet. Ms. Sexton moved on to the next Recommendation 2 and Strategy regarding Tazewell County CPMT review policy regularly and update as appropriate and Recommendation 3 Tazewell CPMT establish an onboarding policy/program for FAPT and CPMT members and alternatives as well as case manager training. Ms. Sexton advised members, CPMT is responsible to ensure all training for FAPT and CPMT members are completed and enforce all rules and policies.

Some members and the coordinator discussed the existing procedure in place and this was also updated on the PEP that was included in today's packet. Ms. Sexton discussed training for FAPT and CPMT. Ms. Sexton informed members on the 3-4 hour training for family engagement and the 2-hour training available for the responsibilities of FAPT and CPMT members. Ms. Sexton reminded members, it is the responsibility of the CPMT to enforce all rules and policies and ensure all policy is being reviewed and followed.

NEW BUSINESS:

The coordinator followed up with members on the Parent Representative Vacancy. The coordinator emailed FAPT and CPMT members 1/23/2024 to reach out to their contacts for any potential applicants to fill this position on CPMT. The coordinator welcomed private provider Ryan Thomas, Family Preservation Services. Mr. Thomas was the designated backup for Dwayne Sturgill. Mr. Sturgill is no longer with FPS. The coordinator provided members with an updated CPMT and FAPT organization chart as well as an updated listed of CPMT and FAPT members with designated backup contact information.

Included in today's meeting packet for CPMT review Provider Contracts for Year 2024 to 2025 and Current List of Vendors (Handout). The coordinator will begin to send out Provider Service Agreements letter and contracts in March 2024. All contracts and supporting documentation must be returned before July 1, 2024. If the contract and rates for FY25 are not provided to the Tazewell County Community Policy Management Team by June 30, 2024, rates for FY24 will remain in effect 60 days from the date the new rates are actually provided to the TCCPMT.

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

Community Announcements

Ms. Gates-Addison reminded members of the upcoming Gambling Conference. She emailed the flyers to the coordinator on February 2, 2024 for distribution. The coordinator emailed the flyers to CPMT and FAPT members February 2, 2024.

Ms. Boyd informed members, applications for Head Start, Early Head Start and Pre-Kindergarten are available March 10, 2024. She asked this information be shared with member's program areas. The earlier the applications are returned the better the chance for the child to get an available vacant spot.

Closed Session – Lori Gates-Addison 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 Robin Jackson 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 7, NAYS 0, ABSENT 3

ABSENT DURING MEETING: Parent Representative Vacant, Arlene Matney, Shanna Plaster,

ABSENT DURING VOTE: Parent Representative Vacant, Arlene Matney, Shanna Plaster,

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 Michelle Brown and unanimously carried. Shanna Plaster.

Members discussed concerns regarding school case number 10244505. The child has sporadic Private Day School attendance; he has missed 52 days this school year. Ms. Gates-Addison also voiced concern over the level of care he receives at home. Members questioned paying for Minnick educational services with CPMT funds if the child's educational needs are not being met due to the excessive amount of absences. The coordinator shared Minnick School educational rate is applied to all days of the student's enrollment, including days absent for any reason. The coordinator also informed CPMT members she brought the child's absences to the attention of FAPT during the January 8, 2024 meeting. The coordinator provided FAPT members with the attendance report for the two students enrolled in Minnick Schools at this FAPT meeting. FAPT members discussed steps to take to address the issue. During the February 5, 2024 FAPT meeting, members continued discussion from the January 8th FAPT meeting regarding the attendance for the two students enrolled in Minnick Schools. During this meeting the caseworker discussed the results of her meeting with the father of case number 10244505 regarding the child's absences and FAPT members continued to discuss the next steps during this meeting.

Ms. Sexton advised one option could be if the Tazewell County Provider Contract with Minnick specifically contained wording in the contract, the TCCPMT agreement with the provider to pay an invoice for educational services provided only on days of attendance. She suggested if it did not, the TCCPMT and the county attorney add this to the educational care plan of the contract. Ms. Sexton asked the coordinator to reach out to her via email after today's meeting to further discuss assistance from her and her OCS colleagues regarding edits to the contract.

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

The two CPMT members sitting on another county's CPMT, left at 11:30 along with other members of CPMT. David Taylor, Roberta Boyd, and the coordinator continued to meet with Ms. Sexton regarding the Program Enhancement Plan. Ms. Sexton discussed revising the Tazewell County PEP schedule due to progress not made with members input on filling out the plan during today's meeting. She will email the revised schedule once the dates are confirmed for future meetings to work on the PEP jointly.

The meeting was adjourned at 12:15 p.m.

The next scheduled CPMT meeting is Monday March 25, 2024 at 10:00 a.m.