

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

The members of the CPMT met Monday, April 22, 2024 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

Called to order 10:04 am by David Taylor CPMT Chairperson

The following members attended:

Roberta Boyd, Clinch Valley Community Action
Robin Jackson Tazewell County Health Department
Melinda Smith, Vice Chair, Tazewell County Schools
David Taylor, Chair, Director Tazewell County DSS
Jeff Brintle, Tazewell County Juvenile Court Services
Ryan Thomas, Family Preservation Services
Lori Gates-Addison, Cumberland Mountain Community Service Board

The following members were absent:

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

March 25, 2024 CPMT Minutes – Melinda Smith made the motion to approve the minutes from March 25, 2024 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

March 25, 2024 Financial Report – Jeff Brintle made the motion to approve the March 31, 2024 Financial Report. Roberta Boyd seconded and the motion unanimously passed.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – Robin Jackson made the motion to approve the March 31, 2024 Encumbered WRAP Funds. Ryan Thomas seconded and the motion unanimously passed.

Safe & Stable Funds February January 31, 2024 – Ryan Thomas made the motion to approve the March 31, 2024 Safe & Stable Funds. Melinda Smith seconded and the motion unanimously passed.

Included in today's meeting packet for CPMT review is the updated Fiscal Year 2025 Safe & Stable Funds Program Requirements (handout). The coordinator informed members the program guidelines and requirements outlined in the packet are in place for the next five years.

UNFINISHED BUSINESS:

During the November 27, 2023 CPMT meeting, CPMT members conducted their annual review of the Tazewell County's CSA Local Policy and Procedures CPMT Long Range Plan. Members agreed to update and edit the wording under Goal 1: Number (2) to better reflect how this will actually be achieved through offering training to the community. CPMT members asked the coordinator to put the review on the December 18, 2023 agenda to finalize these changes. During the December 18, 2023 CPMT meeting, Ms. Gates-Addison suggested the Long Range Plan should include specific measurable documentation of the needs by identifying what the services are, a planned action/response and goals to address the specific needs. She asked the word document be emailed to her and she would make the suggested edits discussed during the meeting. During today's meeting, Mr. Taylor asked if the updated plan was ready for final review and approval. Ms. Gates stated she had not had the time and had forgotten. Mr. Taylor suggested Ms. Gates-Addison make the changes and email the updated Long Range Plan to the coordinator or himself. Mr. Taylor stated once the changes were received an email would be sent to all TCCPMT members for a vote to incorporate the updated Tazewell County CPMT Long Range Plan into the Tazewell County CSA Local Policy and Procedure Manual. The CPMT members present agreed approval would be done by electronic voting before the May 20, 2024 CPMT meeting.

Next on the agenda for discussion, the Tazewell County Enhanced Technical Assistance Program Enhancement Plan. The coordinator asked the members present if anyone had updated the form to turn in during this meeting or had anything to add to the plan. There were no PEPs returned in today's meeting and no comments from members to discuss the plan. Mr. Taylor reminded members, Ms. Sexton is asking

to have the PEP back to her by May 31, 2024. He then proceeded to update the members on his progress with Recommendation 1 to ensure current operations of our CSA program align with SEC policy regarding Family Engagement. Mr. Taylor advised members the Meeting Owl had been delivered to the DSS this month and will be installed in the conference room by next month. This will enable the collaborative involvement between families and providers who are unable to attend in-person FAPT meetings possible by virtual participation. He will attend the May 6, 2024 FAPT meeting to update the members on using the device for families and providers virtual meetings.

On the agenda, a follow-up to Tazewell County FY2024 CSA Service Gap Survey (Follow-Up for FY2023 Responses) due May 1, 2024. The coordinator asked members for their Service Gap Surveys. She informed members only three have been returned. The coordinator sent the first email with the survey to members March 7, 2024, the survey was included on the March 25, 2024 agenda, and an email reminder was emailed to members April 12, 2024. There were not any surveys turned in from members during this meeting. Mr. Taylor discussed with members some of the provider gaps in service issues affecting our area and Mr. Thomas with Family Preservation informed members of their services available in our area.

NEW BUSINESS:

On March 14, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 2.4 Public Participation in Policy Making Actions and Policy 3.4 Dispute Resolution Process. OCS Administrative Memorandum #24-01: Release of Policy 2.4 and 3.4. The coordinator emailed CPMT & FAPT 3-27-2024 (handout).

The Notable changes to policy 3.4 include:

- Changes in references to the State Executive Council for Children's Services from the "Council" to the "SEC."

The coordinator advised members this was the only update to the Tazewell County CSA Policy and Procedure Manual that was required for our locality. The coordinator made this update and a copy of updated pages 30, 38, and 52 from the manual were provided to all members present at this meeting.

On March 27, 2024, the State Executive Council for Children's Services (SEC) approved revisions to Policy 4.2 Payment for Services and Change of Legal Residence for implementation effective July 1, 2024. OCS Administrative Memorandum #24-02: Release of Revisions to Policy 4.2 Payment for Services and Change of Legal Residence. The coordinator emailed CPMT & FAPT 3-27-2024 (handout).

The Notable changes to policy 4.2 include:

- A new process for the transfer of private special education services. The former CPMT is responsible for providing written notification of the change of residence with appropriate documentation (IEP/IFSP and other FAPT/MDT documents) to the new/receiving CPMT and funding educational services until the student no longer resides within their jurisdiction.
- The new/receiving CPMT is responsible for notifying their LEA that a student has transferred into their locality and funding educational services once the student resides within the new school division.

The coordinator made these updates and a copy of updated page 26 from the manual were provided to all members present at this meeting.

Lori Gates-Addison made the motion to approve the **SEC Policy 3.4** changes to Tazewell County CSA Policy and Procedure Manual include in references to the **State Executive Council for Children's Services from the "Council" to the "SEC."** Jeff Brintle seconded and the motion unanimously passed.

Lori Gates-Addison made the motion to approve the **SEC Policy 4.2 Payment for Services and Change of Legal Residence** changes to the Tazewell County CSA Policy and Procedure Manual the **new process for the transfer of private special education services**". Jeff Brintle seconded and the motion unanimously passed.

Included in today's meeting packet for CPMT review, Children's Services Act (CSA) Local Agency Annual Risk Assessment Survey - Fiscal Year 2025 due May 17, 2024. The coordinator informed members it was time for this assessment survey and is required every year from OCS. The coordinator asked CPMT members include their name on the assessment and return to the coordinator after assessment is reviewed and completed. All answers will be incorporated into one response and submitted electronically to OCS by the due date. CPMT members individually quietly reviewed and completed the assessment and returned.

Next on the agenda, OCS Self-Assessment Workbook Section I: Governance. OCS designed the self-assessment workbook for local CSA programs to ensure objectives of the CSA are achieved and the SEC policies are implemented. The coordinator emailed CPMT 3-15-2024 the digital assessment and advised it would be on the April 22, 2024 agenda and each month thereafter until each assessment section is completed. The coordinator informed members they could decide how many sections to discuss and complete during today's meeting. Members present agreed to complete all five sections during today's meeting. The coordinator asked members to include their name on the assessment and return to the coordinator once completed. CPMT members individually quietly reviewed and completed the following sections and returned.

1. Organizational Structure
2. Management Philosophy
3. Policies and Procedures
4. Process Narrative / Flowchart
5. Monitoring

As Ms. Gates-Addison was completing her Monitoring section worksheet, she asked if Tazewell received any feedback on the parent / provider satisfaction survey. The coordinator advised the attempt in obtaining surveys were not successful, we did not have any returned. She informed members Tazewell County FAPT had used the OCS satisfaction survey from their Website and provided clients a hard copy to complete. This was left on the FAPT agenda for three months and no surveys were returned from any families. Ms. Gates-Addison remarked an idea perhaps to consider would be providing the survey in digital format. She stated their location provided clients an iPad to use to access the parent survey as they waited in the lobby to be seen at their agency, or perhaps provide clients with a survey QR Code. The coordinator agreed this would be a very good option to try and will share with FAPT members.

No training was listed on the Office of Children's Services May 2024 Training Calendar.

Community Announcements

The coordinator informed members she forwarded an email to all CPMT and FAPT members on 4-19-24 an announcement, contact information and scheduled involvement dates from Jennifer Bourne Clinch Valley Community Action regarding Sexual Assault Awareness Month. Ms. Gates-Addison commented she would email for distribution to member's upcoming family events being offered that included canoeing/kayaking, hiking, rock painting and fishing. She commented other events are also offered and she will email the flyer with more information regarding the events.

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 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 5, NAYS 0, ABSENT 4

ABSENT DURING MEETING: Arlene Matney, Shanna Plaster

ABSENT DURING VOTE: Arlene Matney, Shanna Plaster, Roberta Boyd, Melinda Smith

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 Jeff Brintle and unanimously carried.

During the review and approval of CSA pool funding, Ms. Gates Addison commented she did not feel comfortable voting for approval if the amount billable to Medicaid is not included in the case summary. She further stated CPMT had no way of knowing if the amount approved was before or after Medicaid was applied, the worker could be using the highest amount for approval, CPMT would pay that amount without anyway to verify. She continued to say the current summary format used for approval was not useful, in most cases summaries are too long, and she had no idea what the sentence at the end of the summary meant, "***Medicaid process for funding has been examined***" and asked where that came from. She further stated, in the cases for approval today only one or two had the Medicaid billable amount listed in the summary.

The coordinator informed CPMT members, she had informed the FAPT members, case managers and workers multiple times in previous FAPT staffing meetings and through the coordinator emails, the Medicaid billing must be included on the service plan and for the CSA funding summary for CPMT approval. She commented, some workers have complied and provide the information and others have not. She also informed Ms. Gates-Addison the words "***Medicaid process for funding has been examined***" came from her during a similar discussion from a previous CPMT meeting. Ms. Gates-Addison had stated at the meeting if Medicaid coverage for eligible services had been sought the "***Medicaid process for funding has been examined***" inclusion be used to show there was a process in place for audit purposes.

Ms. Gates Addison declared it did not come from her; because for one thing those words are not language she would use. The coordinator stated it did come from her and this was recorded in the minutes. Ms. Gates-Addison declared she did not believe it and asked the coordinator to produce the minutes. The coordinator replied she will pull the minutes and provide to all CPMT members via email after the CPMT meeting. She also informed Ms. Gates-Addison she was not a liar, and did not need to "make up" information. Ms. Gates Addison advised the coordinator it was not meant to be personal and not to take the meetings personal. The coordinator stated she did not take the meeting discussions personal and further stated she was a professional and conducted herself as a professional during these meetings. She further stated; the minutes are accurate and include what actually transpired during these meetings. All the comments and statements from members are recorded as accurately as possible.

Ms. Gates-Addison proceeded to discuss changing the TC summary service request for payment reviewed by CPMT. She instructed the coordinator to contact Russell and, Buchannan to use their format. Ms. Gates-Addison stated they use a spreadsheet in a similar spreadsheet format used by TC for the Foster Care Maintenance CSA Funding Request. She stated they use a spreadsheet that is much easier to read, and asked Mr. Brintle and Ms. Jackson if they agreed when reviewing the service approvals for those two counties. Mr. Brintle and Ms. Jackson commented on the ease of reading their case summary approval spreadsheet.

The coordinator stated she would look at the other counties CPMT approval form; however, Tazewell will not just copy their format to use. Localities are different and there are differences in operational processes and procedures. Tazewell County will use what fits this locality's program. The coordinator stated CPMT members will need to let her know what they want to include in the spreadsheet format. Ms. Gates-Addison stated she just told the coordinator what she wanted used. The coordinator replied, not just one person on CPMT makes decisions, all CPMT members will make the suggestions, make the decisions and agree what will be used.

The coordinator stated after this meeting three emails will be sent.

1. To all CPMT members - CPMT Typed Minutes and Handwritten Notes regarding the “*Medicaid process for funding has been examined*”
2. To all FAPT and CPMT members, case workers and managers, Medicaid Billable Amount on Service Plans are mandatory and CPMT will not approve for CSA funding without it on the IFSP.
3. To all CPMT members - template for New Tazewell County CPMT CSA Funding Request Reviewed by CPMT with instructions for their feedback.

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

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

The meeting adjourned at 12:00 p.m.

Due to the Memorial Holiday May 27, 2024 the next scheduled CPMT meeting is Monday May 20, 2024 at 10:00 a.m.