

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
May 20, 2024**

The members of the CPMT met Monday, May 20, 2024 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

Called to order 10:05 am by David Taylor CPMT Chairperson

The following members attended:

David Taylor, Chair, Director Tazewell County DSS
Robin Jackson Tazewell County Health Department
Lori Gates-Addison, Cumberland Mountain Community Service Board
Jeff Brintle, Tazewell County Juvenile Court Services
Shanna Plaster, Tazewell County Board of Supervisors
Ryan Thomas, Family Preservation Services

The following members were absent:

Roberta Boyd, Clinch Valley Community Action, Melinda Smith, Vice Chair, Tazewell County Schools, Arlene Matney, Tazewell County Budget & Finance, Parent Representative - Vacant

April 22, 2024 CPMT Minutes – Ryan Thomas made the motion to approve the minutes from April 22, 2024 CPMT meeting. Robin Jackson seconded and the motion unanimously passed.

April 30, 2024 Financial Report – Jeff Brintle made the motion to approve the April 30, 2024 Financial Report. Shanna Plaster seconded and the motion unanimously passed.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – Lori Gates-Addison made the motion to approve the April 30, 2024 Encumbered WRAP Funds. Ryan Thomas seconded and the motion unanimously passed.

Safe & Stable Funds April 31, 2024 – Jeff Brintle made the motion to approve the April 31, 2024 Safe & Stable Funds. Ryan Thomas seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Tazewell County's CSA Local Policy and Procedures CPMT Long Range Plan previously written by Tazewell County CPMT was edited and updated by Ms. Gates-Addison. The updated plan was included in today's meeting packet. Ms. Gates-Addison reviewed the updated plan with the CPMT members present and there were some suggest edits to be made. Members agreed to all the suggested edits and the final plan will be presented at the June 24, 2024 CPMT meeting. Members present agreed to change the review of the Long Rang Plan Goals to be reviewed every two to five years and Objectives reviewed annually with the next review scheduled 2025.

Shanna Plaster made the motion to approve **Tazewell County's CSA Local Policy and Procedures CPMT Long Range Plan Goals reviewed every two to five years; Objectives reviewed annually.** Robin Jackson seconded and the motion unanimously passed.

Next on the agenda for discussion, the Tazewell County Enhanced Technical Assistance Program Enhancement Plan. Mr. Taylor asked the members present if anyone had any updates or comments to add to the PEP. Members reviewed the plan and several suggestions were made to change the wording in the comments from "I" and "Personally".

NEW BUSINESS

Included in today's packet for CPMT to review, the year to date OCS Utilization Comparison Report by Service Placement Type for Buchanan, Russell and Tazewell Counties. This report shows a bar graph for the average per diem cost, length of stay, and net expenditure per child. Also included was the SPT listing for each locality.

Nest on the agenda, the coordinator provided members a list of CPMT Chairs and Vice Chairs from year 2016 to current 2024 for their review. The Tazewell County CPMT Chair and Vice Chair is elected from the membership to serve a term coinciding with the fiscal year. The new Chair and Vice Chair term will start July 1, 2024 to June 30, 2025. Members present discussed and agreed Ms. Smith's back-up Dr. Brown will rotate into the Chair position and Ms. Boyd will rotate into the Vice Chair position. Both Dr. Brown and Ms. Boyd were absent from today's meeting, therefore CPMT agreed to table and discuss again with both member's present at the June 24, 2024 CPMT meeting.

The coordinator mailed the Private Provider Open Invitation to CPMT and FAPT for Fiscal Year 2025 on April 4, 2024 to the providers CPMT recommended during the March 25, 2024 CPMT meeting. There were eight providers on this list, only one provider National Counseling Group sent back a request for consideration. The coordinator included NCG's letter in today's meeting packet for CPMT review. Ryan Thomas, Family Preservation Services asked if a letter was sent to FPS. The coordinator advised a letter to FPS was mailed to the Cedar Bluff office. CPMT members discussed consideration be given to adding FPS in the rotation selection if for some reason NCG does not decide to send their representatives to the meetings. Mr. Taylor asked Mr. Thomas to submit his letter of consideration to the coordinator for documentation purposes. The coordinator advised Mr. Thomas she would provide him a copy of FPS's invitation letter after the CPMT meeting. Mr. Thomas advised he would email or fax their letter of consideration.

Shanna Plaster made the motion to approve **Private Provider National Counseling Group to serve a two-year term on the Tazewell County Community Policy Management Team and Family Assessment Team**. Robin Jackson seconded and the motion unanimously passed.

Jeff Brintle made the motion to approve **Family Preservation Services to be considered in the selection to serve a two-year term on the Tazewell County Community Policy Management Team and Family Assessment Team if National Counseling Group did not show up**. Shanna Plaster seconded and the motion unanimously passed.

CPMT members completed the Children's Services Act (CSA) Local Agency Annual Risk Assessment Survey - Fiscal Year 2025 during the April 22, 2024 CPMT meeting. The coordinator submitted the assessment to OCS May 10, 2024. Included in today's packet for review were the results. David Taylor advised members there were several answers of "slightly high" and "high" to the assessment and explained a "high" rating indicates the risk exposure exists and significantly affects the local program. Mr. Taylor further explained this warrants further examination of the risk assessment survey as a group. The members reviewed and discussed the risk evaluation.

Next on the agenda, during the April 22, 2024 CPMT meeting members completed the Tazewell County FY2024 CSA Service Gap Survey (Follow-Up for FY2023 Responses). The coordinator submitted the assessment to OCS May 2, 2024. Included in today's packet for review were the results from the survey. The members reviewed and discussed Service Gap Survey.

Next on the agenda, OCS Self-Assessment Workbook Section I: Governance. The coordinator provided a copy of the collective answers from the completed five sections during the April 22, 2024 CPMT meeting for review.

Included in today's meeting packet OCS Self-Assessment Workbook Section I: Governance Organizational Level Internal Control Environment Assessment Survey (Handout)

1. Ethics
2. Professional and Technical Competence
3. Organizational Structure
4. Assignment of Authority and Responsibility
5. Risk Assessment
6. Control Activities for Fiscal Process
7. Information

8. Communication

9. Monitoring

Mr. Taylor asked members if everyone would like to review and complete today or take the assessment with them to complete and bring back to review at the June 24, 2024 meeting. Members elected to take the assessment and bring it back to next month's CPMT meeting. Included with the workbook assessment for CPMT review Tazewell County CPMT By-Laws and Article II – Code of Ethics.

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

Community Announcements

Ms. Gates-Addison informed members this is mental health awareness month. Several events have been held and the complete calendar with scheduled events can be found on Cumberland Mountain Community Service Board's website.

Mr. Taylor shared with the group topics on the agenda and discussed at the Spring VLSSE meeting held last week:

- Changes to the State-Funded Kinship Guardianship Assistance Program to include placements for children not eligible for IVE will be CSA funded.
- The SEC will consider proposed revisions to the language, criteria and process for a Child in Need of Services and CSA Parental Agreements.
- July 1, 2025 OCS will streamline the process of distributing local CSA administrative funding to the local Fiscal Agent.
- OCS is exploring revising the current base and supplemental state pool allocations.
- CSA Child Medicaid FIPS change implemented for local CSA programs to correct the records (and Medicaid financial match) for children who are mistakenly/incorrectly recorded in your locality

Closed Session – Shanna Plaster 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: Roberta Boyd, Melinda Smith, Arlene Matney

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

Jeff Brintle 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 Lori Gates-Addison and unanimously carried.

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

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

During this meeting, the Tazewell County FAPT Cases from May 6, 2024, reviewed by the CPMT on May 20, 2024 were reviewed on a spreadsheet format. This is a direct result from requested CPMT changes to the summary format during the April 22, 2024 CPMT meeting.

The meeting adjourned at 11:45 p.m.

The next scheduled CPMT meeting is Monday June 24, 2024 at 10:00 a.m.