

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MINUTES  
June 24, 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 10:11 am by Jeff Brintle in the absence of Chair and Vice Chair

**The following members attended:**

Roberta Boyd, Clinch Valley Community Action  
Jeff Brintle, Tazewell County Juvenile Court Services  
Sheri Hale, DSS FC Supervisor for David Taylor, Chair, Director Tazewell County DSS  
Robin Jackson Tazewell County Health Department  
Ryan Thomas, Family Preservation Services  
Lori Gates-Addison, Cumberland Mountain Community Service Board

**The following members were absent:**

Shanna Plaster, Tazewell County Board of Supervisors, Melinda Smith, Vice Chair, Tazewell County Schools, Arlene Matney, Tazewell County Budget & Finance, Parent Representative - Vacant

**May 20, 2024 CPMT Minutes** – Robin Jackson made the motion to approve the minutes from May 20 22, 2024 CPMT meeting. Ryan Thomas seconded and the motion unanimously passed.

**May 31, 2024 Financial Report** – Roberta Boyd made the motion to approve the May 31, 2024 Financial Report. Ryan Thomas seconded and the motion unanimously passed.

The coordinator advised CPMT the Tazewell County CSA Supplemental Allocation Request FY 2024 for \$1.2 million was submitted June 20, 2024. Pending approval from CPMT Chair and County Fiscal Agent this amount will cover any expenditures through June 30, 2024.

The coordinator also informed CPMT members to note the \$4,616.00 WRAP Funds have been reallocated due to nonuse.

**07-01-2023 to 06-30-2024 Encumbered WRAP Funds** – Roberta Boyd made the motion to approve the May 31, 2024 Encumbered WRAP Funds. Lori Gates-Addison seconded and the motion unanimously passed.

**Safe & Stable Funds May 31, 2024** – Robin Jackson made the motion to approve the May 31, 2024 Safe & Stable Funds. Roberta Boyd seconded and the motion unanimously passed.

**UNFINISHED BUSINESS:**

CPMT members reviewed final edits to the Tazewell County's CSA Local Policy and Procedures CPMT Long Range Plan. Members agreed to add dates to page 2 & 3 Goal 1 reviewed every two to five years and Objective 1 through 4 reviewed annually. Lori Gates-Addison motioned to accept and implement the dates.

**Tazewell County CSA CPMT Long Range Plan** - Lori Gates-Addison made the motion to approve the finalized Year 2023-2024 Tazewell County CSA CPMT Long Range Plan and update the local CSA Policy and Procedure Manual. Ryan Thomas seconded and the motion unanimously passed.

Next on the agenda for discussion, the Tazewell County Enhanced Technical Assistance Program Enhancement Plan. Included in today's meeting for CPMT review, a copy of Courtney Sexton's Report on the Enhanced Technical Assistance (ETA) Program to SEC. Ms. Sexton submitted her report at the June 13, 2024 SEC Meeting. Tazewell County is one of thirteen Counties Ms. Sexton has been assisting. There were not any comments or discussion from members.

Next on the agenda, CPMT members continued their discussion from last month's meeting regarding Ms. Smith's back-up Dr. Brown rotating into the Chair position and Ms. Boyd rotating into the Vice Chair position. Because the two members were not present at last month's meeting, members had agreed to table and discuss again with both member's present at today's meeting. Ms. Brown was not in attendance

today but had previously given her written consent to rotate into the Chair position. The coordinator provided members a list of CPMT Chairs and Vice Chairs from year 2016 to current 2024 for their review. The Chair and Vice Chair of the CPMT is selected 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. There was much discussion regarding the selection of the Vice Chair position. Ms. Boyd discussed with members, mandated members should be selected first in the rotation and all members agreed. Ms. Jackson informed members she will again seek clarification from her supervisor on the directive the Health Department is prohibited to serve as CPMT Chair or Vice Chair.

**CPMT membership is comprised of at least one elected official or appointed official and the Directors of the following Human Service Agencies:**

- **Board of Supervisors**
- **Community Services Board**
- **Department of Social Services**
- **Juvenile Court Services Unit**
- **Department of Health**
- **School Division**

**Representatives of the following:**

- **Tazewell County Board of Supervisors**
- **Tazewell County Public Schools**
- **Tazewell County Department of Social Services**
- **Parent Representative**
- **Private Provider Representative**

Members also discussed the lack of consistent attendance from members. The CPMT has a meeting attendance policy and expectation for members to attend meetings regularly. The CPMT meets on a regular schedule, normally the fourth Monday per month; other meetings may be held if needed. All CPMT members or their substitute should be in attendance and for emergency CPMT meetings. Lack of attendance from any members and specifically the selected Chair and Vice Chair members would directly affect the operational duties of the CPMT. Members discussed drafting a letter to CPMT members to encourage attendance and a reminder attendance is requirement of the local CPMT.

### **NEW BUSINESS**

Next on the agenda a request from a caseworker to add Vendor Resolve Wellness. The provider is not Medicaid approved. After hearing and reviewing the case, FAPT approved the worker's request to add Resolve Wellness as a provider for Tazewell County specifically for a current CSA case. However it was also determined this provider would be able to provide services to other families. CPMT heard the case and reviewed the request. After much discussion, CPMT members felt that it would be beneficial to allow this vendor to provide services for this case through Resolve Wellness even though the provider does not accept Medicaid. Due to the severity of this case the members in unanimous agreement feel it is paramount to this teen's success and safety to the community that he continue with the counseling and therapy he receives through Resolve Wellness.

Roberta Boyd made the motion **to approve adding Resolve Wellness as a new Tazewell County Provider and receive CSA funding for their non-Medicaid billable services**. Robin Jackson seconded and the motion unanimously passed.

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

During May's meeting, members elected to take the assessment and bring it back to July's CPMT meeting. Included with the workbook assessment for CPMT review was the Tazewell County CPMT By-Laws and Article II – Code of Ethics. During today's meeting members discussed their issues in completing the assessment. Some members expressed uncertainty in how to answer some the questions in the sections and did not complete the assessment. Members questioned if CPMT members were required to complete the assessment. Members stated the assessment should be completed by the DSS Director and CSA Coordinator regarding some of the CSA operating questions. Members also referenced not knowing what the CSA Coordinator's job duties are. Several members stated they sit on CPMT at other localities and Tazewell County CSA was the only local they had been requested to complete the OCS Workbook Assessment. Some members also stated they did not have the time to read the local policy and procedure manual.

The coordinator explained the assessment is to be completed by CPMT as a group therefore any questions members are unsure of how to answer can be discussed as a group. She also explained the assessment is to be used as a tool by CPMT to review their engagement in reviewing their local program. The coordinator also explained the majority of answers to the assessment are contained in the local CSA Policy and Procedure Manual including operational procedures and job descriptions, which is to be used as a reference guide to the assessment.

The coordinator also stated she previously emailed members (March 15, 2024) in preparation for Tazewell County's 2025 OCS Audit the assessment would be put on the April 22, 2024 agenda for CPMT to begin reviewing section by section and begin filling out during each monthly CPMT meeting. She also reminded members the OCS Audit Work Plan Fiscal Year (FY) 2024 was included in their meeting packets (August 28, 2023) when the Program Audits initially emailed the Plan (August 14, 2023) that included the three-year audit schedule.

Three members turned in their assessments last month, no other members turned in assessments in today's meeting.

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

### **Community Announcements**

Ms. Hale informed members there have been six infants to die since November in Tazewell County. Kim Hodge, CPS Supervisor is working with local agencies to provide education and training to families. With this increase Kim, along with the Department of Health, Clinch Valley Hospital, area doctors, law enforcement and other community partners will come together to offer resources and training. Kim will be working with Melissa Harper to launch a Safe Sleep campaign. There have been several churches who have donated pack and plays and promised other resources. Ms. Jackson also informed the group of the Health Departments other programs made available to families. Ms. Jackson also informed the group the Health Department has planted a community garden on site to provide families with fresh produce.

**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 Ryan Thomas 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 6, NAYS 0, ABSENT 3**

**ABSENT DURING MEETING:** Shanna Plaster, Melinda Smith, Arlene Matney

**ABSENT DURING VOTE:** Shanna Plaster, Melinda Smith, Arlene Matney

Roberta Boyd 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 Sheri Hale and unanimously carried.

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

Sheri Hale made a motion to adjourn. The motion was seconded by Robin Jackson and unanimously carried.

The meeting adjourned at 11:30 p.m.

The next scheduled CPMT meeting is Monday July 22, 2024 at 10:00 a.m.