

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

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

Called to order 10:01 am by Michelle Brown, Chair

The following members attended:

Shelby Mitchell, National Counseling Group

Michelle Brown, CPMT Chair, Tazewell County Schools

Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action

David Taylor, Director Tazewell County DSS

Jeff Brintle, Tazewell County Juvenile Court Services

Brooke Mullins for Lori Gates-Addison, Cumberland Mountain Community Service Board

The following members were absent:

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

June 22, 2024 CPMT Minutes – Jeff Brintle made the motion to approve the minutes from June 22, 2024 CPMT meeting. David Taylor seconded and the motion unanimously passed.

June 30, 2024 Financial Report – Jeff Brintle made the motion to approve the June 30, 2024 Financial Report. Roberta Boyd seconded and the motion unanimously passed.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – Jeff Brintle made the motion to approve the June 30, 2024 Encumbered WRAP Funds. David Taylor seconded and the motion unanimously passed.

In today's packet, CSA OCS Administrative Memo #24-04 Handouts (emailed CPMT 7-18-24). The coordinator reviewed with members the tables for Tazewell County showing the FY2025 Base Pool Allocation, FY2025 CSA Protected Allocation, and FY2025 Special Education Wraparound Allocations. Ms. Brown addressed the reallocation of Tazewell's WRAP funds and the schools effort to continue to promote the use of this funding to families.

Safe & Stable Funds June 30, 2024 – David Taylor made the motion to approve the June 30, 2024 Safe & Stable Funds. Brooke Mullins seconded and the motion unanimously passed.

The coordinator reminded members PSSF Fiscal Year 2024 ended May 31, 2024 and the June allotment reflects the Fiscal Year 2025 amount. There have been June expenditures and the balance reflects the PSSF funds that have been utilized year to date.

Ms. Mitchell the new CPMT member representing Private Provider NCG asked for more information regarding the Safe and Stable funding and who could access those funds. The coordinator explained it was a program offering services to families using federal grant funding. The program is reviewed every five years and requires the locality seeking funding to submit an application for the grant. The program guidelines contain the type of services available for eligible families. The program allows Tazewell County Department of Social Services to access the funding through CPS and Foster Care only. Mr. Brintle provided further information to Ms. Mitchell regarding the PSSF program. Mr. Brintle stated the PSSF could be used by the other agencies such as DJJ. The coordinator stated she did not think this was correct, the funding was to be used through the DSS CPS or FC and would provide clarification to the members at the August 26, 2024 CPMT meeting.

UNFINISHED BUSINESS:

Next on the agenda for discussion, the continued participation in the Tazewell County Enhanced Technical Assistance Program. Mr. Taylor discussed Tazewell's status with the TEA program and asked members how they would like to move forward. The members present all agreed they would like to receive OCS training and stated they would all benefit. Mr. Taylor informed members there is OCS training specifically designed for FAPT & CPMT regarding Roles and Responsibilities Family

Engagement and CQI and Strategic Planning that is not listed on the Virginia Learning Center website. Potential upcoming months for training was discussed and Mr. Taylor stated he would contact Ms. Sexton to schedule the training for FAPT and CPMT.

During the June 24, 2024 meeting, some CPMT members discussed their issues in completing the assessment. Some members expressed uncertainty in how to answer some questions in the sections and did not complete the assessment. Members questioned if CPMT members were required to complete the assessment or if the DSS Director and CSA Coordinator should complete the assessment. The coordinator had 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.

Included in today's packet for review, **OCS's Audit Work Plan FY 2024-2026**. The coordinator reminded members this was included in their August 28, 2023 meeting packets and it was discussed Tazewell County is on the list FY 2025 CSA Audit. The coordinator reviewed with members:

- Onsite Engagements. Upon receipt of the audit engagement letter, the local CSA Program will be directed to complete **ONLY sections I through IV of the CSA Self-Assessment Workbook**. Client records will be selected and examined by the auditor-in-charge.
- Self-Assessment Validations. Upon receipt of the Self-Assessment Notification letter, the local CSA Program is expected to complete **ALL sections of the CSA Self-Assessment Workbook**. This includes selection and review of client records.

The coordinator also provided a copy of her March 15, 2024 email to members stating 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. . The digital copy of the assessment was attached to that email.

Included in today's packet was a copy of OCS Self-Assessment Workbook introductory pages The first page of the workbook provides the rationale for collaboration, which is supported by **Code of Virginia (COV) § 2.2-2649 Item B.4** and **§ 2.2-5206 Item 6**. The coordinator also included the copies of **§ 2.2-2649 Office of Children's Services established; powers and duties**. Also provided to members **§ 2.2-5206 Community Policy and Management Teams; Powers and Duties**.

While the CSA Office may be supported day-to-day for administrative purposes to DSS, the overall oversight and management of the Children's Services Act program is the responsibility of the CPMT. Operational policies, practices, and procedures are governed by those formally adopted by the CPMT per **§ 2.2-5206**.

Included in today's packet for CPMT review from OCS's website, **Audit Process Overview and Preparation Resource Tools**. These slides provide guidance to prepare for an audit using the Self-Assessment Workbook. The slides detail CPMT is to complete the workbook and there are not any right or wrong answers. There is no expectation that any "one" person will have the answers to all of the survey questions. The local CSA program CPMT stakeholders work "collaboratively" to complete the CSA Self-Assessment Workbook.

Included in today's packet for CPMT review from OCS's website **Core Competencies for CPMT and FAPT**. This information has been previously provided to members, however will be useful as a reference tool when completing the Assessment Workbook.

- Characteristics of a High Functioning CPMT
- Characteristics of a High-Functioning FAPT
- Core Leadership Competencies for Local CSA Leaders, CMPTs, and FAPTs
- CPMT Chair Job Description
- CSA Coordinator Model EWP Job Description

Ms. Boyd stated even though the coordinator had previously emailed the CSA Self-Assessment Workbook, it would be helpful to email members after each meeting only the next assessment section to be reviewed during the next month CPMT meeting. Members can fill out the section and mark the questions they feel warrant further discussion during the meeting. Members and the coordinator agreed.

NEW BUSINESS

Next on the agenda, Tazewell County CPMT and FAPT Members Fiscal Year 2024 to 2025 Organizational Charts and Members List Updates. The coordinator emailed the pdf files to CPMT and FAPT members July 3, 2024 therefore handouts were not included in today's packet. The coordinator asked members to review their contact phone, address information, and if incorrect email the correct information to update the member list. The coordinator stated included with the email a reminder for regular attendance of all CPMT members to monthly scheduled meetings is required by OCS and SEC. CPMT attendance is imperative to operating procedures within the statutory and regulatory framework of the Children's Services Act. If unable to attend the scheduled monthly meetings, your designated alternate/back-up is required in your absence. The coordinator stated if an attendance letter is to be sent it should come from the CPMT members and signed by the Chair. The coordinator advised members she would work with the Chair to draft the attendance letter for review if CPMT wanted to move forward on this issue.

Children's Services Act Tazewell County CPMT Provider Service Agreements FY 2024-2025 have been finalized. There are currently fifty-three vendors servicing Tazewell County. A list of the Providers FY 2024-2025 are included in today's packet.

Ms. Mullins, CMCSB Supervisor and FAPT Chair requested CPMT to add a vendor we do not currently contract with, **Always Blossom** Therapeutic Safe Heaven for Girls. She presented to CPMT they had a family complete the IACCT process directly with the provider and the child has been accepted to this facility. Ms. Mullins discussed how families are undertaking the IACCT process themselves instead of coming to FAPT first. She states the CSA process and procedures are explained to the families regarding FAPT. There was discussion regarding even though families are getting IACCT approval themselves, in order to access CSA funding, the funding guidelines for eligibility and use must be followed. FAPT must meet with the family, hear the case to determine eligibility, assign a case manager, recommend services, determine if Medicaid billable, a contract must be in place with the facility, etc. Ms. Mullins stated Medicaid billing at this facility is being checked. The CPMT members in unanimous agreement agreed for the coordinator to initiate a contract with **Always Blossom**.

Office of Children's Services August 2024 Training Calendar (Handout) no training listed

Community Announcements

None

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 Brooke Mullins 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, Robin Jackson

ABSENT DURING VOTE: Shanna Plaster, Melinda Smith, Arlene Matney, Robin Jackson

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 David Taylor and unanimously carried.

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

David Taylor made a motion to adjourn. The motion was seconded by Shelby Mitchell and unanimously carried.

The meeting adjourned at 11:15 p.m.

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