

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

The members of the CPMT met Monday, August 26, 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 Roberta Boyd, Vice Chair in the absence of Michelle Brown, CPMT Chair

The following members attended:

Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action
Amanda Hildebrandt for Shelby Mitchell, National Counseling Group
David Taylor, Director Tazewell County DSS
Jeff Brintle, Tazewell County Juvenile Court Services
Lori Gates-Addison, Cumberland Mountain Community Service Board
Daniel Osborn for Michelle Brown, CPMT Chair, Tazewell County Schools
Shanna Plaster, Tazewell County Board of Supervisors

The following members were absent:

Arlene Matney, Tazewell County Budget & Finance, Robin Jackson Tazewell County Health Department, Parent Representative – Vacant

CPMT Members Confidentiality Signature Form

July 22, 2024 CPMT Minutes – Jeff Brintle made the motion to approve the July 22, 2024 CPMT meeting minutes. Shanna Plaster seconded and the motion unanimously passed.

July FY 2024 Financial Report – Shanna Plaster made the motion to approve the July FY 2024 Financial Report. Jeff Brintle seconded and the motion unanimously passed.

July FY 2025 Financial Report – David Taylor made the motion to approve the July FY 2025 Financial Report. Shanna Plaster seconded and the motion unanimously passed.

07-01-2023 to 06-30-2024 Encumbered WRAP Funds – David Taylor made the motion to approve the 07-01-2023 to 06-30-2024 Encumbered WRAP Funds. Shanna Plaster seconded and the motion unanimously passed.

07-01-2024 to 06-30-2025 Encumbered WRAP Funds – David Taylor made the motion to approve the 07-01-2024 to 06-30-2025 Encumbered WRAP Funds. Daniel Osborn seconded and the motion unanimously passed.

Safe & Stable Funds July 31, 2024 – Shanna Plaster made the motion to approve the July 31, 2024 Safe & Stable Funds. Amanda Hildebrandt seconded and the motion unanimously passed.

In today's packet, CSA OCS Administrative Memorandum #24-05, FY2025 Administrative Budget Plan Funding and the accompanying Administrative Budget Plan Allocation (emailed CPMT & FAPT 8-06-24). The coordinator reviewed with members the approval process has changed for the Administrative allocation.

During last month's meeting Ms. Mitchell who is new to CPMT, asked for more information regarding the Safe and Stable funding. The Fiscal Year 2025 Safe & Stable Funds Program Requirements were included in today's packet. This information was previously provided to members in the April 22, 2024 CPMT meeting.

UNFINISHED BUSINESS:

None

NEW BUSINESS

Mr. Taylor discussed with CPMT members of the decision by members not to move forward with the Tazewell County Enhanced Technical Assistance Program provided by OCS. However, members present at last months meeting all agreed they would like to receive OCS training and stated they would all

benefit. The coordinator reminded members Mr. Taylor emailed members to let him know if they are attending the **Tazewell County FAPT and CPMT Roles and Responsibilities Training** Thursday November 14, 2024 at 10:00 a.m. to 12:30 p.m. This training will take place in-person at the DSS in the training room and is provided by the Office of Children's Services trainers Courtney Sexton and Mary Bell. The coordinator asked members present if they had not yet responded if anyone would like to be added to the list, a headcount must be provided to David to give to Cortney Sexton. There were no responses of attendance. There are ten (10) CPMT positions, one vacant (Parent Representative). Five (5) CPMT members and one (1) back-up CPMT member responded to attend, with one (1) CPMT member maybe. There are seven (7) FAPT positions, all seven have responded to attend. Counting the CSA Coordinator there are fifteen (15) people scheduled to attend the November 14, 2024 OCS training.

The FAPT members drafted the Tazewell County Policy and Procedure for Virtual Family Assessment and Planning Team (FAPT) for CPMT review and approval. The virtual policy and procedure will be updated in the Tazewell County Children's Services Act Local CSA Policies and Procedures Manual. CPMT reviewed the procedure and policy; there were not any edits or changes made.

Tazewell County Policy and Procedure for Virtual Family Assessment and Planning Team (FAPT)

Jeff Brintle made the motion to approve the updated Tazewell County Policy and Procedure for Virtual Family Assessment and Planning Team (FAPT). Amanda Hildebrandt seconded and the motion unanimously passed.

Included in today's meeting packet, data for Fourth Quarter July 2024 CSA Continuous Quality Improvement – CQI Dashboard Expenditure, Service Utilization and Outcomes Data for Utilization Management (UM) for Tazewell, Buchanan, Russell Counties, Statewide

1. Finance (Handout)
2. Demographics/Utilization (Handout)
3. Outcome Measures (Handout)

Members reviewed the report data from all three counties for the fiscal year ending 2024. Program areas offered in each county were discussed, as well as the decrease in numbers for Tazewell County and increase for Buchanan and Russell. Ms. Gates-Addison commented, historically Tazewell County had the high data numbers. She stated Tazewell County children hung on past turning 18 and commented that in Russell County they would disappear once turning 18. Mr. Taylor discussed the successfulness of Tazewell County utilizing the Independent Living Program for Foster Care Children until the age of 21. He stated some teens would leave the program before completing and some would come back. He also commented on Tazewell County is ranked highly in the state for Foster Care Adoption. Mr. Taylor asked the coordinator why there was such a difference in Tazewell, Buchanan and Russell Counties Local Match Rate. The coordinator stated she did not know what formula OCS uses to establish the local base match needed to receive the state's allocation. She further commented population, the number of kids served, the type of services and the funding amount used may be contributing factors to figuring the base percentage.

During the July 22, 2024 CPMT meeting, members discussed receiving the next OCS Self-Assessment Workbook Section for review by email before the next schedule meeting. Members stated they would fill out and mark the questions they feel warrant further discussion during the next scheduled meeting. This would allow this part of the meeting to progress faster. The Guidance and OCS Self-Assessment Workbook Section II: Risk Management and Section III Internal Control was emailed to CPMT members August 13, 2024.

1. Risk Assessment Worksheet
2. Fraud Risk Questionnaire
3. Internal Control Worksheet
4. Internal Control Questionnaire

Ms. Boyd asked the members present if there were any questions for discussion to complete the worksheets. Ms. Gates-Addison stated she did not know what some of the questions meant and did not know how to answer and gave an example question. Ms. Boyd agreed and stated she was also confused

by that question and for the answer to the question would be no. Ms. Gates-Addison stated she did not think CPMT should be completing parts of the assessment. After Ms. Boyd asked members a third time for any questions to discuss to complete the assessment, (there was none) she stated she would move on to the next item on the agenda. Only two members turned in their self-assessments.

Office of Children's Services August 2024 Training Calendar (Handout). Members reviewed the three OCS training opportunities listed on the calendar. The coordinator reminded members The 13th Annual Commonwealth of Virginia CSA Conference will be held at the Hotel Roanoke & Conference Center in Roanoke, Virginia October 16-17 2024. OCS will facilitate a joint pre-conference session with CSA Coordinators, CPMT members, and FAPT members on October 15 from 2 PM to 5 PM. CSA Coordinators, CPMT and FAPT team members are invited to engage in this collective training. This pre-conference session is free however on-line registration is required.

Community Announcements

Mr. Brintle announced the upcoming Judicial District of Virginia Continuing Education Best Practice Court Conference being held September 27, 2024. He asked Ms. Plaster if she had the meeting information with the digital brochure and if so to send to the coordinator to distribute via email to members. Ms. Plaster stated she did and would send to the coordinator. Mr. Brintle commented lunch is provided at a cost and there is a deadline to complete registration and to pay for lunch. Ms. Gates-Addison announced the upcoming September 12, 2024 Help Hope Healing Conference 2024. This will be held at the Southwest Virginia Higher Education Center. This conference is to provide valuable information to break the stigmas associated with suicide and mental health. She also reminded members of Mountain Movers meeting tonight Monday September 26, 2024 at 5:30 p.m.

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 Shanna Plaster 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 2

ABSENT DURING MEETING: Arlene Matney, Robin Jackson

ABSENT DURING VOTE: 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.

Shanna Plaster made a motion to return to open session. The motion was seconded by Daniel Osborne and unanimously carried.

Shanna Plaster made a motion to adjourn. The motion was seconded by Daniel Osborne and unanimously carried.

The meeting adjourned at 10:59 a.m.

The next scheduled CPMT meeting is Monday September 23, 2024 at 10:00 a.m.