

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
December 16, 2024**

Called to order 10:00 am by Michelle Brown, Chair

The following CPMT members attended:

Shelby Mitchell, National Counseling Group
Robin Jackson Tazewell County Health Department
Michelle Brown, CPMT Chair, Tazewell County Schools
Jeff Brintle, Tazewell County Juvenile Court Services
Lori Gates-Addison, Cumberland Mountain Community Service Board
Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action
Daniel Osborne, Tazewell County Schools
David Taylor, Director Tazewell County DSS
Chase Collins, Esquire for Arlene Matney, Tazewell County Administration

The following CPMT members were absent:

Shanna Plaster, Tazewell County Board of Supervisors
Parent Representative – Vacant

CPMT and FAPT Members Confidentiality Signature Form

November 25, 2024 CPMT Minutes – Jeff Brintle made the motion to approve the November 25, 2024 CPMT meeting minutes. Robin Jackson seconded and the motion unanimously passed.

November FY 2025 Financial Report – Jeff Brintle made the motion to approve the November FY 2025 Financial Report. Robin Jackson seconded and the motion unanimously passed.

07-01-2024 to 06-30-2025 Encumbered WRAP Funds - \$0 Allocation

Safe & Stable Funds November 30, 2024 – Roberta Boyd made the motion to approve the November 30, 2024 Safe & Stable Funds. Shelby Mitchell seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

CPMT members reviewed FAPT member's changes for Tazewell County CSA Local Polices and Procedure Manual Pages 16 through 30. CPMT approved the following updates/edits:

Page 16 **Procedure**

4. The case manager is required to complete the Certificate of Need and assist in obtaining the necessary FAPT and physician signatures for all residential placements.

Changed to:

4. The case manager is required to ensure the Certificate of Need and necessary physician signatures for all residential placements has been completed by the Independent Assessment, Certification and Coordination Team (IACCT) provider. The case manager is required to ensure the CSA Coordinator receives a copy for the client's CSA file. It is important to note that the FAPT is the multi-disciplinary process responsible for determining eligibility for residential treatment. If it is determined an independent assessment (IACCT) would be necessary, the FAPT makes recommendations that align with these requirements and FAPT members sign the FAPT IFSP indicating their recommendations.

David Taylor made the motion to approve Page 16 edits. Robin Jackson seconded and the motion unanimously passed.

Page 18 **FAPT Member Responsibilities**

REMOVE Signing the CON if the FAPT authorizes RTC or Community Based Residential Treatment after the physician signs.

Roberta Boyd made the motion to approve Page 18 edits. David Taylor seconded and the motion unanimously passed.

Page 20 **Case Documentation/Preparation for FAPT Review**

- **A completed IFSP or Review and updated CANS must be presented at the beginning of the FAPT meeting.**

Changed to:

- **A completed IFSP or Review and updated CANS must be given to the CSA Coordinator at a minimum no later than the Friday morning before the FAPT meeting.**

David Taylor made the motion to approve Page 20 edits. Robin Jackson seconded and the motion unanimously passed.

Page 20 **Presenting at the FAPT Meeting**

2. **Provide all necessary packets to the CSA Coordinator at the time of the FAPT meeting.**

Changed to:

2. **Provide all necessary packets to the CSA Coordinator at a minimum no later than the Friday morning before the FAPT meeting.**

David Taylor made the motion to approve Page 20 edits. Jeff Brintle seconded and the motion unanimously passed.

The coordinator advised members, FAPT members are working on including the IACCT process on Page 8 of the Tazewell County CSA Local Polices and Procedure Manual for clarification regarding accessing CSA funding.

Next on the agenda, CPMT reviewed pages 24 through 39 **Tazewell County CSA Local Polices and Procedure Manual**. There were not any edits or updates made:

CPMT members agreed to next review **Tazewell County CSA Local Polices and Procedure Manual** pages 40 through 55 for the January 27, 2025 meeting.

NEW BUSINESS

Included in today's meeting packet for CPMT review: Updated through November 18, 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 discussed areas of data pertaining to age, demographics and population for the localities. Further discussion was had regarding the current decline in foster care cases for Tazewell County. Mr. Taylor discussed several trends affecting these numbers.

- The State of Virginia began on June 1, 2024 the implementation of The Parental Child Safety Placement Program. It is a voluntary program between the Local Department of Social Services (LDSS), the parent/guardian and the relative or fictive kin caregiver to provide services and supports to prevent a child's entry into foster care. The DSS in-home services have increased since the start of this program and those cases have been foster care preventive.
- The end of the 2024 Fiscal Year and the start of the 2025 Fiscal Year has seem a significant number of foster care youth aging out of services and electing not to continue in the Fostering Futures program.

Mr. Taylor also discussed the significant amount of Safe and Stable grant funding used for services instead of CSA pool funding. This will enable Tazewell County to request an increase in the yearly allotment; however, there is no guarantee that the request will be approved.

The coordinator also updated members on Tazewell County having two CSA long-term residential placements cases. The two youth have been in a residential placement for over 2-years due to the severity of behaviors and high needs. These two cases were reviewed today during closed session for CPMT funding approval and brought to the attention of members.

Next on the agenda CPMT reviewed and approval Tazewell County Community & Policy Management Team CPMT Meeting Schedule for Year 2025 with the following changes:

Robin Jackson made the motion to approve changing **May 26, 2025 Holiday** meeting date to **May 19, 2025**. Roberta Boyd seconded and the motion unanimously passed.

Shelby Mitchell made the motion to approve changing **December 22, 2025 Christmas Holiday week** meeting date to **December 15, 2025**. David Taylor seconded and the motion unanimously passed.

The Members reviewed the Office of Children's Services January 2025 Training Calendar. The coordinator reminded members the OCS virtual office hours is an excellent opportunity for members to increase their knowledge of the operations of the CSA Program and encouraged members to join these monthly virtual meetings. There were not any Community Announcements.

The OCS Fall 2024 Newsletter was not on the agenda, however members were reminded to view the email sent by the Coordinator on December 11, 2024 from OCS. The coordinator stated the newsletter is an excellent source for information and resources.

Closed Session – Roberta Boyd 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 8, NAYS 0, ABSENT 1

ABSENT DURING MEETING: Shania Plaster, Parent Representative Vacant

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Chase Collins, Tazewell County Attorney brought to the attention of coordinator and CPMT members, Code of Virginia § 2.2-3712. Closed meetings procedures; certification of proceedings. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body.

The approval of FAPT recommendations was listed in reverse order on the agenda (directly after Closed Session). The coordinator will make this correction for all future meeting agendas.

Jeff Brintle made a motion to return to open session. The motion was seconded by Lori Gate-Addison and unanimously carried.

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 Shelby Mitchell and unanimously carried.

Lori Gates-Addison made a motion to adjourn. The motion was seconded by Robin Jackson and unanimously carried.

The meeting adjourned at 10:50 a.m.

Next CPMT Meeting is Monday January 27, 2025 at 10:00 a.m.