

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
January 27, 2025**

Called to order 10:03 am by Michelle Brown, Chair

The following CPMT members attended:

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

The following CPMT members were absent:

Parent Representative – Vacant

CPMT and FAPT Members Confidentiality Signature Form

December 16, 2024 CPMT Minutes – Jeff Brintle made the motion to approve the December 16, 2024 CPMT meeting minutes. Robin Jackson seconded and the motion unanimously passed.

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

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

Safe & Stable Funds December 31, 2024 – Jeff Brintle made the motion to approve the December 31, 2024 Safe & Stable Funds. Robin Jackson seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Next on the agenda, CPMT reviewed pages 40 through 55. **Tazewell County CSA Local Polices and Procedure Manual.**

CPMT members approved the following updates/edits:

Page 42 **Considering Mitigating Circumstances**

First sentence from The Tazewell Count Changed to: The Tazewell County, second sentence from Systematic factors

Changed to: **Systemic factors**

Robin Jackson made the motion to approve Page 42 edits. Shelby Mitchell seconded and the motion unanimously passed.

Ms. Boyd referred member's attention to **Page 5 Contingency and Disaster Recovery Plan** and noted it states this contingency plan operates as a companion plan with the VA Department of Social Services contingency procedures contained in the VDSS Disaster Recovery Plan. She asked if there was a more detailed plan other than the two pages in the local CSA policy and procedure manual. Mr. Taylor advised the full plan is located in the Virginia Department of Social Services and Tazewell County DSS manual.

Ms. Brown referred members to the forms section of the manual and asked how often the Parental Financial Status Report was reviewed for updates. The coordinator informed members the case manager/worker completes the Financial Status Report worksheet with the parents/legal guardian prior to the FAPT meeting. It is also explained to the family, it is expected most parents/legal guardians will contribute if financially able. The majority of families receiving CSA services live at or below poverty levels, receives DSS benefits

and are unable to assist with the financial contribution. When it is determined parents/guardians receive an increase in wages, receive Social Security payments, etc., for the family receiving CSA funding, all payments will be processed as recoveries to CSA pool funds and will be applied/reimbursed to CSA pool funds.

NEW BUSINESS

Included in today's meeting packet for CPMT review, Office of Children's Services Comparison Report - By Service Placement Type Fiscal Year 2025 for Buchanan, Russell, and Tazewell. Members also received the individual SPT by selected locality report. Members discussed the categories of data such as community based services and wrap around services.

Next on the agenda, OCS Memo on Permanency Support/Care Coordination Service. Coordinator emailed FAPT & CPMT 1-10-25 (Handout). Members discussed the community-based services "permanency supports" or "care coordination" services. Members discussed the three providers mostly used currently by Tazewell County as an example, Clarvida, OEI and Health Connect America. It was noted that FAPT members when reviewing and approving service plans, in cases if the "bundled" service package is on the individual services plan, those services are discussed and carefully reviewed. Ms. Gates-Addison commented services should also be closely monitored for Medicaid billing. She also commented the provider's program name of the services could be misleading. It was discussed FAPT members do review the provider's rate sheet with the service name and description and are aware what services are billable to Medicaid; members ensure policy and procedure are being followed in the review process. CPMT will continue to monitor services during monthly meetings. By definition the **Community Policy and Management Team** (CPMT) is the entity that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight functions. The CPMT and **Office of Children's Services** (OCS) can ensure providers meet the criteria and requirements of following the parameters of service names, descriptions and characteristics.

Next on the agenda and included in today's meeting packet for CPMT review, **Tazewell County Medicaid Billings FY2024 and Year to Date 2025** data.

The Statement of Economic Interests Form is due February 1, 2025 (Handout). The coordinator emailed CPMT & FAPT members 1-22-25 the fillable SOEI form to complete and return before February 1, 2025. Also included is page 18 and 19 of the OCS **4.4 Joint Requirements of the CPMT and FAPT, 4.4.1 Freedom from Liability and Conflict of Interest, and 4.4.2 Information Sharing/Confidentiality/Freedom of Information Act**. County Attorney Collins reminded members advised members, COIA Statement of Interest forms are due by February 1, 2025. Failure to file or to complete all necessary sections is a criminal penalty that is a Class 1 misdemeanor. He informed members, the Code of Virginia requires him to notify the Commonwealth Attorney's Office should anyone fail to file or fail to complete all necessary sections of the Statement of Interest forms.

The Members reviewed the Office of Children's Services February 2025 Training Calendar.

Community Announcements

Ms. Gates-Addison informed members Mountain Movers are meeting tonight Monday January 27, 2025 at 5:30 and informed members of the upcoming Problem Gambling Prevention Conference. The first Annual Gambling Conference was in March last year. She will send out the conference information soon. Ms. Mitchell informed members of the Southwest Virginia Counselors Association (SWVCA) Spring Forum Empowerment through Resiliency, February 28, 2025. She will send the information for this training soon.

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 Jeff Brintle and unanimously carried.

Shanna Plaster made a motion to return to open session. The motion was seconded by Chase Collins-Addison 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 9, NAYS 0, ABSENT 0

ABSENT DURING MEETING: Parent Representative Vacant

ABSENT DURING VOTE: Parent Representative Vacant

Chase Collins, Tazewell County Attorney brought to the attention of coordinator and CPMT members, on the agenda **Enter Closed Session** should read **Enter Closed Session Pursuant to § 2.2-3711. (A) (37) & § 2.2-5210**. The coordinator will make that change on all future CPMT meeting agendas.

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 SJeff Brintle 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 11:00 a.m.

Next CPMT Meeting is Monday February 24, 2025 at 10:00 a.m.