

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MINUTES  
September 23, 2024**

The members of the CPMT met Monday, September 23, 2024 at 10:00 a.m. in the Training Room of the Tazewell County Department of Social Services.

Called to order 10:07 am by Michelle Brown, Chair

**The following members attended:**

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

**The following members were absent:**

Arlene Matney, Tazewell County Budget & Finance, Shanna Plaster, Tazewell County Board of Supervisors, Parent Representative – Vacant

**CPMT Members Confidentiality Signature Form**

**August 26, 2024 CPMT Minutes** – Jeff Brintle made the motion to approve the August 26, 2024 CPMT meeting minutes. Roberta Boyd seconded and the motion unanimously passed.

**August FY 2024 Financial Report** – Robin Jackson made the motion to approve the August FY 2024 Financial Report. Shelby Mitchell seconded and the motion unanimously passed.

**August FY 2025 Financial Report** – Lori Gates-Addison made the motion to approve the August FY 2025 Financial Report. Robin Jackson seconded and the motion unanimously passed.

**07-01-2024 to 06-30-2025 Encumbered WRAP Funds \$0 Allocation** – Roberta Boyd made the motion to approve the 07-01-2024 to 06-30-2025 Encumbered WRAP Funds. Daniel Osborne seconded and the motion unanimously passed.

**Safe & Stable Funds August 31, 2024** – David Taylor made the motion to approve the August 31, 2024 Safe & Stable Funds. Jeff Brintle seconded and the motion unanimously passed.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS**

Included in today's packet for review, OCS Guidance and Self-Assessment Workbook Section IV: Training. Ms. Brown asked members present to review the assessment and if there were any questions for discussion. The coordinator advised members, backup documentation of a training and training resources was provided in the packet for their review. The coordinator informed members this was the last section of the OCS Workbook Assessment for completion and their compiled responses will be typed up and distributed at an upcoming CPMT meeting for their review. Several members asked that if any of their assessments are missing to email so they could complete the assessment to be included.

Next on the agenda included in today's meeting packet OCS Comparison Report by Service Placement Type & Demographic Report for Fiscal Year 2024 and Year to Date 2025. Members reviewed the report

data for Buchanan, Russell, and Tazewell counties. Members discussed the various placements types and compared the data of the three counties.

Tazewell County CPMT meets the fourth Monday of every month. Due to Thanksgiving and Christmas Holiday, members reviewed the November 25, 2024 and December 23, 2024 CPMT meeting days. Members agreed to leave the CPMT meeting on November 25, 2024 however made a motion to change December 23, 2024 to December 16, 2024.

Jeff Brintle made the **motion to approve changing the CPMT meeting from December 23, 2024 to meeting December 16, 2024**. David Taylor seconded and the motion unanimously passed.

Members reviewed the Office of Children's Services October 2024 Training Calendar. The coordinator reminded members of sending these training and event emails on a regular basis to all members. These are excellent opportunities for training and CSA program information and updates. The coordinator gave an example of OCS Office Hours being available to all stakeholders every month. OCS is also promoting stakeholder participation in the October 15, 2024 pre-conference event for CSA Coordinators, FAPT, and CPMT members.

The coordinator also reminded members the CPMT Family Representative seat is still vacant and to reach out to their contacts to fill this vacancy.

### **Community Announcements**

None

**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 Roberta Boyd 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, Shanna Plaster, Parent Representative Vacant

**ABSENT DURING VOTE:** Arlene Matney, Shanna Plaster, Parent Representative Vacant

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 Jeff Brintle and unanimously carried.

Lori Gates Addison made a motion to return to open session. The motion was seconded by Robin Jackson and unanimously carried.

The meeting adjourned at 10:57 a.m.

The next scheduled CPMT meeting is Monday October 28, 2024 at 10:00 a.m.