

**COMMUNITY POLICY AND MANAGEMENT TEAM
MINUTES
November 25, 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
Arlene Matney, Tazewell County Budget & Finance
Daniel Osborne, Tazewell County Schools

The following CPMT members were absent:

David Taylor, Director Tazewell County DSS
Shanna Plaster, Tazewell County Board of Supervisors
Parent Representative – Vacant

CPMT and FAPT Members Confidentiality Signature Form

October 28, 2024 CPMT Minutes – Roberta Boyd made the motion to approve the October 28, 2024 CPMT meeting minutes. Daniel Osborne seconded and the motion unanimously passed.

October FY 2025 Financial Report – Shelby Mitchell made the motion to approve the October FY 2025 Financial Report. Roberta Boyd seconded and the motion unanimously passed.

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

Safe & Stable Funds October 31, 2024 – Lori Gates-Addison made the motion to approve the September 30, 2024 Safe & Stable Funds. Robin Jackson seconded and the motion unanimously passed.

Members were informed, due to Tazewell County using most of this years allocated PSSF funds, Shanun Smith, Tazewell County Fiscal Assistant requested an additional amount of funding for Fiscal Year 2025. An additional \$10,000.00 was allocated.

UNFINISHED BUSINESS:

CPMT members reviewed FAPT member’s changes for Tazewell County CSA Local Polices and Procedure Manual CPMT approved the following updates/edits:

Page 10 **Confidentiality/Information Sharing and Statement of Non-Discrimination**

Second paragraph line one; **Tazewell County CSA and its contractors shall not be free** - remove the word “*not*” and line four; **of 1964 and it’s implementing** - change *it’s* to *its*’.

Lori Gates Addison made the motion to approve all Page 10 edits. Jeff Brintle seconded and the motion unanimously passed.

Page 13 **FAPT Reviews to Initiate New Services**

Number 3. - **Received by the CSA Coordinator the day of the FAPT meeting** - change to **received by the CSA Coordinator “at a minimum no later than the Friday before the FAPT meeting”**

Lori Gates Addison made the motion to approve. Page 13 edits. Jeff Brintle seconded and the motion unanimously passed.

Page 14 FAPT Reviews of Current Services

First paragraph second sentence; **The FAPT will provide the parent(s)** - change to **The FAPT “may” provide the parent(s)**

Lori Gates Addison made the motion to approve. Page 14 edits. Jeff Brintle seconded and the motion unanimously passed.

Next on the agenda, CPMT reviewed Section 1, pages 1 through 23 **Tazewell County CSA Local Polices and Procedure Manual**. The following edits were made:

Page 4 **Philosophy and Principles**

Services are easily accessible to residents of the community, regardless of where they **lie**- change to Services are easily accessible to residents of the community, regardless of where they **live**.

Daniel Osborne made the motion to approve. Page 14 edits. Shelby Mitchell seconded and the motion unanimously passed.

CPMT members agreed to next review **Tazewell County CSA Local Polices and Procedure Manual** pages 24 through 39 for the December 16, 2025 meeting.

CSA Coordinator reviewed the Office of Children’s Services provided FAPT & CPMT Roles and Responsibilities Training November 14, 2024. All FAPT members attended the training. CPMT members attending today’s meeting remarked the training was very good and informative. A copy of the training packet is included with today’s meeting packet for those CPMT members that did not attend.

NEW BUSINESS

Included in today’s meeting packet for CPMT review, Case Number 08913526, Emergency Grafton Residential Placement Email Poll 8/16/2024. This case was a Parental Placement were the family directly completed the IACCT process This emergency placement was approved by CPMT and FAPT on 8/16/24 for 4-days of Special Education and 1-day Occupational Therapy for \$1,235.00 August and \$6,467.50 September. The worker did not request the correct amount of days. CPMT paid Grafton invoice date of service 8/01/2024 through 8/31/2024 for 9-days of education and 1-day of OT \$2,697.50. This was a difference of \$1,462.50. Due to the child having an IEP for these services, the CPMT members agreed the Grafton invoice for \$2,697.50 was paid correctly.

Also discussed was the IACCT process and client placements being arranged without coming before the FAPT members in a timely manner when families are seeking CSA funding.

Next on the agenda the coordinator, emailed 11/20/2024 FAPT & CPMT OCS Audit Work Plan Fiscal Year 2025. This has been included on the agenda multiple times throughout the year and is a reminder of the OCS Audit work Plan for Fiscal Years 2025-2026. Tazewell is listed for a 2025 audit; however, the actual date has not yet been confirmed.

The Members reviewed the Office of Children's Services December 2024 Training Calendar. There were not any Community Announcements

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 Daniel Osborne 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: Shanna Plaster, David Taylor, Parent Representative Vacant

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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 Robin Jackson and unanimously carried.

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

The meeting adjourned at 10:55 a.m.

Next CPMT Meeting Monday December 16, 2024 at 10:00 a.m. changed from December 23, 2024 due to Christmas Holiday