

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MINUTES  
February 24, 2025**

Called to order 10:03 a.m. by Michelle Brown, CPMT Chair

**The following CPMT members attended:**

Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action  
Robin Jackson Tazewell County Health Department  
David Taylor, Director Tazewell County DSS  
Jeff Brintle, Tazewell County Juvenile Court Services  
Danielle Osborne, Tazewell County School  
Michelle Brown, CPMT Chair, Tazewell County Schools  
Chase Collins, Esquire, Tazewell County Administration  
Arlene Matney, Fiscal Agent Tazewell County Administration

**The following CPMT members were absent:**

Shelby Mitchell, National Counseling Group  
Lori Gates-Addison, Cumberland Mountain Community Service Board  
Shanna Plaster, Tazewell County Board of Supervisors  
Parent Representative – Vacant

**CPMT and FAPT Members Confidentiality Signature Form**

**January 27, 2025 CPMT Minutes** – David Taylor made the motion to approve the January 27, 2025 CPMT meeting minutes. Jeff Brintle seconded and the motion unanimously passed.

**January Fiscal Year 2025 Financial Report** – Robin Jackson made the motion to approve the January FY 2025 Financial Report. Arlene Matney seconded and the motion unanimously passed.

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

**Safe & Stable Funds January 31, 2025** – David Taylor made the motion to approve the January 31, 2025 Safe & Stable Funds. Jeff Brintle seconded and the motion unanimously passed.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

During the February 3, 2025 FAPT members reviewed and discussed changes for **Tazewell County CSA Local Polices and Procedure Manual** page 8 IACCT Inquiry and CON Forms and pages 31 through 45. FAPT members submitted the requested edits and updates below:

**CPMT members approved the following updates/edits:**

Page 8 **IACCT Inquiry and CON Forms** paragraph eight and page nine first and second paragraphs were replaced  
CHANGED TO:

*See attached*

David Taylor made the motion to approve edits to Page 8 through 9 **IACCT Inquiry and CON Forms paragraph eight and page nine first and second paragraphs**. Robin Jackson seconded and the motion unanimously passed.

Page 33 **Budget Management - Fifth Bullet Point**

Serve as the principle liaison to the local Fiscal Agent on the annual Pool Allocation Plan **budget**

CHANGE TO:

Serve as the principle liaison to the local Fiscal Agent on the annual Pool Allocation Plan **budget**

Daniel Osborne made the motion to approve edits to Page 33 **Budget Management - Fifth Bullet Point**. Robin Boyd seconded and the motion unanimously passed.

Page 41 **Identify the Services Needed for the Child and Family – Fifth Paragraph Second Sentence**

**The Certificate of Need will be completed by the case manager, endorsed by members of the Tazewell County FAPT, and signed by a non-treating physician if a Medicaid approved residential placement is to be supported for a CSA child.**

CHANGE TO:

**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 if a Medicaid approved residential placement is to be supported for a CSA child.**

David Taylor made the motion to approve Page 41 edits. Jeff Brintle seconded and the motion unanimously passed.

A copy of the email, FAPT and CPMT Meeting Attendance for year 2024 is included in today's packet. The spreadsheets were emailed to CPMT & FAPT members 2/13/25.

Included in today's meeting packet for CPMT review, Audit Finding Summaries by Locality Year 2022 through 2024. This data is for CPMT members to review audit findings in an effort to avoid common preventable audit errors.

Next on the agenda, Tazewell County CSA Program Self-Assessment Audit Engagement CSA Self-Assessment Workbook and documents due by Wednesday, April 30, 2025. The coordinator and CPMT chair participated in a virtual audit meeting with OCS program auditors Stephanie Bacote and Rachel Friedman Friday, February 21, 2025. The following information was shared with members;

- This is not an on-site audit, it is a self-assessment audit of Tazewell County's local CSA Program
- All CSA stakeholders are to participate in the completion of the Self-Assessment Workbook, Stakeholders include, but are not limited to CPMT members, CSA Coordinators, FAPT members, Fiscal Agents, Local government representatives, Utilization Management (UM)/Utilization Review (UR) staff
- The completed CSA Self-Assessment Workbook and documents listed in the engagement letter must be sent to the OCS Audit Program Office by Wednesday, April 30, 2025.

Members discussed the number of audit meetings needed to complete the audit and if any of the meetings could be virtual. Attorney Collins reminded members, policy states, meeting participation by a member is limited to missing two meetings per calendar year and virtual participation in this situation is not recommended. David Taylor suggested starting the meeting at 9:00 a.m. to allow enough time to adequately review the material and to accommodate those members who must leave early to attend other CPMT meetings in other localities. Tazewell County has three (3) members that are also CPMT members in other localities. In order to meet the audit deadline, the next CPMT meeting is scheduled Monday March 10, 2025 at 9:00 a.m. and the regular scheduled CPMT meeting is Monday March 24, 2025 and will start at 9:00 a.m.

The coordinator informed members; February 18, 2025 a virtual meeting was held with Encircle/Minnick Private Day School, Tazewell County School and the Tazewell County CSA Coordinator. This meeting was held to discuss attendance and funding. The following information was shared with CPMT members:

- The private day school attendance follows the Minnick School calendar not the Tazewell County School Calendar.
- Minnick will bill for 180 instructional days.

- Tazewell County School will not risk the liability of sending any children to school during inclement weather. This is a safety issue.
- Minnick provides a makeup packet to all TC students when absent. It is the responsibility of the parents of students to ensure packets are completed and turned in. The students will not be marked absent if the packets are completed and turned in. This is considered a virtual learning day.
- Minnick informs Tazewell County Schools with student's attendance and when students have excessive absences.
- Tazewell County School officials meet with parents as needed to discuss attendance. The truancy supervisor discussed the process, which can be lengthy.

In attendance from Minnick; Tracy Gibson and Melissa Barley; TC School Truancy Supervisor Chad Brown, TC School Director of Special Services Melinda Smith; TC School Administration, Angela Roberts, Karrie Kinder, Nathan Cline, Melett Smith, and Joanne Young.

Included in today's meeting packet, the Office of Children's Services March 2025 Training Calendar.

### **Community Announcements**

None

**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.

Jeff Brintle made a motion to return to open session. 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 3**

**ABSENT DURING MEETING:** Shelby Mitchell, Lori Gates-Addison, Shanna Plaster, Parent Representative Vacant

**ABSENT DURING VOTE:** Shelby Mitchell, Lori Gates-Addison, Shanna Plaster, Parent Representative Vacant

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.

The meeting adjourned at 11:30 a.m.

**Next CPMT Meeting Monday March 10, 2025 at 9:00 a.m.**  
**Next CPMT Meeting Monday March 24, 2025 at 9:00 a.m.**