

**COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
March 24, 2025**

Called to order 9:00 a.m. by Michelle Brown, CPMT Chair

The following CPMT members attended:

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

The following CPMT members were absent:

Parent Representative – Vacant

CPMT Members Confidentiality Signature Form

February 24, 2025 CPMT Minutes – Robin Jackson made the motion to approve the February 24, 2025 CPMT meeting minutes. Jeff Brintle seconded and the motion unanimously passed.

February Fiscal Year 2025 Financial Report – Daniel Osborne made the motion to approve the February 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 February 28, 2025 – Jeff Brintle made the motion to approve the February 28, 2025 Safe & Stable Funds. Robin Jackson seconded and the motion unanimously passed.

March 10, 2025 CPMT Audit Meeting Minutes – Shelby Mitchell made the motion to approve the March 10, 2025 CPMT Audit Meeting Minutes. Roberta Boyd seconded and the motion unanimously passed.

NEW BUSINESS:

CPMT members reviewed Foster Care case number 9929421 regarding Tazewell County Schools responsibility for the transportation for the youth to attend Rivermont Private Day School in Suffolk County. The child's local school division shall be responsible for payment of transportation expenses associated with implementing the child's IEP. All transportation to and from private day schools is considered "special transportation" and is the financial responsibility of the local school division.

CPMT members reviewed CMCSB case number 53114 regarding Grafton Residential education invoices unpaid July 2024 through February 2025.

- The local CMCSB worker closed this CSA case in FAPT 8/5/2024 on their youth placed in Grafton Residential. The worker stated the youth aged out in July when he turned 18. Grafton continued to send invoices to Tazewell for payment. CMCSB worker states she advised she had emailed Grafton Jessica McDonald, Loretta Beason Samuel Butler in June, youth was aging out when turning 18 in July. Worker states she asked Grafton to input information into WAMS for his waiver to take over.
- Grafton continued to send invoices for July 2024 through February 2025 for education services and room and board. Because the youth did have an IEP during July 2024 to February 2025, the case should not have been closed to CSA funding. The youth's IEP/educational services remained CSA responsibility and the school should have taken over case management once CMCSB closed the case.

OCS advised Tazewell County CPMT CSA honor the invoices for the educational services with retroactive CPMT approval. CSA should not pay for anything other than the educational costs. State CSA funds cannot be used to pay for room and board (or costs other than those specified on the youth's IEP) after his 18th birthday. The confusion

over the waiver does not transfer responsibility to the state CSA pool. If the room and board costs are to be paid, they must be paid with local funds only.

CPMT members were reminded to review the Administrative Memorandum #25-01, Expenditure Category Clarification for Case Support. This was emailed to CPMT & FAPT 2-18-25 and Administrative Memo #25-02; Review and Reallocation of FY2025 WRAP-Around Services for Students with Disabilities (SPED) Wrap emailed to CPMT & FAPT 2-21-25.

The coordinator emailed CPMT & FAPT members 3-10-25, Administrative Memorandum #25-03; Annual CSA Service Gap Survey and the accompanying document, FY2025 CSA Service Gap CPMT Planning Guide. This was also included in today's meeting packet. CPMT reviewed and completed the survey during today's meeting. The coordinator will compile the survey responses and submit it online via Survey Monkey to OCS by May 30, 2025.

CPMT members reviewed the Office of Children's Services April 2025 Training Calendar included in today's meeting packet. There were not any community announcements.

Closed Session – Shelby Mitchell 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.

Robin Jackson made a motion to return to open session. The motion was seconded by Lauri Gates-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 10, NAYS 0, ABSENT 0

ABSENT DURING MEETING: Parent Representative Vacant

ABSENT DURING VOTE: Parent Representative Vacant

David Taylor 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.

Attorney Chase Collins called for a separate motion for B.3 on the agenda:

Roberta Boyd made a motion to retroactively approve funding of CMCSB case number 53114, Grafton Private Day education unpaid invoices July 2024 through February 2025. The motion was seconded by David Taylor and unanimously carried.

UNFINISHED BUSINESS:

CPMT members continued to complete the CSA Self-Assessment Workbook and continued reviewing files and documents for the Tazewell County CSA Program Self-Assessment Audit Engagement. Members discussed several deficiencies found on case 10666295. Members also discussed and reviewed local CSA policies for compliance verification and continued reviewing client sample cases selected for the audit. Members discussed still actively looking to recruit a Family Representative for CPMT. The audit must be completed and submitted to OCS by Wednesday, April 30, 2025.

Members agreed to meet April 17, 2025 at 9:00 a.m. to continue with the Tazewell County CSA Program Self-Assessment Audit Engagement. The meeting concluded and adjourned at 11:12 a.m.

Next CPMT Audit Meeting Monday April 17, 2025 at 9:00 a.m.

Next Regularly Scheduled CPMT Meeting Monday April 28, 2025 at 10:00 a.m.