

**COMMUNITY POLICY AND MANAGEMENT TEAM**  
**AUDIT MEETING MINUTES**  
**April 17, 2025**

Called to order 9:02 a.m. by Michelle Brown, CPMT Chair

**The following CPMT members attended:**

Michelle Brown, CPMT Chair, Tazewell County Schools  
Robbie Davis, Tazewell County Juvenile Court Services  
Daniel Osborne, Tazewell County School  
Robin Jackson Tazewell County Health Department  
Shelby Mitchell, National Counseling Group  
Chase Collins, Esquire, Tazewell County Administration  
Arlene Matney, Fiscal Agent Tazewell County Administration  
Lori Gates-Addison, Cumberland Mountain Community Service Board  
David Taylor, Director Tazewell County DSS

**The following CPMT members were absent:**

Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action  
Shanna Plaster, Tazewell County Board of Supervisors  
Parent Representative – Vacant

**CPMT Members Confidentiality Signature Form**

Members completed Self-Assessment Workbook Section V: Compliance, Section VI Quality Improvement, and Section VII Certification Worksheet of the Tazewell County CSA Program Self-Assessment Audit Engagement. Members continued to review client samples for Mandated TFC, Mandated Residential, Mandated Special Education Private Day, Non Mandated Non Residential, Mandated Non Residential, Mandated Court Ordered Services, Mandated Residential Parental Agreement, Mandated Court Ordered CHINS, Mandated FC Prevention CHINS and Non Mandated URM.

CPMT members identified and recommend three quality improvement plans for internal control weakness.

1. CPMT Parent Representative Vacancy for over 1 year
2. Guardian signature missing on Parental Financial Status case #10666295
3. Missing Notification of Staffing case #10666295

The meeting was adjourned and concluded at 10:25 a.m.

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