

**COMMUNITY POLICY AND MANAGEMENT TEAM  
MEETING MINUTES  
April 28, 2025**

Called to order 10:00 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  
Chase Collins, Esquire, Tazewell County Administration for Arlene Matney, Fiscal Agent Tazewell County Administration

**The following CPMT members were absent:**

Shanna Plaster, Tazewell County Board of Supervisors  
Parent Representative – Vacant

**CPMT Members Confidentiality Signature Form**

**March 24, 2025 CPMT Minutes** – Robbie Davis made the motion to approve the March 24, 2025 CPMT meeting minutes. Daniel Osborne seconded and the motion unanimously passed.

**March Fiscal Year 2025 Financial Report** – David Taylor made the motion to approve the March FY 2025 Financial Report. Daniel Osborne seconded and the motion unanimously passed.

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

**Safe & Stable Funds March 31, 2025** – Robin Jackson made the motion to approve the March 31, 2025 Safe & Stable Funds. David Taylor seconded and the motion unanimously passed.

**April 17, 2025 CPMT Audit Meeting Minutes** – Robin Jackson made the motion to approve the April 17, 2025 CPMT Audit Meeting Minutes. David Taylor seconded and the motion unanimously passed.

**UNFINISHED BUSINESS:**

CPMT members reviewed the Quality Improvement Plan Worksheets (QIP) for the following:

1. CPMT Parent Representative Vacancy for over 1 year
2. Guardian signature missing on Parental Financial Status case #10666245
3. Missing Notification of Staffing case #10666245

CPMT members made final updates to Section VI QIP details, and the CSA CQI Documentation QIP for submission to the OCS Audit Program by Wednesday, April 30, 2025.

**NEW BUSINESS:**

Next on the agenda, members reviewed and discussed CSA Continuous Quality Improvement – CQI Dashboard Expenditure, Service Utilization and Outcomes Data for Utilization Management (UM) for Tazewell, Buchanan, Russell Counties, Statewide Updated through March 2025

1. Finance (Handout)
2. Demographics/Utilization (Handout)
3. Outcome Measures (Handout)

Attorney Collins had questions regarding the Total Net Expenditures an YTD Total Net Expenditures through 03/14 for Tazewell County. Mr. Taylor verified the Tazewell County budget submitted to the County Administration is in line with the Tazewell County Finance Expenditure Report reviewed in today's meeting packet.

CPMT members were reminded the following emails were sent for their review - OCS Administrative Memo #25-04, CSA Reimbursement for Private Day Special Education - FY2026 (Emailed CPMT & FAPT 4-9-25) and Administrative Memorandum #25-05, CSA Financial Reporting Location Change (Emailed CPMT & FAPT 4-8-25)

CPMT members reviewed the Office of Children's Services April 2025 Training Calendar included in today's meeting packet. Members were reminded of the upcoming May 20, 2025 CANS and Service Planning training for Tazewell County Case Managers/Workers and FAPT members. Two (2) CPMT members are also participating in the OCS training.

### **Community Announcements**

Ms. Gates-Addison discussed the increase in overdoses in Russell County and the suspicious deaths under investigation in Tazewell County. The Health Department is providing additional NARCAM training for the surrounding counties.

Robbie Davis discussed the connection to increased gang activity and the increase in drug usage. DJJ training is provided to the community regarding how to identify and ways to counter act this activity. Mr. Davis stated, DJJ provides Regional Gang Training every month in Abington.

**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 Robbie Davis unanimously carried.

Robbie Davis 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 1**

**ABSENT DURING MEETING:** Shanna Plaster and Parent Representative Vacant

**ABSENT DURING VOTE:** Shanna Plaster and Parent Representative Vacant

Lori Gates-Addison 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 Shelby Mitchell and unanimously carried.

Meeting adjourned at 11:28 a.m.

**Due to the Memorial Holiday, the Next CPMT Meeting is Monday May 19, 2025 at 10:00 a.m.**