

**COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
May 19, 2025**

Called to order 10:05 a.m. by Michelle Brown, CPMT Chair

The following CPMT members attended:

Robbie Davis, Tazewell County Juvenile Court Services
Daniel Osborne, Tazewell County School
Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action
Michelle Brown, CPMT Chair, Tazewell County Schools
Robin Jackson Tazewell County Health Department
Arlene Matney, Fiscal Agent Tazewell County Administration
Lori Gates-Addison, Cumberland Mountain Community Service Board
Chase Collins, Esquire, Tazewell County Administration
David Taylor, Director Tazewell County DSS

The following CPMT members were absent:

Shanna Plaster, Tazewell County Board of Supervisors
Shelby Mitchell, National Counseling Group
Parent Representative – Vacant

CPMT Members Confidentiality Signature Form

April 28, 2025 CPMT Minutes – Robin Jackson made the motion to approve the April 28, 2025 CPMT meeting minutes. Daniel Osborne seconded and the motion unanimously passed.

April Fiscal Year 2025 Financial Report – Arlene Matney made the motion to approve the April FY 2025 Financial Report. Robbie Davis seconded and the motion unanimously passed.

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

Safe & Stable Funds April 30, 2025 – Arlene Matney made the motion to approve the April 30, 2025 Safe & Stable Funds. Robin Jackson seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

None

The coordinator submitted Tazewell County FY2025 CSA Service Gap Survey 5/13/2025. The survey due date is May 30, 2025. The coordinator informed members four (4) FAPT and nine (9) CPMT members participated in the survey. A copy of the submitted answers are provided in today's meeting packet.

NEW BUSINESS:

Next on the agenda, CPMT members were reminded the following OCS emails were forwarded for their review and provided in today's meeting packet:

- OCS *Administrative Memo #25-06, Updated Definitions for CSA Mandate Types and the accompanying document, CSA Mandate Types, Update July 1, 2025* (Emailed CPMT & FAPT 5-1-25)
- OCS *Administrative Memorandum #25-07, Changes to the CSA Local Allocation and Supplemental Process for FY 2026.* (Emailed CPMT & FAPT 5-13-25)
- OCS *Administrative Memo #25-08, Strategic Planning Resources, and the accompanying Strategic Planning Guidance Document, Strategic Plan Template, and Strategic Plan Review Template.* (Emailed CPMT & FAPT 5-8-25)

In an effort to continue for Tazewell County CSA Program to remain proactive, CANS and Service Planning training is Tuesday May 20, 2025. This training provides a better understanding for case managers and workers to understand how to fill out a CANS, initial IFSP and IFSP Review; what is required with family engagement and why in the process of staffing cases during FAPT it is not an option for providers and families/guardians to participate, their attendance is a must.

Providing this training also directly documents the steps for Tazewell's Quality Improvement Plan details and CQI Documentation for Workbook Quality Improvement Plan and that were identified in the Tazewell County Audit 2025-2026 Self-Assessment.

To continue to provide QIP guidance and direction, the coordinator also sent an email of The Code of Virginia regarding family engagement and CPMT authorizing all funding requests using CSA pool funds to all Tazewell County Case Managers, Workers, FAPT and CPMT members Thursday May 8, 2025. The coordinator has continued push back on staffing cases with family engagement at FAPT, prior CPMT approval of using CSA funds and resistance to the paperwork to ensure CSA policy and procedures complies with the Code of Virginia to access the use of CSA funding. All families and providers who use CSA funding must participate in the FAPT process. All CSA funding must have CPMT approval prior to start of services. The following was provided to all in my May 8, 2025 email and is included in today's meeting packet:

These requirements are in The Code of Virginia, which is the official record of laws enacted by the Virginia General Assembly and signed by the Governor. These laws apply to everyone in the Commonwealth of Virginia. The Code of Virginia is Virginia's statutory law, meaning it contains the codified legislation passed by the Virginia General Assembly and signed by the Governor.

- Code of Virginia Title 2.2. Administration of Government Subtitle II. Administration of State Government Part B. Transaction of Public Business Chapter 52. Children's Services Act
§ 2.2-5206. Community Policy and Management Teams; Powers and Duties
- Code of Virginia Title 2.2. Administration of Government Subtitle II. Administration of State Government Part B. Transaction of Public Business Chapter 52. Children's Services Act
§ 2.2-5209. Referrals to Family Assessment and Planning Team or Collaborative, Multidisciplinary Team Process
- Code of Virginia Title 2.2. Administration of Government Subtitle II. Administration of State Government Part B. Transaction of Public Business Chapter 52. Children's Services Act
§ 2.2-5208. Family Assessment and Planning Team; Powers and Duties

Next on the agenda CPMT members reviewed Office of Children's Services June 2025 Training Calendar (Handout)

Community Announcements

None

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 Arlene Matney and unanimously carried.

David Taylor made a motion to return to open session. 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 8, NAYS 0, ABSENT 2

ABSENT DURING MEETING: Shanna Plaster, Shelby Mitchell, Parent Representative Vacant

ABSENT DURING VOTE: Shanna Plaster, Shelby Mitchell, 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 Lori Gates-Addison and unanimously carried.

Meeting adjourned at 10:55 a.m.

The Next CPMT Meeting is Monday June 23, 2025 at 10:00 a.m.