

**COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
October 27, 2025**

Called to order 10:04 a.m. by David Taylor due to Robbie Davis, Chair absent from meeting.

Roberta Boyd made the motion to have David Taylor, DSS Director Chair the October 17, 2025 CPMT meeting and sign the approved service plans and maintenance approvals. Shanna Plaster seconded and the motion unanimously passed.

CPMT Members Confidentiality Signature Form

The following CPMT members attended:

Roberta Boyd, Clinch Valley Community Action
Shelby Mitchell, National Counseling Group
Michelle Brown, Tazewell County Schools
Shanna Plaster, Tazewell County Board of Supervisors
Megan Goodie for Robin Jackson CPMT Vice Chair Tazewell County Health Department
David Taylor, Director Tazewell County DSS
Lori Gates-Addison, Cumberland Mountain Community Service Board

The following CPMT members were absent:

Robbie Davis Chair, Tazewell County Juvenile Court Services
Arlene Matney, Fiscal Agent Tazewell County Administration
Parent Representative – Vacant

September 22, 2025 CPMT Minutes – Michelle Brown made the motion to approve the September 22, 2025 CPMT meeting minutes. Roberta Boyd seconded and the motion unanimously passed.

September Fiscal Year 2025 Financial Report – Shanna Plaster made the motion to approve the September FY 2025 Financial Report. Shelby Mitchell seconded and the motion unanimously passed.

September Fiscal Year 2026 Financial Report – Roberta Boyd made the motion to approve the September FY 2026 Financial Report. Shelby Mitchell seconded and the motion unanimously passed.

Safe & Stable Funds September 30, 2025 – Shanna Plaster made the motion to approve the September 30, 2025 Safe & Stable Funds. Roberta Boyd seconded and the motion unanimously passed.

Members reviewed the Substance Abuse Case Report FY2024 through 2025. Members discussed the report showing a decrease in monies spent for substance abuse cases. There are ninety-two (92) CSA cases with 58% of those cases substance abuse related. Even with a decrease, data still reflects a high number for the Tazewell County area. Members discussed the substance abuse and drug overdoses for Southern Virginia are higher than the national average.

Mr. Taylor discussed his involvement on the Opioid Abatement Committee. The committee is pursuing two years of funding for substance abuse prevention. The program will work with clients and involve the Tazewell County School population starting at the middle school level. This will be a fifteen-week program.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Children's Services Act (CSA) Local Agency Annual Risk Assessment Survey - Fiscal Year 2026 (emailed CPMT 10/2/2025). Members reviewed, discussed, and completed the Risk Assessment Survey for Tazewell County. The coordinator will compile their answers and submit online by the October 31, 2025 deadline.

Members were reminded the FAPT Parent Representative is still vacant. During the October 6, 2025 FAPT meeting after an IFSP review by phone of a CSA youth receiving services, members discussed via telephone call with a foster care parent if she would be interested in becoming a Parent Representative for the FAPT. The job description was reviewed with her and the FC parent responded verbally she would be interested. The Coordinator informed the FC parent CPMT will need to review and approve the selection of the Parent Representative. She was advised this office

would reach out to her within the next one to two weeks. During today's meeting, CPMT reviewed the FAPT submission to consider the Foster Care Parent as a FAPT Parent Representative. CPMT discussed of the capabilities of the FC Parent to perform in the role of a Parent Rep. Concerns were raised and discussed of recent behavior and of the actions of the FC Parent towards children in her care. CPMT members decided not to move forward with this submission of this Parent Representative and declined to approve the FAPT submission.

Lori Gates Addison made the motion not to approve the submission of this FC Parent as a FAPT Representative. Shelby Mitchell seconded and the motion unanimously passed.

FAPT is asked to continue searching for a Parent Representative.

Included in today's meeting packet is an update on Family Engagement/Participation in FAPT for Tazewell County. Members received and reviewed again the OCS Enhanced Technical Assistance Program 2023 • September 23, 2024 OCS Program Consultation: Observations and Recommendations Tazewell County (handout). Courtney Sexton OCS Program Consultant submitted this report. This report is on file with the Office of Children's Services (OCS) and State Executive Council (SEC) that oversees OCS and the CSA Program. The coordinator reminded members this report is being used by the coordinator as the blueprint and guide for Tazewell County's family engagement. There has been much success in bringing Tazewell County into compliance with policy and procedure in this area. However, the coordinator advised the members it is an on-going process with a lot of push back/resistance from some workers, case managers and supervisors. Included in the meeting packet, examples of the FAPT staffing list used with documentation of the Staffing Notification and Confidentiality Form used during FAPT meetings.

Also included copies of emails sent to case managers, case workers, and supervisors with Children's Services Act 8.1.2 Family Involvement and Strengths-Based Practices and Code of Virginia Family Engagement 3.3 (Emailed FAPT, CPMT and all Case Managers and Workers 09/30/2025). The coordinator always sends monthly reminders regarding policy and procedure for staffing and family engagement.

For transparency, the coordinator advised CPMT members she was asked to attend a meeting with Mr. David Taylor, DSS Director and Ms. Charity Whitt, Administrative Services Manager and the coordinator's direct supervisor. DSS Supervisors complained to Mr. Taylor, of a particular email sent by the coordinator. The coordinator advised members a CSA Documentation email was sent October 3, 2025 to all program area case managers, workers, CPMT and FAPT members. The DSS supervisors did not like the language contained in the email; ***"Here we go again. I was hired December 2021 and I have been sending out the same message with the same attachments 2-3 times a year since 2022, 2023, 2024 and 2025. The most recent was June 30, 2025 as you can see from the message below. Check the email thread, I am sure you will see your name however for some reason, some of you have email amnesia as if I have never provided you with these forms."***

The coordinator told CPMT members, during the meeting with the Director and Coordinator's Supervisor I voiced my concerns of some DSS workers and supervisors not cooperating with my requests for OCS required documentation when opening a new CSA case file and the correct forms to use. The coordinator voiced her frustration of not following policy and procedure of services starting without prior CPMT approval and authorization to use CSA pool funding. Also discussed was the lack of cooperation of workers/case managers to contact families to participate in FAPT and provide the Notification of Staffing and Confidentiality Forms. I have documentation of all the emails sent from 2022, 2023, 2024 and 2025 that contain the forms, the Tazewell County local policy and procedures, Code of Virginia and OCS and SEC Policy and Procedure.

CPMT members discussed their willingness and involvement to ensure all workers, case managers and supervisors in each program area understand the requirements of eligibility to access the CSA Program pool funds. Members discussed having conversations with their program supervisors and workers what is expected and accountability of not following the policy and procedure of the CSA program and the Code of Virginia

Included in today's meeting packet an update on Tazewell's OCS required training for members and workers. The coordinator again shared the spreadsheet used for Tazewell County's Onboarding Training and Continued Training for CPMT to review. Training material reminders are provided on a regular basis. However, not all new FAPT and CPMT members and their backup/alternates complete the required OCS training and on boarding provided by the coordinator.

The coordinator advised members for the upcoming 2026 year, she will request the following OCS training courses from OCS to provide Tazewell County:

- Family Engagement 4 hour in person training

- Discharge Planning.

An email will be sent to all case managers and workers requesting their Certificate of Training for:

- CSA011 - CSA for New LDSS Staff - Module 1
- CSA - CSA012 CSA for New LDSS Staff - Module 2
- CSA013 - CSA for New LDSS Staff - Module 3
- CSA014 - CSA for New LDSS Staff - Module 4
- CSA015 - CSA for New LDSS Staff - Module 5
- CSA016 - Case Manager Training for Non-DSS Case Managers/workers

CPMT members directed the coordinator to instruct case managers/workers they will have sixty days to complete the online training and provide certificates.

CPMT members reviewed Office of Children's Services November 2025 Training Calendar (Handout). There were not any Community Announcements.

Members were reminded; Tazewell County CPMT Long Range Plan Objectives will be reviewed annually by the CPMT CSA program staff to incorporate any changes within state policy or code in order to remain in compliance. The plan was last reviewed and updated June 24, 2024. Review of The Long Range Plan will be on the CPMT November 17, 2025 meeting agenda. An email was sent to all CPMT members with the Long Range Plan Objective on October 31, 2025. Members were asked to print and bring a copy to the November 17, 2025 CPMT meeting.

Members were reminded of Administrative Memo #25-12 Changes to Login Procedures Okta. The coordinator forwarded the email to FAPT and CPMT members October 21, 2025. The coordinator also reminded members to look at the Tazewell County web page to review the Tazewell County Community Policy Management Team and Family Assessment Planning Team web page accessible to the public. The coordinator has worked very hard with Tazewell County IT Department to get this information set up on the site. The coordinator asked for CPMT feedback for any suggestions of changes or additional information to be added.

Closed Session – Lori Gates-Addison 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 Shanna Plaster and unanimously carried.

Lori Gates-Addison made a motion to return to open session. The motion was seconded by Shelby Mitchell 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 6, NAYS 0, ABSENT 4

ABSENT DURING MEETING: Robbie Davis Chair, Arlene Matney, Parent Representative Vacant

ABSENT DURING VOTE: Robbie Davis Chair, Arlene Matney, Roberta Boyd, Parent Representative Vacant

Shanna Plaster 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.

Lori Gates-Addison made a motion to approve funding for Foster Care Maintenance Services Not FAPT Reviewed for services for these cases. The motion was seconded by Shanna Plaster and unanimously carried.

Meeting adjourned at 11:35 p.m.

Due to the Thanksgiving Holiday Week, the Next CPMT Meeting is Monday November 17, 2025 at 10:00 a.m.