

**COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
March 23, 2026**

Called to order 10:07 a.m. by Robin Jackson, CPMT Vice Chair

CPMT Members Confidentiality Signature Form

The following CPMT members attended:

Robin Jackson CPMT Vice Chair Tazewell County Health Department
Whitley Wagner, DePaul Private Provider Representative
Jeff Brintle for Robbie Davis Chair, Tazewell County Juvenile Court Services
David Taylor, Director Tazewell County DSS
Arlene Matney, Fiscal Agent Tazewell County Administration
Lori Gates-Addison, Cumberland Mountain Community Service Board

The following CPMT members were absent:

Roberta Boyd, Clinch Valley Community Action
Shanna Plaster, Tazewell County Board of Supervisors
Michelle Brown, Tazewell County Schools
Parent Representative Vacant

February 26, 2026 CPMT Minutes – Arlene Matney made the motion to approve the February 26, 2026 CPMT meeting minutes. Lori Gates-Addison seconded and the motion unanimously passed.

February Fiscal Year 2026 Financial Report – David Taylor made the motion to approve the February Fiscal Year 2026 Financial Report. Jeff Brintle seconded and the motion unanimously passed.

Safe & Stable Funds February 28, 2026 – David Taylor made the motion to approve the February 28, 2026 Safe & Stable Funds. Lori Gates-Addison seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

Members were reminded the FAPT and CPMT Parent Representative still vacant and discussion was had regarding efforts to fill the vacancy.

OCS CSA Tazewell County Audit Virtual Entrance Conference Meeting was held March 18, 2026 at 3:00 p.m. This meeting was conducted by Rachel Friedman Program Auditor Office of Children’s Services. In attendance were Margo Trigg Coordinator and Robbie Davis CPMT Chair. Ms. Freidman discussed the audit purpose, scope and objectives. Next steps of the audit were outlined for coordinator to provide a sample of the client case files selected, and the self-assessment workbook to be examined remotely by the audit team. Once the sample selection is finalized, the auditor will send lists of specific documents needed for each case. The files will be submitted electronically using secure/encrypted transmission process. All the required client records are due by close of business, Wednesday, April 22, 2026.

NEW BUSINESS:

Members were advised, coordinator is still receiving some push back and some workers are not cooperating with getting ALL FAPT paperwork accurate, completed and received by specified due date at a minimum no later than noon the Friday before the Monday FAPT meeting. There is also resistance for family and provider participation in the FAPT process. This is in policy and procedure. CPMT Members were again provided the **Characteristics of a High-Functioning FAPT** and **Characteristics of a High-Functioning Community Policy and Management Team (CPMT)**. Members also were given **FAPT Insights Series Strengthening Teams. Supporting Families. Improving Outcomes** from the **CSA Today Winter 2026 Edition**.

It is clearly stated everyone comes to FAPT prepared. Eligibility decisions are a core FAPT responsibility, members review all relevant documentation.

- The FAPT provides comprehensive family engagement; the FAPT expects that families and providers will attend and participate in meetings. The FAPT engages other relevant stakeholders (e.g., foster parents, Guardian ad Litem (GAL), Court Appointed Special Advocates (CASA), biological family, etc.). FAPT provides for family participation when families cannot attend meetings in person.

- FAPT reviews for CSA eligibility. FAPT members are familiar with all eligibility categories. **FAPT meetings are organized with a clear schedule and members review eligibility and service planning documentation in advance of meetings.**

The coordinator stated some program area workers are not following the procedure in place, this impacts ensuring FAPT members have ALL documentation **BEFORE** meeting with FAPT for their review. The coordinator stated FAPT member input and their direct involvement is necessary to ensure all documentation is received on time.

Characteristics of a High-Functioning Community Policy and Management Team (CPMT) were also reviewed. The question is asked, are we doing this? If we are, how can we make it better? If we are not doing this, what are we going to do about it?

Members were reminded these characteristics are in the CSA Audit and documentation must be provided to support we are abiding by these guidelines.

Coordinator emailed the CSA Administrative Memo #26-01 Title IV-E and Trafficking Prevention Designation for Group Homes to FAPT & CPMT 3-12-26. This information was included in today's meeting packet. Mr. Taylor was asked if there are any updates from the VDSS regarding the May 1, 2026 target date.

Coordinator also stated the CSA Administrative Memo #26-02 Review and Reallocation of FY2026 WRAP-Around Services for Students with Disabilities (SPED Wrap) emailed to FAPT & CPMT 3-19-26. The hard copy memo is not included in the today's meeting packet due to Tazewell County not receiving Wrap Funds due to non-use of this funding source.

Next on the agenda, OCS Annual CSA Service Gap Survey FY2026 (FY 2025 Follow-up). This is due May 8, 2026. The form FY2026 CSA Service Gap Survey (Follow-Up for FY2025 Responses) was emailed as well as last year's answers. *Section 2.2-5211.1.2 of the Code of Virginia requires that: "The community policy and management team shall report annually to the Office of Children's Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services."* This requirement led to the implementation of the annual CSA Service Gap Survey, which has been in place since 2007. The full survey was conducted last year; this year's responses are intended to capture any changes that have occurred in FY2026. Members discussed and completed the survey during today's meeting.

CPMT were reminded, a request for available training dates emailed February 12, 2026 for a response to the Family Engagement Training. Everyone was asked to reply by February 27, 2026. As of today's date February 25, 2026 only five FAPT members, three CPMT members and one Case Worker have responded to participate in the August 13 or August 18, 2026 training. CPMT members were informed due to the poor response and low number of participants, training most likely will not be provided. CPMT members discussed if the training should be mandatory. David Taylor disagreed and stated he will not make this mandatory for DSS workers due to DSS already has family engagement training and every worker is involved in meeting with their families. Lori Addison-Gates asked why CPMT agreed to the training if attendance was not going to be required. Mr. Taylor suggested having training offered at a regional level. The coordinator reminded members, this training is for the local CSA program at Tazewell County.

There are issues with some workers and case managers' reluctance in cooperating with the FAPT family engagement process here at the local level. This training would educate the worker as to the importance and that it is required for the CSA program. OCS also requires documentation of training for local CSA staff participation in CSA related training and seminars. The coordinator is required to offer and provide the opportunity for CSA related training in order to stay in compliance. Through the audit process, OCS determines whether a training plan has been established for local CSA program staff. The coordinator advised CPMT members, Buchanan and Russel County Coordinators will be asked if their locality is interested to participate in the August 13 or August 18, 2026 Family Engagement Training.

Worker requests to add **Three Rivers Treatment Center** as a CSA Tazewell County Provider. An appropriate placement is being sought for the youth and has received over 15 denials, primarily due to high-risk behaviors, including fire setting and ongoing inappropriate sexualized behaviors. Three Rivers has accepted placement for this youth.

Arlene Matney made the motion to approve to add **Three Rivers Treatment Center** as a **Tazewell County CPMT CSA Provider**. Jeff Brintle seconded and the motion unanimously passed.

CPMT members reviewed Office of Children's Services April 2026 Training Calendar (Handout). CPMT members were reminded of more CPMT training opportunities designed to support CPMT members and those who supervise CSA Coordinators.

Community Announcements

Lori Gates-Addison reminded members the Annual Problem Gambling & Gaming Prevention Conference scheduled March 25, 2026 9:30am - 3:30pm in Abingdon, VA. Ms. Gates-Addison also discussed an upcoming Domestic Violence Conference. She will send information to the coordinator to distribute to members through email. Robin Jackson informed members the Mobile Units would start soon, available every week on Wednesday and Friday in Tazewell, Russell and Dickenson Counties. Ms. Jackson and Ms. Gates-Addison discussed CMCSB and the Health Department collaborating/partnering on some of the Mental Health Education Coalitions.

Closed Session – David Taylor 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 Jeff Brintle and unanimously carried.

Open Session David Taylor made a motion to return to open session. The motion was seconded by Whitney Wagner 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: Roberta Boyd, Shanna Plaster, Michelle Brown, Parent Representative Vacant

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Arlene Matney 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 David Taylor and unanimously carried.

Lauri 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 David Taylor and unanimously carried.

Meeting adjourned at 11:36 a.m.

Next CPMT Meeting Monday April 27, 2026 at 10:00 a.m.