

**COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
April 27, 2026**

Called to order 10:01 a.m. by Robbie Davis, CPMT Chair

CPMT Members Confidentiality Signature Form

The following CPMT members attended:

Roberta Boyd, Clinch Valley Community Action
Robbie Davis Chair, Tazewell County Juvenile Court Services
Michelle Brown, Tazewell County School
Whitley Wagner, DePaul Private Provider Representative
Robin Jackson CPMT Vice Chair Tazewell County Health Department
Shanna Plaster, Tazewell County Board of Supervisors
David Taylor, Director Tazewell County DSS
Lori Gates-Addison, Cumberland Mountain Community Service Board

The following CPMT members were absent:

Arlene Matney, Fiscal Agent Tazewell County Administration
Parent Representative Vacant

March 23, 2026 CPMT Minutes – Robin Jackson made the motion to approve March 23, 2026 CPMT meeting minutes. Whitley Wagner seconded and the motion unanimously passed.

March Fiscal Year 2026 Financial Report – Roberta Boyd made the motion to approve the March Fiscal Year 2026 Financial Report. Shanna Plaster seconded and the motion unanimously passed.

Safe & Stable Funds March 31, 2026 – Roberta Boyd made the motion to approve March 31, 2026 Safe & Stable Funds. Robin Jackson seconded and the motion unanimously passed.

UNFINISHED BUSINESS:

The FAPT Parent Representative of Erik Robinson is submitted in today's meeting. Included in today's packet for CPMT members to review, the FAPT and CPMT Parent Representative Job Description, and Recruiting and Retaining Parent Members on Interagency Teams. Also included for members, a brief background summary of Mr. Robinson.

David Taylor **made** the motion to approve Erik Robinson FAPT Parent Representative Robin Jackson seconded and the motion unanimously passed.

The OCS CSA Tazewell County Audit Self-Assessment Workbook Follow-Up Request was submitted to the OCS CSA Auditor. All documentation was emailed to the Rachel Friedman Auditor with a copy to Robbie Davis CPMT Chair and Robin Jackson CPMT Vice Chair Friday April 17, 2026. Included in today's packet a copy of the email detailing documents emailed to the auditor.

NEW BUSINESS:

enCircle (Minnick) is requesting two (2) Changes/Amendments the TC CPMT Service Agreement Section 4. Payments and Invoices.

4. **PAYMENT AND INVOICES Page 3 Second Paragraph**

All invoices must be submitted to the CSA Case Manager or to the individual designated in the purchase of services order, within five (5) working days following the last day of each month for which services were provided.

- enCircle requested amendment: change from 5 to 15 days

David Taylor made the motion to approve the change to within fifteen (15) working days following the last day of each month for which services were provided. Lori Gates-Addison seconded and the motion unanimously passed.

4. **PAYMENT AND INVOICES Page 4 Last Paragraph and Page 5 First Paragraph**

In the event of absences of a non-residential child for previously scheduled services provided in a Private Day School, the TCCPMT agrees to pay to the Provider the service rate agreed to for up to seven (7) days of such absences per semester or 14 days per academic year. With excused absences being parent notes from home and notes from a doctor,

the student may exceed the semester and yearly limit. In the event of absences of a non-residential child for previously scheduled services provided in a Private Day School, the TCCPMT agrees to pay to the Provider the service rate agreed to for up to only five (5) days of such unexcused occurrences per year. Truancy occurs when a student has more than five (5) unexcused absences. The Provider, in compliance with compulsory school attendance laws, shall provide notification to the local school division(s) regarding truancy. The Provider shall provide the TCCPMT and case manager with a copy of monthly reports of “non-attendance” unexplained absences, unexcused absences, progress, or lack of progress of child for a previously scheduled service rendered by the Provider. The Provider agrees to charge TCCPMT for only those services rendered.

- enCircle requested amendment: replace the language with the following:

The Provider will comply with applicable Virginia attendance laws and regulations, including § 22.1-258 and 8VAC20-110-130. As such, a student receiving private day services will be discharged from the school after 15 consecutive absences. The Buyer agrees to pay for all absences up to the point of discharge.

CPMT members discussed enCircle requesting Contract changes to other localities. CPMT members asked the coordinator to request enCircle to attend the May 18, 2026 CPMT meeting at 11:00 a.m. to discuss the request to amend this section of the Service Agreement.

CPMT members reviewed Office of Children's Services May 2026 Training Calendar (Handout). CPMT members were reminded of more CPMT training opportunities designed to support CPMT.

Community Announcements

Robbie Davis discussed attending a Domestic Violence meeting. Clinch Valley representatives also attended.

Closed Session – Shanna Plaster 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 Robin Jackson.

Open Session – Robin Jackson made a motion to return to open session. The motion was seconded by Lori Gates-Addison 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: Arlene Matney, Parent Representative Vacant

ABSENT DURING VOTE: Arlene Matney, 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 Roberta Boyd 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 Robin Jackson and unanimously carried.

Members were reminded due to Memorial Day holiday next month, CPMT meeting is Monday May 18, 2026 at 10:00 a.m.

Meeting adjourned at 10:47 a.m.

Next CPMT Meeting Monday May 18, 2026 at 10:00 a.m. (Due to Memorial Day May 25, 2026)