

**COMMUNITY POLICY AND MANAGEMENT TEAM
MEETING MINUTES
May 18, 2026**

Called to order 10:00 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
Michelle Brown, Tazewell County School
Jeff Brintle for Robbie Davis Chair, Tazewell County Department of Juvenile Justice
David Taylor, Director Tazewell County DSS
Whitley Wagner, DePaul Private Provider Representative
Lori Gates-Addison, Cumberland Mountain Community Service Board
Roberta Boyd, Clinch Valley Community Action

The following CPMT members were absent:

Arlene Matney, Fiscal Agent Tazewell County Administration
Shanna Plaster, Tazewell County Board of Supervisors
Parent Representative Vacant

April 27, 2026 CPMT Minutes – David Taylor made the motion to approve April 27, 2026 CPMT meeting minutes. Whitley Wagner seconded and the motion unanimously passed.

Upon review and approval of the April 27, 2026 Jeff Brintle stated Robbie Davis Tazewell County Juvenile Court Services title is not correct. Mr. Brintle asked the title be corrected to Robbie Davis Tazewell County Department of Juvenile Justice. The change was made.

April Fiscal Year 2026 Financial Report – Lori Gates-Addison made the motion to approve the April Fiscal Year 2026 Financial Report. Michelle Brown seconded and the motion unanimously passed.

Safe & Stable Funds April 30, 2026 – David Taylor made the motion to approve April 30, 2026 Safe & Stable Funds. Jeff Brintle seconded and the motion unanimously passed.

CPMT members reviewed Tazewell County Medicaid Billings Report Fiscal Year 2026 (Updated 4/15/16).

UNFINISHED BUSINESS:

Ms. Brenda Blizzard submitted request for consideration to fill the CPMT Parent Representative vacancy. CPMT members reviewed documents and background of experience summary submitted by Ms. Blizzard. Ms. Blizzard also submitted her Parent Education Advocacy Training Certificates. CPMT discussed Ms. Blizzard's qualifications and asked if anyone knew Ms. Blizzard. Ms. Brown stated she did know her through her involvement with the Special Education Advisory Committee and other organizations. Members did not have opposition to Ms. Blizzard filling the vacancy.

CPMT Parent Representative - Jeff Brintle made the motion to approve Brenda Blizzard as CPMT Parent Representative. Whitney Wagner seconded and the motion unanimously passed.

It is Contract renewal time for the 2026 to 2027 Fiscal Year. Tazewell County has fifty four Service Agreements the coordinator has sent out for renewal. Provider enCircle (Minnick) requested changes/amendments to TC CPMT Service Agreement Section 4. Payments and Invoices. Terri Webber and Ashley Wittl-Osborne with Minnick were scheduled for an 11:00 a.m. in person meeting with CPMT to discuss requested changes. The provider did not attend the scheduled 11:00 meeting in person. Nor was the coordinator notified prior to the start of the 10:00 CPMT meeting. The coordinator took a phone call in the switchboard room at 11:00 from Ms. Webber. Ms. Webber stated due to unforeseen circumstances she could not attend in person and was seeking to attend virtually or by phone. The CPMT meeting was interrupted and put on hold during this time. Ms. Weber was informed the CPMT meeting started at 10:00 a.m. During the CPMT meeting time, I am in the meeting away from my computer and office phone unless prior meeting arrangements require the coordinator to have computer. The conversation was shared with CPMT members. CPMT members elected not to return Ms. Webber's phone call during the meeting and proceed with the CPMT meeting agenda to keep to the meeting schedule due to time constraints. CPMT members instructed coordinator to reschedule and request Minnick to attend the June 22, 2026 CPMT meeting at 11:00 a.m. to discuss the requested change below to the contract:

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.

The motion was made the above part of the Tazewell County CPMT Service Agreement will not have any changes or amendments. David Taylor made the motion no changes to the Contract. Jeff Brintle seconded and the motion unanimously passed.

Next on the agenda, an update was given to members on the status of Tazewell County OCS Audit for Fiscal Year 2025. In today’s meeting packet members have a copy of Tazewell County CSA Audit FY2025 - Preliminary Observations - ACTION REQUESTED and the pdf attachments, Preliminary Observations - 05.13.26.pdf; October 2024 QAA Report - Client Excerpts.pdf files. The audit documents were reviewed and CPMT members were informed a response is required by May 28, 2026.

NEW BUSINESS:

The Tazewell County CSA Program is currently undergoing the county audit FY26 conducted by Robinson, Farmer, Cox Associates. Members received a copy of the April 29, 2026 email from RFC requesting CSA sample data. There are 25 records (samples) and ten (10) Service Agreements. This audit date was **due May 11, 2026**. The CSA Coordinator provided all requested samples and uploaded the data to RFC **May 7, 2026**.

CPMT members reviewed Office of Children's Services June 2026 Training Calendar (Handout). At this time, there is not any training listed on the calendar. CPMT members were reminded of more CPMT training opportunities designed to support CPMT. Coordinator emailed the 15th Annual Commonwealth of Virginia Children’s Services Act Conference, scheduled to take place at the Hotel Roanoke in Roanoke, Virginia, from October 14-15, 2026. The conference will commence with a joint pre-conference session for CSA Coordinators, CPMT members, and FAPT members on October 13, 2026. OCS strongly encourages participation from local CSA team members in this important team-building event. In addition, OCS Office Hours continues to be emailed to CPMT and FAPT members by the coordinator. The next Office Hours session will resume in September 2026.

Community Announcements

None

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 Jeff Brintle.

Open Session – Lori Gates-Addison made a motion to return to open session. The motion was seconded by Whitley 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 7, NAYS 0, ABSENT 3

ABSENT DURING MEETING: Arlene Matney, Shanna Plaster, Parent Representative Vacant

ABSENT DURING VOTE: Arlene Matney, Shanna Plaster, Parent Representative Vacant

Jeff Brintle 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.

Roberta Boyd made a motion to approve funding for Foster Care Maintenance Services Not FAPT Reviewed for services for these cases. The motion was seconded by Michelle Brown and unanimously carried.

Next CPMT meeting is Monday June 22, 2026 at 10:00 a.m.

Meeting adjourned at 11:30

Next CPMT Meeting Monday June 22, 2026 at 10:00 a.m.