COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT) MINUTES

January 20, 2026, 2:00 PM

WARREN COUNTY GOVERNMENT CENTER – CAUCUS ROOM

Board Members Present: Ms. White, Mr. King, Ms. Slaughter, Mr. Stollings, Ms. Shirley, Ms. Kelly, Ms. Cullers

Staff: Ms. Clark, CSA Coordinator; Dr. Pandel, CPMT Mental Health Liaison

FAPT Representative: None

Recording Secretary: Ms. Clark

Call to Order: Mr. Stollings called the meeting to order at 2:00 pm.

Adoption of Agenda: Motion made by Ms. Cullers and seconded by Ms. Shirley to approve the agenda as amended. All in favor. Motion approved

Approval December 16, 2025, Minutes: Motion made by Mr. Shirley to approve the meeting minutes and seconded by Ms. Kelly. Ms. White abstained as she was not present at the December meeting. All others in favor. Motion Approved

Public Comment: Is intended as an opportunity for the public to give input on relevant issues and not intended as a question-and-answer period. No public present at the meeting.

Financial Report: Ms. Clark provided the financial report generated by Ms. Scott who could not be present. Ms. Clark provided a projection report from Thomas Brothers which included encumbrances and projections for services currently being provided through the end of the fiscal year. Ms. Clark reported the projection did not include the 3 children that recently came in foster care, and out of state placement for a parental agreement and other services. The reports showed a projection of $3.6 million total for the year however including a projection of the items not listed the amount would be closer to $4.19 million total for the year.

Ms. Clark provided a copy of the OCS transaction history for December and the December Pool Reimbursement report.

Ms. Clark provided a copy of the placement by service type report from the OCS Data Dashboard. Ms. Clark reported there are currently 62 children receiving services with an average of $15,547 per child. Ms. Cullers asked if the average per child would go down with the recent joining with CFW. Ms. Clark advised it should for foster care children as those placements tended to be LDSS or kinship placements which would save on the daily supervision rates charged by TFC's. Ms. White reported DSS has approximately 13 children in the adoption process currently that they are hoping to have completed by the end of the fiscal year.

Old Business:

UM/UR Reports: Dr. Pandel reported the UR's are going well. Dr. Pandel reported most of the kids have had three or four reviews at this point and they are progressively getting better. They are now moving towards making sure goals are appropriate and kids and consistently moving forward. Dr. Pandel reported that Ms. Clark created an easy-to-follow chart that tracks what things were noted in the UR and when corrections are made/completed. Overall they are moving right along and pleased with the progress.

New Business:

Annual SOEI Forms: Ms. Clark reported that annual SOEI forms were now due and that copies should be provided to her as soon as possible for those that needed to complete them.

APTS Inclement Weather Policy: Ms. Clark provided a memo from APTS regarding an amendment to their inclement weather policy and billing. The team discussed payment for days not attended in child care and school providers. Ms. Clark reported that APTS would be providing virtual instruction on days the building was closed for inclement weather.

Onsite OCS Training: Ms. Clark reports OCS had come out with their list for onsite trainings for the year. Ms. Clark reported that as part of the ETA program the CPMT, FAPT and alternative would need to attend CPMT and FAPT Roles and Responsibilities training. Ms. Clark to coordinate with Courtney Sexton and send a Doodle to the teams to determine the best date and time for the training.

2026 Contract Update: Ms. Clark reported the CPMT contract would need to be updated effective July 1, 2026. The team reviewed and amended the CPMT contract, Addendum A, B and C. Ms. Clark to provide revision to legal for review and comment. Final review and approval scheduled for the February 17, 2026 meeting.

Helm Law Contract: Ms. Clark provided an update retainer from Helm Law for review. Ms. Shirley made a motion to approve the retainer. Ms. Slaughter seconded the motion. All were in favor. Motion Approved.

Vendor Approval: Ms. Clark provided information on Youth Empowered Solutions for possible placement. Ms. Shirley made a motion to approve Youth Empowered Solutions as a CPMT vendor. Mr. Kuzmick seconded the motion. All were in favor. Motion Approved.

Discussion/Updates:

Brown Bag: Community Protective Factors presentation was successfully held December 19, 2025. Ms. Clark reported she had reached out regarding the human trafficking Brown Bag but had received no response. Ms. Slaughter offered to reach out as well. No changes to Brown Bag schedule at this time.

Agency Updates: Mr. Kuzmick reported they had a change in staffing so they would need to appoint a new FAPT representative moving forward. Mr. Kuzmick said they did not have a FAPT representative yet so the alternates Mr. Haines or Ms. Narusewiscz would most likely attend the February FAPT meetings.

Mr. Stollings reported he moved the two supervisors off of FAPT and Tiffany Matthews would be the new FAPT representative. Mr. Stollings reported both of his PO positions had been filled. Lauren Taylor started in September 2025, and Tiffany Matthews started in October 2025. Mr. Stollings reported DJJ also hired a full time administrative person who will be starting February 10, 2026 and that the supervisor position was now posted.

Closed Session:
On a motion by Ms. Shirley, seconded by Ms. Kelly, Community Policy and Management Team entered into an Executive Session pursuant to 2.2- 3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team. All in favor. Motion approved.

Exit of Closed Session: Ms. Shirley motioned to exit closed session. Ms. Kelly seconded and all were in favor. Motion approved

Certification by Individual Roll Call:
On a motion by Ms. Shirley, seconded by Ms. Kelly, and by the following vote, the Community Policy and Management Team certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting:

Ms. White - Aye, Mr. King - Aye, Ms. Slaughter - Aye, Mr. Stollings - Aye, Ms. Shirley - Aye, Ms. Kelly - Aye, Ms. Cullers – Aye

Approval of Matters Discussed in Executive Session:

On a motion by Ms. Cullers, seconded by Ms. Shirley, the Warren County CPMT approved all FAPT case reports as discussed and/or amended in closed session. All were in favor. Motion approved.

MOTION TO ADJOURN:
On a motion by Ms. Slaughter, seconded by Ms. Shirley, and by unanimous vote, the CPMT adjourned the meeting. Motion approved.