

**MartinsvilleMartinsville City
Community Policy and Management Team**

Meeting Minutes

Thursday October 26, 2023—8:30 AM

Henry-Martinsville Department of Social Services

I. Call to Order:

Kelly Koebel, CPMT Chair, called the meeting to order at 8:32 AM.

II. Roll Call:

The following team members attended the meeting:

Court Services Unit:

☒ Robert Hiatt, CSU Director

☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

☒ Kelly Koebel, PCS – CPMT Chair

☐ Sharon Buckman, PCS Alternate

Henry/Martinsville Dept. of Social Services

☐ Amy Rice, Director of HMDSS

☒ April Evans, Assistant Director of HMDSS- CPMT Chair

Martinsville City Public Schools:

☒ Cynthia Tarpley, Spec. Ed. Director

☐ Karen Adams, Alternate

Martinsville/Henry Co. Health Department

☐ Steve Bailey, Department of Health

☐ Verna Burnette, Alternate

Martinsville City Administration Office – Fiscal Agent

☐ Megan Eanes, Finance Dept.

☐ Mandy McGhee, Alternate

☒ Crystal Ferguson, Alternate

Private Provider:

☐ VACANT

Parent Representative:

☐ VACANT

III. Public Comment

IV. Approval of Agenda:

Kelly Koebel called for the approval of the agenda with amendments. April Evans motioned to approve the meeting agenda. Cynthia Tarpley seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

- a) September 28, 2023, Meeting Minutes
- b) CSA Pool Reimbursement Report

Kelly Koebel called for the approval of the consent agenda. Crystal Ferguson motioned to approve the meeting agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

V. Old Business:

- a. Accounts payable check register – Fiscal agent, Crystal Ferguson
 - a. Monthly Expenditures for FY24 \$88,154.20
 - b. Year-to-Date Expenditures for FY24 \$212,661.19
- b. Promoting Safe and Stable Families – 866 Report, by Robin Turner
 - a. \$11,615 Encumbered, \$6,385 Balance

VI. New Business:

VII. Joint New Business

- a. New Contract Approvals
 - 1. Leary Educational Foundation DBA Timber Ridge School
 - a. Crystal Ferguson motioned to approve the contracts. April Evans seconded the motion. Motion carried by unanimous vote.
 - 2. Remove Sharon Buckman as the PCS CPMT alternate. She has accepted a new position within the agency.
 - a. Crystal Ferguson motioned to approve the change. April Evans seconded the motion. Motion carried by unanimous vote.
 - 3. CQI
 - i. FY23 Demographic Report
 - 1. Martinsville served 38 children (17-female, 21-male)
 - 2. Martinsville served youth ages 13-17 more than children and youth of other age groups with ages 7-12 second
 - 3. DSS children made up 21 of the children and youth served. 8 children from education referrals, 4 children from juvenile justice and 5 children from the Community Services Board
 - ii. FY23 Locality Service Name Report
 - 1. Foster Care and Private Day Education resulted in the largest expenses for Martinsville for FY23.
 - iii. FY23 Locality Comparison Report
 - 1. Comparing Martinsville to surrounding localities (Danville, Franklin County, Patrick County, and Pittsylvania County) there was not a large gap in average per diem cost or average length of stay. Net expenditure per child showed Martinsville at \$31,454.21 with a range of \$27,287.08 to \$48,000.
 - iv. FY23 Community Based Services
 - 1. In FY23 73.7% of our children served received no residential services this is down from 88.9% in FY22. Observations were made that we had a court-ordered

residential placement in FY23 and 4 residential/group home placement for foster children due to a higher level of need.

VIII. Closed Session per Code of Virginia 2.2-3711 (A) (15)

Kelly Koebel called to go into closed session at 8:35 AM to discuss cases, as allowed under COV 2.2-3711(15) of the Virginia Freedom of Information Act.

- Cynthia Tarpley motioned to go into closed session; April Evans seconded.
Motion was carried by unanimous vote.
- a. FAPT Cases – CSA Coordinator (see CPMT funding report)
- b. New Foster Care Cases – DSS (see CPMT funding report and Foster Care Review)-
- c. IEP Cases – Schools-See Private Day Review
- d. Group Home and Residential Placement Reviews
 - a. DSS Case # 6090722
 - b. CSU Case # 684036
- e. Case review for expenditures over \$5,000.00/mo.
 - a. School Case # 1017220488
 - b. School Case # 1019201704
 - c. School Case # 1016419224
 - d. DSS Case # 10876057
 - e. DSS Case # 10978720
 - f. DSS Case # 8243976
 - g. DSS Case # 10955141

IX. Return to Open Meeting:

- X.** CPMT returned to an open meeting at 8:52 AM, on a motion by April Evans. Crystal Ferguson seconded. The motion carried by unanimous vote.

Certify closed meeting:

Robin Turner, CSA Coordinator read the certification of the closed meeting and took a roll call vote. Those voting in the affirmative were:

Court Services Unit:

- ☒ Robert Hiatt, CSU Director
- ☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

- ☒ Kelly Koebel, PCS – CPMT Chair
- ☐ Sharon Buckman, PCS Alternate

Henry/Martinsville Dept. of Social Services

- ☐ Amy Rice, Director of HMDSS

☒ April Evans, Assistant Director of HMDSS
Martinsville City Public Schools:
☒ Cynthia Tarpley, Spec. Ed. Director
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Martinsville City Administration Office – Fiscal Agent
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☒ Crystal Ferguson, Alternate
Private Provider:
☐ VACANT
Parent Representative:
☐ VACANT

XI. Approve CSA Funding Requests

April Evans motioned to approve CSA funding requests. Crystal Ferguson seconded the motion. Motion carried by unanimous vote. Funding approved.

XII. Adjournment:

Next meeting is scheduled for **Thursday November 30, 2023, at 8:30 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Kelly Koebel called to adjourn the meeting at 9:34 AM. Cynthia Tarpley made a motion to adjourn the meeting. Cynthia Tarpley seconded the motion. Motion carried by unanimous vote.

CPMT minutes submitted by Robin Turner, CSA Coordinator.