

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday January 30, 2025—8:30 AM

Henry-Martinsville Department of Social Services

I. Call to Order:

Kelly Koebel, CPMT Chair, called the meeting to order at 8:30 AM.

II. Roll Call:

The following team members attended the meeting:

Court Services Unit:

☒ Robert Hiatt, CSU Director-CPMT Co-Chair

☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

☒ Kelly Koebel, PCS – CPMT Chair

☐ Dana Dehart, PCS, Alternate

☒ Erin Motley, 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

☐ Karen Adams, Alternate

Martinsville/Henry Co. Health Department

☒ Steve Bailey, Department of Health

☐ Verna Burnette, Alternate

Martinsville City Administration Office – Fiscal Agent

☐ Edena Reese-Atmore, Administration

☒ Brittany Sirkel, Alternate

Private Provider:

☒ Billie White, Progressive Health Systems

☐ Sara Mullins, Private Provider Alternate

Parent Representative:

☐ VACANT

III. Public Comment

IV. Approval of Agenda:

Kelly Koebel called for the approval of the agenda. April Evans motioned to approve agenda. Billie White seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a) December 19, 2024, Meeting Minutes

b) CSA Pool Reimbursement Report

- a. Kelly Koebel called for the approval of the consent agenda. Rob Hiatt motioned to approve the meeting agenda. Brittany Sirkel seconded the motion. Motion carried by unanimous vote; agenda approved.

V. Old Business:

- a. Accounts payable check register – Fiscal agent, Brittany Sirkel
 - a. Monthly Expenditures for FY25 \$120,097.00
 - b. Year-to-Date Expenditures for FY25 \$634,618.85
- b. Promoting Safe and Stable Families – 866 Report, by Robin Turner
 - b. FY25 Encumbered \$7,423.45 Balance \$10,576.55

VI. New Business:

VII. Joint New Business:

- a. New Contract Approval
 - a. Storms Counseling Services
 - 1. Billie White motioned to approve. Brittany Sirkel seconded. Motion was carried by unanimous vote.
- b. 2025 CSA Calendar
 - 1. Yearly Training scheduled for 3/20/2025. OCS CSA Conference will be held October 14-16, 2025. FAPT and CPMT date changes due to holidays, conference, and requests were discussed. April Evans motioned to approve the 2025 CSA Calendar as presented and Brittany Sirkel seconded the motion. Motion carried by unanimous vote.
- c. Remove Jaimee Powell as primary DSS FAPT representative, she will no longer be with the agency as of January 31, 2025. Lauren Wright will rotate to primary FAPT representative.
 - 1. Rob Hiatt motioned to approve the change to DSS FAPT representatives. April Evans seconded the motion. Motion carried by unanimous vote.
- d. Semi-Annual Feedback Surveys
 - 1. Surveys have been sent out electronically via Jot-Form. Survey will close on January 31, 2025. Results will be discussed at the February 2025 CPMT meeting.
- e. Parent Representatives
 - 1. Martinsville CPMT & FAPT and Henry County FAPT are still in need of parent representatives. The locality has shared on social media, websites, partner websites with no interest. County and City approved a small stipend for serving in the hopes to garner interest and we have had no response. CPMT discussed the possibility of speaking at local school board meetings in the future to discuss the need.
- f. CSA Self-Assessment Audit-Local Findings
 - 1. Henry-Martinsville performed a local self-assessment audit in December 2024 and January 2025. Local findings were as follows:
 - i. Statement of Economic Interest for a FAPT Private Provider alternate was not on file. This was corrected on January 15, 2025.
 - ii. March 20, 2024 yearly training sign-in sheet for employees housed at DSS was unable to be located. Training agenda along with

electronic sign-in sheet for attendees outside of DSS were located in the Training Binder.

- iii. Martinsville CPMT, Martinsville FAPT, and Henry County FAPT lack parent representatives.
- iv. Completed CHINS checklist was not on file for two cases.
- v. Correct mandates were used in the completion of purchase orders for IL cases. In some instances, the service placement and services description were incorrect based on guidance received from OCS.
- vi. Stakeholder and community partner surveys were not completed for FY24.
 - a. Billie White motioned to accept the Self-Assessment Audit results and submit the audit to OCS. Brittany Sirkel seconded the motion. Motion carried with unanimous vote.

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

Kelly Koebel called to go into closed session at 8:33 AM to discuss cases, as allowed under COV 2.2-3711(15) of the Virginia Freedom of Information Act.

- Billie White 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 # 10978720
- e. Private Day & Special Education Reviews
 - a. School Case # 1019201704
 - b. School Case # 1016419224
 - c. School Case # 1017836149
 - d. School Case # 1017793869
 - e. School Case # 1018365739
- f. Therapeutic Foster Care Placements over \$6,500/mon.
 - a. No cases to review
- g. Case review for expenditures over \$7,000/mon.
 - a. DSS Case # 10955141

IX. Return to Open Meeting:

X. CPMT returned to an open meeting at 8:47 AM, on a motion by Billie White. April Evans seconded the motion. 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-CPMT Co-Chair
- ☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

☒ Kelly Koebel, PCS – CPMT Chair

☐ Dana Dehart, PCS, Alternate

☒ Erin Motley, PCS, Alternate

Henry/Martinsville Dept. of Social Services

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☒ Brittany Sirkel, Alternate

Private Provider:

☒ Billie White, Progressive Health Systems

☐ Sara Mullins, Private Provider Alternate

Parent Representative:

☐ VACANT

XI. Approve CSA Funding Requests

April Evans motioned to approve CSA funding requests as presented. Billie White seconded the motion. Motion carried by unanimous vote. Funding approved.

XII. Adjournment:

Next meeting is scheduled for **Thursday February 27, 2025 at 8:30 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Kelly Koebel called to adjourn the meeting at 9:33 AM. Billie White made a motion to adjourn the meeting. Brittany Sirkel seconded the motion. Motion carried by unanimous vote.

CPMT minutes submitted by Robin Turner, CSA Coordinator