

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday February 27, 2025—8:30 AM

Henry-Martinsville Department of Social Services

I. Call to Order:

Kelly Koebel, CPMT Chair, called the meeting to order at 8:33 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. Robin Turner CSA Coordinator requested Agenda be amended to include under Joint New Business, the addition of approval of PSSF FY26 budget. Billie White motioned to approve agenda. Brittany Sirkel seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a) January 30, 2025, 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 \$109,208.87
 - b. Year-to-Date Expenditures for FY25 \$2743,827.72
 - c. Promoting Safe and Stable Families – 866 Report, by Robin Turner
 - d. FY25 Encumbered \$7,423.45 Balance \$10,576.55

VI. New Business:

VII. Joint New Business:

- a. Enhanced Technical Assistance (ETA)- Courtney Sexton, Program Analyst-OCS
Courtney Sexton attended and spoke with CPMT about the process of the program. CPMT had approved at a prior meeting.
- b. Feedback Surveys
CSA Coordinator review results. There were 35 submissions received. Feedback from community partners and stakeholders was mostly positive.
- c. CSA Family Satisfaction Survey
Survey is now electronically available through Jot Form. CPMT and FAPT members along with case managers have been provided with the link.
- d. Approval of PSSF FY26 Budget
CSA Coordinator presented Henry County and Martinsville Budget. Martinsville remained the same at \$18,000 and Henry County was reduced to \$42,104.

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

Kelly Koebel called to go into closed session at 8:37 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; Brittany Sirkel 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
 - b. DSS Case # 08243978

IX. Return to Open Meeting:

X. CPMT returned to an open meeting at 8:43 AM, on a motion by Rob Hiatt. Steve Bailey 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

- ☐ 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

XI. Approve CSA Funding Requests

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

XII. Adjournment:

Next meeting is scheduled for **Thursday March 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 Casey Rotenberry CSA HSA