

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday February 29, 2024—8:30 AM

Henry-Martinsville Department of Social Services

I. Call to Order:

Kelly Koebel, CPMT Chair, called the meeting to order at 8:31 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

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

☒ Megan Eanes, Finance Dept.

☐ Mandy McGhee, Alternate

☐ Crystal Ferguson, Alternate

Private Provider:

☒ Billie White, Progressive Health Systems

Parent Representative:

☐ VACANT

III. Public Comment

IV. Approval of Agenda:

Kelly Koebel called for the approval of the agenda. Robin Turner, CSA Coordinator requested to amend the agenda under joint business to add a primary FAPT private provider for Martinsville and alternate for Henry County. Billie White motioned to approve the meeting agenda with amendments. Rob Hiatt seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a) January 25, 2024, Meeting Minutes

b) CSA Pool Reimbursement Report

Kelly Koebel called for the approval of the consent agenda. Cynthia Tarpley 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, Megan Eanes

a. Monthly Expenditures for FY24 \$94,046.76

b. Year-to-Date Expenditures for FY24 \$682,368.95

b. Promoting Safe and Stable Families – 866 Report, by Robin Turner

a. \$16,079.28 Encumbered, \$1,920.72 Balance

VI. New Business:

VII. Joint New Business

a. Remove DSS FAPT Representative Cozetta Price. She is no longer with the agency.

a. Billie White motioned to approve the removal of the DSS FAPT representative.

Rob Hiatt seconded the motion. Motion carried by unanimous vote.

b. Add additional CPMT alternate for PCS-Erin Motley

a. Rob Hiatt motioned to approve the additional CPMT alternate for PCS. Megan

Eanes seconded the motion. Motion carried by unanimous vote.

c. CSA Inclement Weather Policy

a. Current policy reflects that FAPT will not be held if the schools are closed due to inclement weather. FAPT team is requesting policy be amended to follow the DSS Inclement Weather schedule since FAPT is held at DSS or to allow for the FAPT team to hold virtual meetings as necessary for inclement weather. This was presented at the January meeting for review and vote at the February meeting. Billie White motioned to approve the policy change as presented and Cynthia Tarpley seconded the motion. Motion carried by unanimous vote.

d. CPMT Meeting start time

a. Henry County has requested to move their meeting start time to 9:00.

Martinsville CPMT is in agreement with this. This was presented at the January CPMT meeting for review to vote on at the February meeting. Martinsville City CPMT did not vote on this and left the vote for Henry County.

e. PSSF FY25

a. Award letters were received for Martinsville \$18,000 and Henry County \$45,273.

The amount remains the same from prior years.

f. Henry-Martinsville Utilization Management/Review Plan-Vote at the March 28, 2024 meeting.

a. Page 1 Corrected UR Guideline Link

b. Page 2 Updated IACCT information to reflect Acentra and link for inquiry

c. Page 4 Services and Utilization Review

d. Page 6 Added six(6) month wording

e. Page 8 Updated attachment F to Acentra IACCT FAQ

- g. Henry-Martinsville Local Policy and Procedures changes to be voted on March 28, 2024 meeting.
 - a. Page 14 ICC services
 - b. Page 23 & 24 FAPT Operational Procedures
 - c. Page 26 FPM Policy
 - d. Page 30 FAPT Referral/Review/Assessment/Timelines
 - e. Page 38 Case Manager Responsibility
- h. CSA Yearly Training Reminder-March 20, 2024 1:00pm-4:00pm
- i. FAPT Private Provider-Intercept
 - a. Intercept has completed the paperwork to be considered as the primary Private Provider for Martinsville FAPT and an alternate for Henry County. April Evans motioned to appoint Intercept Ami DeCaprio as the primary private provider FAPT representative for Martinsville City. Billie White seconded the motion. Motion carried by unanimous vote.

VIII.

IX. 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.

- Rob Hiatt motioned to go into closed session; Billie White 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 # 7220220
 - b. DSS Case # 10978720
 - c. DSS Case # 7502069
 - d. CSU Case # 684036
- e. Case review for expenditures over \$5,000.00/mo.
 - a. School Case # 1016419224
 - b. School Case # 1017641823
 - c. School Case # 1019201704
 - d. School Case # 1017793869
 - e. DSS Case # 10876057
 - f. DSS Case # 08243978
 - g. DSS Case # 8243976
 - h. DSS Case # 10955141

X. Return to Open Meeting:

- XI.** CPMT returned to an open meeting at 8:52 AM, on a motion by April Evans. Billie White 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-CPMT Co-Chair

☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

☒ Kelly Koebel, PCS – CPMT Chair

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☐ Crystal Ferguson, Alternate

Private Provider:

☒ Billie White, Progressive Health Systems

Parent Representative:

☐ VACANT

XII. Approve CSA Funding Requests

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

XIII. Adjournment:

Next meeting is scheduled for **Thursday March 28, 2024, at 8:30 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Kelly Koebel called to adjourn the meeting at 9:54 AM. Billie White 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.