

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday March 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 8:31AM.

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 under Joint New Business to contract with My Path Forward. Brittany Sirkel motioned to approve agenda with amendments. Rob Hiatt seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a) February 27, 2025, Meeting Minutes

b) CSA Pool Reimbursement Report

- a. Kelly Koebel called for the approval of the consent agenda. Brittany Sirkel motioned to approve the meeting agenda. Cynthia Tarpley 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 \$146,357.75
 - b. Year-to-Date Expenditures for FY25 \$890,185.47
 - c. Promoting Safe and Stable Families – 866 Report, by Robin Turner
 - d. FY25 Encumbered \$5,973.45 Balance \$12,026.55

VI. New Business:

VII. Joint New Business:

- a. (Virtual) Audit Entrance Conference- Annette Larkin-OCS
 - a. Discussed what to expect during our audit and she will be onsite April 29-30 for sample verification.
- b. Remove Emily Gunter as a DSS FAPT representative for Martinsville and Henry County she is no longer employed with the agency.
 - a. Billie White motioned to approve the removal of Emily Gunter as a DSS FAPT representative. Rob Hiatt seconded the motion. Motion carried by unanimous vote.
- c. Approval of contract with My Path Forward.
 - a. April Evans motioned to approve contract. Billie White seconded the motion. Motion carried by unanimous vote.

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

Kelly Koebel called to go into closed session at 8:34 AM to discuss cases, as allowed under COV 2.2-3711(15) of the Virginia Freedom of Information Act.

- Brittany Sirkel 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. No cases to review

IX. Return to Open Meeting:

X. CPMT returned to an open meeting at 8:49 AM, on a motion by Rob Hiatt.
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

- ☐ 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 April 24, 2025, at 8:30 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Kelly Koebel called to adjourn the meeting at 9:19 AM. Brittany Sirkel made a motion to adjourn the meeting. Cynthia Tarpley seconded the motion. Motion carried by unanimous vote.

CPMT minutes submitted by Casey Rotenberry CSA HSA