

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday April 25, 2024—8:30 AM

Henry-Martinsville Department of Social Services

I. Call to Order:

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

☒ 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 new contract approval with Emerge Counseling. April Evans motioned to approve the meeting agenda with amendments. Holly Johnson seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a) March 28, 2024, Meeting Minutes

b) CSA Pool Reimbursement Report

Kelly Koebel called for the approval of the consent agenda. April Evans 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, Megan Eanes

a. Monthly Expenditures for FY24 \$177,132.62

b. Year-to-Date Expenditures for FY24 \$921,681.81

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

a. \$15,719.28 Encumbered, \$2,280.72 Balance

VI. New Business:

a. CPMT Parent Representative

a. Cindy Franck

1. Holly Johnson motioned to approve Martinsville City CPMT Parent Representative appointed by Martinsville City Council. Martinsville FAPT Private Providers. April Evans seconded the motion. Motion carried by unanimous vote.

VII. Joint New Business

a. Fiscal Year 2025 CSA Local Agency-Annual Risk Assessment Survey.

1. Survey completed as a joint CPMT.

a. Holly Johnson motioned to approve the survey for submission. Megan Eanes seconded the motion. Motion carried by unanimous vote.

b. Long Range Plan Review

1. Long Range Plan Discussed and Reviewed. No changes suggested.

c. CQI

1. FY2023 CSA Outcomes and Indicators Report

a. Discussed that Henry-Martinsville is a high-functioning CSA. The only area that we did not meet or exceed state averages were in the area of a child or youth receiving only community-based services with no residential services. With a lack of foster homes willing to take older children and seeing our first trans-gender placements DSS is having to explore group home and residential placements as options. We have had an increase in court-ordered placements as well.

2. FY22023 CSA Time to Service Survey

a. Reviewed the CSA Time to Service Survey and noted that we bring cases to FAPT timely once the referral is made and work to get services in place for families as quickly as possible. We meet our 6 week policy for new referrals and 14 days for foster care children.

d. Survey Monkey

1. \$500 training budget was not utilized this year. CSA Coordinator requested that money be re-allocated to purchase a Survey Monkey

subscription to assist with necessary surveys that are conducted through the year. This would be a great benefit to the CSA office saving much needed time. County and city are to present this and notify CSA if this is approved.

e. Contract Approval

1. Emerge Counseling

- i. Holly Johnson motioned to approve the contract with Emerge Counseling. Megan Eanes 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 8:38 AM to discuss cases, as allowed under COV 2.2-3711(15) of the Virginia Freedom of Information Act.

- April Evans motioned to go into closed session; Steve Bailey 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
 - b. DSS Case # 7220220
 - c. CSU Case # 684036
- e. Private Day & Special Education Reviews
 - a. School Case # 1019201704
 - b. School Case # 1016419224
 - c. School Case # 1017641823
 - d. School Case # 1017793869
- f. Therapeutic Foster Care Placements over \$6,500/mo
 - a. DSS Case # 8423976
- g. Case review for expenditures over \$7,000/mo.
 - a. DSS Case # 10876057
 - b. DSS Case # 7502069

IX. Return to Open Meeting:

- X. CPMT returned to an open meeting at 8:53 AM, on a motion by Holly Johnson. April Evans 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
- ☐ 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

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- ☒ Cynthia Tarpley, Spec. Ed. Director
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- ☒ Megan Eanes, Finance Dept.
- ☐ Mandy McGhee, Alternate
- ☐ Crystal Ferguson, Alternate

Private Provider:

- ☐ Billie White, Progressive Health Systems

Parent Representative:

- ☐ VACANT

XI. Approve CSA Funding Requests

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

XII. Adjournment:

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

Kelly Koebel called to adjourn the meeting at 9:39 AM. Steve Bailey 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.