

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday October 24, 2024—8:30 AM

Henry-Martinsville Department of Social Services

I. Call to Order:

Kelly Koebel, CPMT Chair, called the meeting to order at 8:35 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

☐ Brittany Sirkel

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 City New Business to remove Marie Stone from PCS as a FAPT alternate and add Amber Duncan. April Evans motioned to approve the meeting agenda with amendments. Billie White seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a) September 26, 2024 Meeting Minutes

b) CSA Pool Reimbursement Report

- a. Kelly Koebel called for the approval of the consent agenda. Billie White 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, Not Present
 - a. Monthly Expenditures for FY25 \$82,010.52
 - b. Year-to-Date Expenditures for FY25 -\$457,472.17
- b. Promoting Safe and Stable Families – 866 Report, by Robin Turner
 - b. FY25 \$1162 Encumbered \$7,423.45 Balance \$10,576.55

VI. New Business:

- a. FAPT- Remove Ami Decaprio from Intercept and add Genia Daniels
 - a. Rob Hiatt motioned to approve the change. Billie White seconded the motion. Motion was carried by unanimous vote.
- b. FAPT-Remove Marie Stone from FAPT as a PCS representative and add Amber Duncan.
 - a. Rob Hiatt motioned to approve the change. Billie White seconded the motion. Motion was carried by unanimous vote.

VII. Joint New Business

- a. File Vista Upgrade- Electronic Records Management System
 - a. The cost to upgrade is a discounted price of \$2,249.00.
 1. JR Powell with Henry County Administration will work with the City of Martinsville to complete the upgrade.
- b. File Vista Access Form
 - a. Billie White motioned to approve the File Vista access form. April Evans seconded the motion. Motion carried by unanimous vote.
- c. DSS Request for Child Care Funding Form
 - a. Billie White motioned to approve the Child Care Funding Form. April Evans seconded the motion. Motion was carried by unanimous vote.
- d. OCS-Enhanced Technical Assistance
 - a. Karen Adams motioned to voluntarily request Enhanced Technical Assistance from OCS. Billie White seconded the motion. Motion was carried by unanimous vote.
- e. Emergency Contract Approval
 - a. Youth Opportunity Investments DBA Bledsoe Youth Academy
 - b. Pathways Youth Services, LLC
 1. Contracts were emergency approved for foster care youth placement.
 - a. April Evans motioned to approve the emergency approval contracts. Karen Adams 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; Rob Hiatt seconded. Motion was carried by unanimous vote.
- a. FAPT Cases – CPMT Chair (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 # 1017641823
 - e. School Case # 1017793869
 - f. 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 8:53 AM, on a motion by April Evans. Rob Hiatt 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
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Martinsville/Henry Co. Health Department

- ☐ Steve Bailey, Department of Health
- ☐ Verna Burnette, Alternate

Martinsville City Administration Office – Fiscal Agent

☐ Brittany Sirkel, Alternate

Private Provider:

☒ Billie White, Progressive Health Systems

Parent Representative:

☐ VACANT

XI. Approve CSA Funding Requests

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

XII. Adjournment:

Next meeting is scheduled for **Thursday November 21, 2024, at 9:00 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Kelly Koebel called to adjourn the meeting at 9:43 AM. Karen Adams made a motion to adjourn the meeting. Billie White seconded the motion. Motion carried by unanimous vote.

CPMT minutes submitted by Casey Rotenberry, Human Services Assistant III