

Martinsville City
Community Policy and Management Team

Meeting Minutes

Thursday April 24, 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 to amend the agenda under joint new business to discuss a contract with In My Corner. Holly Johnson motioned to approve the agenda. Billie White seconded the motion. Motion carried by unanimous vote; agenda approved.

Consent Agenda:

a. March 27, 2025, Meeting Minutes

b. CSA Pool Reimbursement Report

- 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, Brittany Sirkel
- b) Monthly Expenditures for FY25 \$96,097.93
- c) Year-to-Date Expenditures for FY25 \$986,283.40
- d) Promoting Safe and Stable Families – 866 Report, by Robin Turner
- e) FY25 Encumbered \$6,423.45 Balance \$11,576.55

VI. New Business:

- a. Remove Edena Reese-Atmore as the Primary CPMT member for the City of Martinsville and add Richard Stanfield as the primary member.
 - Kelly Koebel called for the removal. Holly Johnson motioned to approve the agenda. Billie White seconded the motion. Motion carried by unanimous vote; agenda approved.
- b. Remove Kim Stroop as a private provider for FAPT. She is no longer employed by Hope Tree.
 - Kelly Koebel called for the removal. Billie White motioned to approve the agenda. Holly Johnson seconded the motion. Motion carried by unanimous vote; agenda approved.

VII. Joint New Business:

a. New Contracts for FY26-FY27

1. Brambleton Assessment & Counseling

- Kelly Koebel called for the approval of the new contract. Billie White motioned to approve the agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

2. DePaul

- Kelly Koebel called for the approval of the new contract. Billie White motioned to approve the agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

3. Mountain View Counseling

- Kelly Koebel called for the approval of the new contract. Billie White motioned to approve the agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

4. Piedmont United Family Services

- Kelly Koebel called for the approval of the new contract. Billie White motioned to approve the agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

5. Strategic Therapy Associates

- Kelly Koebel called for the approval of the new contract. Billie White motioned to approve the agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

6. In My Corner

- Kelly Koebel called for the approval of the new contract. No motion was made.

b. Yearly Policy and Procedure & Utilization Management Review

- CPMT reviewed and found that no changes need to be made at this time.

c. Long Range Plan Review

- CPMT reviewed and found that no changes need to be made at this time.

d. CSA Service Gap Survey

- CSA Service Gap Survey completed jointly during CPMT.
 - Holly Johnson motioned to submit the service gap survey as completed. April Evans seconded the motion. Motion carried by unanimous vote.

e. CQI Outcome Measures

- Locality remains high-performing with the exception of community-based services only. Martinsville fell below mean, which is an improvement over FY23 where they were significantly below mean.

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

Kelly Koebel called to go into closed session at 8:36 AM to discuss cases, as allowed under COV 2.2-3711(15) of the Virginia Freedom of Information Act.

- Holly Johnson 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

- DSS Case # 06561333

e. Private Day & Special Education Reviews

- School Case # 1019201704

- School Case # 1016419224
- School Case # 1017836149
- School Case # 1017793869
- School Case # 1018365739

f. Therapeutic Foster Care Placements over \$6,500/mon.

- No cases to review

g. Case review for expenditures over \$7,000/mon.

- DSS Case # 08243978
- DSS Case # 10955141

IX. Return to Open Meeting:

CPMT returned to an open meeting at 8:46 AM, on a motion by Billie White. 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

X. Approved CSA Funding Requests

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

XI. Adjournment:

Next meeting is scheduled for **Thursday May 29, 2025, at 8:30 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Kelly Koebel called to adjourn the meeting at 9:13 AM. Steve Bailey 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