

**Martinsville City**  
**Community Policy and Management Team**

Meeting Minutes

Rescheduled from Thursday January 29, 2026-8:30 AM to February 4, 2026-8:30 AM

Due to Inclement Weather

Henry-Martinsville Department of Social Services

- **Call to Order:**

Robert Hiatt, CPMT Co-Chair, called the meeting to order at 8:31 AM.

- **Roll Call:**

The following team members attended the meeting:

Court Services Unit:

- ☒ Robert Hiatt, CSU Director-CPMT Chair
- ☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

- ☐ Kelly Koebel, PCS
- ☐ Dana Dehart, PCS, Alternate

Henry/Martinsville Dept. of Social Services

- ☐ Amy Rice, Director of HMDSS
- ☒ April Evans, Assistant Director of HMDSS
- ☒ Susanna Lawrence, Administrative Services Manager

Martinsville City Public Schools:

- ☒ Cynthia Tarpley, Spec. Ed. Director – CPMT Co-Chair
- ☐ Mary Anne Jennings, Alternate

Martinsville/Henry Co. Health Department

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

Martinsville City Administration Office – Fiscal Agent

- ☐ Richard Stanfield, Administration
- ☒ Brittany Sirkel, Alternate

Private Provider:

- ☒ Billie White, Progressive Health Systems
- ☐ Sara Mullins, Private Provider Alternate

Parent Representative:

- ☐ VACANT

- **Public Comment:**

- No public comment.

- **Approval of Agenda:**

- Robert Hiatt called for the approval of the agenda. Robin Turner, CSA Coordinator requested to amend the agenda under joint business to add discussion of the FY27 866 budget for CPMT signature. April Evans motioned to approve the agenda with amendments. Brittany Sirkel seconded the motion. Motion carried by unanimous vote.

## **Consent Agenda:**

- a. December 18th, 2025, Meeting Minutes
- b. CSA Pool Reimbursement Report
- Robert Hiatt called for the approval of the consent agenda. Brittany Sirkel motioned to approve the consent agenda. April Evans seconded the motion. Motion carried by unanimous vote; agenda approved.

## **• Old Business:**

- a) Accounts payable check register – Fiscal agent, Britanny Sirkel
- b) Monthly Expenditures for FY26 \$ 100,690.00
- c) Year-to-Date Expenditures for FY26 \$ 511,806.17
- d) Promoting Safe and Stable Families – 866 Report – Robin Turner
- e) FY26 Encumbered \$ 5,536.75 Balance \$12,463.25

## **• New Business:**

- CPMT Representative- Martinsville City
  - 1. Request to add Sarah Rodriguez- Accounting Specialist as a CPMT alternate.

- Robert Hiatt called for the approval to add Sarah Rodriguez as an alternate. Brittany Sirkel motioned to approve; Cynthia Tarpley seconded the motion. Motion carried by unanimous vote.

## **• Joint New Business:**

- a) DSS FAPT Representative. -DSS would like to add Robin Martin as a FAPT alternate.
  - 1. April Evans motioned to approve Robin Martin as an alternate. Brittany Sirkel seconded the motion. Motion carried by unanimous vote.
- b) Contract renewal – Progressive Health Systems (PHS Autism)
  - 2. Billie White motioned to approve PHS contract, Brittany Sirkel seconded the motion. Motion was carried by unanimous vote.
- c) Local Policy Changes presented at the December 2025 meeting to be voted on at the January 2026 meeting.
  - 1. Robin Turner-CSA Coordinator reviewed the changes and the CPMT received copies of the changes in their December and January monthly packet. Brittany Sirkel motioned to approve Local Policy changes, April Evans seconded the motion. Motion was carried by unanimous vote.
- d) FAPT Paperwork Updates
  - 1. Updated IFSP
    - Billie White motioned to approve the updated IFSP, Cynthia Tarpley seconded the motion. Motion carried.
  - 2. Updated UR
    - Billie White motioned to approve the updated UR, Brittany Sirkel seconded the motion. Motion carried.

3. DSS Placement Log

- April Evans motioned to approve the DSS placement log, Billie White seconded the motion. Motion carried.

4. CSA Providers and Services

5. Evidence Based Programs Handout for Families

- April Evans motioned to approve CSA Provider, and services and Evidence Based Programs Handouts for families. Cynthia Tarpley seconded the motion, motion was carried.

e) FY27 866 Budget present to CPMT for signature. Martinsville's budget remains unchanged at \$18,000.

**f) Closed Session per Code of Virginia 2.2-3711 (A) (15)**

Robert Hiatt 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.

1. Billie White motioned to go into closed session; April Evans seconded. Motion was carried by unanimous vote.
2. FAPT Cases – CSA Coordinator
  - i. Local Only – DSS Case # 10827088
3. New Foster Care Cases – DSS (see CPMT funding report and Foster Care Review)
4. IEP Cases – Schools (See Private Day Review)
5. Group Home and Residential Placement Reviews
6. Private Day & Special Education Reviews
  - i. School Case # 1016873123
  - ii. School Case # 1019201704
  - iii. School Case # 1016419224
  - iv. School Case # 1017793869
  - v. School Case # 1021057369
  - vi. School Case # 1018365739
7. Therapeutic Foster Care Placements over \$6,500/mon.
8. Case review for expenditures over \$7,000/mon.
  - i. DSS Case # 06561333

**g) Return to Open Meeting:**

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

☐ Holly Johnson, CSU Supervisor, Alternate

Piedmont Community Services:

☐ Kelly Koebel, PCS  
☐ Dana Dehart, PCS, Alternate  
Henry/Martinsville Dept. of Social Services  
☐ Amy Rice, Director of HMDSS  
☒ April Evans, Assistant Director of HMDSS  
☐ Susanna Lawrence, Administrative Services Manager  
Martinsville City Public Schools:  
☒ Cynthia Tarpley, Spec. Ed. Director – Co-Chair  
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Private Provider:  
☒ Billie White, Progressive Health Systems  
☐ Sara Mullins, Private Provider Alternate  
Parent Representative:  
☐ VACANT

**h) Approved CSA Funding Requests**

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

**i) Adjournment:**

Next meeting is scheduled for **Thursday February 26, 2026, at 8:30 AM, at Henry-Martinsville Department of Social Services in the auditorium.**

Robert Hiatt called to adjourn the meeting at 9:16 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 FAPT Coordinator