

Martinsville City
Community Policy and Management Team
Meeting Minutes
Thursday March 26, 2026 - 8:30 AM
Henry-Martinsville Department of Social Services

- **Call to Order**

Robert Hiatt, CPMT Co-Chair, called the meeting to order at 8:30 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
- ☒ Sarah Rodriguez, 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. Kelly Koebel motioned to approve the agenda. Billie White seconded the motion. Motion carried by unanimous vote.

Consent Agenda:

- a. February 26, 2026, Meeting Minutes
- b. CSA Pool Reimbursement Report
- Robert Hiatt called for the approval of the consent agenda. Kelly Koebel motioned to approve the consent agenda. Brittany Sirkel seconded the motion. Motion carried by unanimous vote.

• Old Business:

- a) Accounts payable check register – Fiscal agent, Brittany Sirkel
- b) Monthly Expenditures for FY26 \$ 94,617.10
- c) Year-to-Date Expenditures for FY26 \$ 709,442.23
- d) Promoting Safe and Stable Families – 866 Report – Robin Turner
- e) FY26 Encumbered \$ 8,062.75 Balance \$9,937.25

• New Business:

No new business.

• Joint New Business:

- a. OCS Program Consultation: Observations and Recommendations
 - i. Reviewed observation and recommendation report submitted by Courtney Sexton, OCS Program Consultant. We further discussed items in the report that we have already worked on and what we could do toward others. We have adopted a new local UR form inline with the OCS Sample UR Form and streamlined how the process flows during the FAPT meeting. CSA Coordinator provided a training on CANS and CANS are reviewed to determine if information matches what is on the service plans, monthly reports, VEMATs, etc. We will be having an observation of FAPT from OCS Lead Program Consultant Anna Antell in 2026 and she will provide a service planning and SMART goal training. We will continue to work on other items as needed.
- b. 2026 CSA Service Gap Survey
 - ii. Service Gap Survey update was completed as a team during the meeting. Cynthia Tarpley motioned to submit the update and Billie White seconded the motion. Motion carried by unanimous vote.
- c. Family Satisfaction Surveys
 - iii. Surveys reviewed with CPMT, 2 surveys received since last review. Reviews were positive.
- d. CQI
 - iv. Expenses are down for Martinsville FY26 versus expenses for Martinsville FY25. Unduplicated child count

has also decreased. Private day and foster care continue to be the driving cost of services in Martinsville.

- e. FAPT
 - 1. Remove Robin Martin from DSS FAPT as an alternate
 - i. Brittany Sirkel motioned to remove Robin Martin as a DSS FAPT alternate. Kelly Koebel seconded. Motion carried.
- b. Yearly Training & Long-Range Planning Reminder
 - 1. CSA Yearly Training Thursday April 9, 2026 9:30-12:00
 - 2. Strategic Long-Range Planning Update Thursday April 9, 2026 1:30 -4:00

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

Robert Hiatt called to go into closed session at 8:32 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; Cynthia Tarpley seconded. Motion was carried by unanimous vote.
- 2. FAPT Cases – CSA Coordinator
- 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
 - i. PCS Case # 21216766
- 6. Private Day & Special Education Reviews
 - i. School Case # 1016873123
 - ii. School Case # 1019201704
 - iii. School Case # 1016419224
 - iv. School Case # 1017836149
 - v. School Case # 1017793869
 - vi. School Case # 1021057369
 - vii. School Case # 1018365739
- 7. Therapeutic Foster Care Placements over \$6,500/mon.
- 8. Case review for expenditures over \$7,000/mon.
 - i. DSS Case # 10827088
 - ii. DSS Case # 08243978

b) Return to Open Meeting:

CPMT returned to an open meeting at 8:47 AM, on a motion by Kelly Koebel. Brittany Sirkel seconded the motion. 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
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Parent Representative:

- ☐ VACANT

c) Approved CSA Funding Requests

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

d) Adjournment:

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

Robert Hiatt called to adjourn the meeting at 9:47 AM. Billie White made a motion to adjourn the meeting. Steve Baily seconded the motion. Motion carried by unanimous vote.

CPMT minutes submitted by Casey Rotenberry FAPT Coordinator