
Pittsylvania County

COMMUNITY POLICY AND MANAGEMENT TEAM

Team Meeting Minutes

August 28, 2025

I. Call to Order

Ms. Regina Barger, CPMT Chair and Pittsylvania County Department of Social Services Director called the meeting to order at 2:00pm

II. Roll Call:

The following Team members attended the meeting.

Ms. Regina Barger, CPMT Chair, Pittsylvania County Department of Social Services Director

Mr. Hank Daniels, Private Provider

Ms. Courtney Dickens, Parent Representative, CPMT Vice Chair

Ms. Katherine Waller, Nursing Supervisor, Pittsylvania County Health Department

Ms. Lindsay Malott, Family Services Supervisor, Pittsylvania County Department of Social Services

Ms. Dawn Loving, Director, Pittsylvania County Court Services Unit, 22nd District until 2:20pm

Ms. Melanie Tosh, Director of Behavioral Health Services, Danville-Pittsylvania Community Services

Ms. Whitney Girtten, Danville Pittsylvania Community Services

Dr. Robin Haymore, Assistant Superintendent, Pittsylvania County Schools

Also attending the meeting are Ms. Cheryl Boswell, CSA Coordinator, Jennifer Cooper, UM/UR Specialist, Sandy Ritchie, Office Coordinator, and Peggy Crews, CSA Case Manager

III. Public Comment:

No Public Comment.

IV. Approval of Agenda:

Ms. Barger asked if anyone had any additions or corrections to the agenda. Ms. Waller made a motion for the agenda to be approved, and Ms. Tosh seconded the motion. Motion passed.

V. Consent Agenda:

Ms. Waller made a motion to approve the July 2025 minutes and the July 2025 Pool Report. The motion was seconded by Ms. Dickens. Motion passed.

VI. New Business:

A. Agency Updates- CSA; Ms. Boswell spoke about the training held at the CSA office on August 26, 2025, with the Office of Children's Services. The training focused on data sets and how to base the Strategic Plan around areas that need improvement. There were also conversations about Evidence Base Programs (EBPs). Ms. Boswell shared the next step will be for Ms. Antell to

come and hold another training to help the Team build the Strategic Plan. Ms. Boswell and Ms. Cooper will continue to use the OCS Website to gather more data. Parent Representative; Ms. Dickens, shared that November will be her last meeting as the Vice-Chair and also the Parent Representative due to relocation. She will send in a formal written notice to Ms. Boswell. Private Provider; Mr. Daniels, shared that NCG is working on a Q&A or Quick Glance card for the upcoming changes on Mental Health Services through Medicaid to help the community better navigate the changes.

- B. DPCS- Non-Mandated Use of Funds** - Ms. Tosh shared DPCS was allocated \$120,109.00 in non-mandated funds to serve the community. \$36,882.04 was used to cover fees for families without insurance. 25% of the remaining balance was used to cover the salary of the agency psychiatrist and 5% was used towards administrative salaries, putting the total used funds balance at \$124,756.74. This means DPCS was in the negative on funding by \$4,647.74.
- C. Administrative Memo #25-10 Administrative Budget Funding** - Ms. Boswell reported this memo was in regard to administrative funding; it is used to offset the cost of salaries in the CSA Office. The total allocated is \$17,967.00. It has already been approved and signed off by the fiscal agent.
- D. Administrative Memo #25-11 Year End Reimbursement Processing-** Ms. Boswell shared this memo reminds that the year-end deadline for OCS is September 30, 2025. Due to the changes in how billing is submitted, Ms. Ritchie has set a firm deadline of September 15, 2025. This allows her to submit to finance, checks to be cut, and to input check numbers into Thomas Brothers prior to September 30, 2025; when she will need to have completed reports to the State.
- E. FY2026 FAPT and CPMT Calendar-** Ms. Boswell shared the calendar for the upcoming 2026 year. It was noted there are scheduled six days of FAPT with the hopes to only have half days, or only 5 days, however, with the increase in children, there is a need for more scheduled meeting days. Ms. Boswell shared there could be some changes once we know about upcoming conference dates, but she will bring those back to the board for approval of the change. Ms. Waller made a motion to approve the calendar. It was seconded by Ms. Van Der Hyde. Motion passed.

Old Business

- A. CSA Conference-** Ms. Boswell shared with the Team that lodging and registration had been opened on May 15th and hoped everyone had been able to secure rooms. Names have been submitted to the CSA Coordinator; everyone has been registered. If names need to be changed, those changes can occur up to 30 days prior to the event. The CSA Conference will be held on October 14-16, 2025.

Closed Meeting:

Ms. Barger asked for a motion to go into the closed meeting.

Ms. Waller - I move that this meeting of the Pittsylvania County Community Policy and Management Team be recessed and that the Board immediately reconvene in closed meeting for the following purpose: Discussion or consideration of medical and mental health records as permitted by Subsection (A) (15) of Section 2.2-3711 of the Code of Virginia, 1950, as amended and more specifically to consider the treatment and rehabilitation provided to children under the jurisdiction of the Pittsylvania County Community Policy and Management Team. Motion was seconded by Ms. Van Der Hyde, followed by a voice vote: Ms. Waller, yes; Mr. Daniels, yes; Ms. Barger, yes; Ms. Malott, yes; Ms. Dickens, yes; Ms. Tosh, yes; Ms. Girtten, yes; Dr. Haymore, yes. Motion passed.

Return to Open Meeting:

Ms. Waller - I move that the Pittsylvania County Community Policy and Management Team immediately reconvene in open session. Motion was seconded by Ms. Van Der Hyde, followed by a voice vote: Ms. Waller, yes; Mr. Daniels, yes; Ms. Barger, yes; Ms. Malott, yes; Ms. Dickens, yes; Ms. Tosh, yes; Ms. Girtten, yes; Dr. Haymore, yes. Motion passed.

Certification:

Ms. Waller - I move that the Pittsylvania County Community Policy and Management Team adopt a resolution certifying that to the best of each member's knowledge that (1) only public business matters lawfully exempted from the open meeting requirements under section 2.2-3711 were heard, discussed or considered and, (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Motion was seconded by Ms. Van Der Hyde, followed by a voice vote: Ms. Waller, yes; Mr. Daniels, yes; Ms. Barger, yes; Ms. Malott, yes; Ms. Dickens, yes; Ms. Tosh, yes; Ms. Girtten, yes; Dr. Haymore, yes. Motion passed.

Ms. Barger asked for a motion to approve Pittsylvania County Schools Cases PCS FY24-25/08-01 through 08-03 in the amount of \$20,114.16 The motion was made by Ms. Van Der Hyde and seconded by Ms. Waller. Motion Passed.

Ms. Barger asked for a motion to approve Pittsylvania County Schools Cases PCS FY25-26/08-01 through 08/06 in the amount of \$66,025.00. The motion was made by Ms. Waller and seconded by Ms. Van Der Hyde. Motion Passed.

Ms. Barger asked for a motion to approve Mandated cases PC FY24-25/08-01 through 08-05 in the amount of \$14,823.00. The motion was made by Ms. Waller and seconded by Ms. Van Der Hyde. Motion passed.

Ms. Barger asked for a motion to approve Local Only PCFY24-25/08-06 in the amount of \$5,099.50. The motion was made by Ms. Van Der Hyde and seconded by Ms. Waller. Motion Passed.

Ms. Barger asked for a motion to approve Mandated cases PCFY25-26/08-01 through 08-47 in the amount of \$684,860.89. The motion was made by Ms. Van Der Hyde and seconded by Ms. Dickens. Motion Passed. Mr. Daniels abstained from 08-46.

Ms. Dickens made a motion to adjourn the meeting which was seconded by Ms. Tosh. The meeting was adjourned.