Family Protection Services Board

April 25, 2025

Meeting Minutes

In Person

Present:

Emily Larkins, Domestic Violence Program Representative, Chair

Pepper Arrowood, WV Supreme Court of Appeals

Kimberly Sizemore, Licensed Batterer Intervention and Prevention Program Representative, Secretary

Arlene Hudson, Citizen representative, Vice-Chair

Alice Hamilton, WV Department of Human Services (Designee)

CarolAnn Caudill, , Governor's Committee on Crime, Delinquency and Correction Representative (JCS)

Courtney Saunders, Board Coordinator

Tonia Thomas, WVCADV

Samuel White, WVCADV

Kim Ryan, Director, Tug Valley

Beth Harrison, Tug Valley

Absent:

Julie Britton, WVCADV Representative

Call to Order: Emily called the meeting to order at 10:06 am and confirmed there was a quorum present.

Adoption of Meeting Minutes: Emily asked for a motion to adopt the minutes from March 28th, 2025. Alice made a motion to approve the minutes. CarolAnn seconded the motion. All were in favor, motion carried.

Tug Valley Update- Emily explained that the WVCADV has been assisting Tug Valley with various different areas and allowed Tonia to give more detail. Tonia explained that the WVCADV has been providing technical assistance to Tug Valley, they spent two days in person, one day was dedicated for board members and no one showed up. The second day was overview and seven staff were there. Raymie then went over the options for replacing the board members who do not want to serve on the board for Tug Valley, which is the entire board. Tonia explained the nonactive board is the reason for so many missing items in the binder review, but suggested the program began updating anything that could be updated while they build a new board. Tug Valley has said that at the end of their licensure period, if they have not gotten their board in order, they will need to ask for an extension on their licensure.

Pilot Program Discussion- Kim said that during the last meeting Melissa had presented the pilot program and the main concern about committing was finances needed for the pilot program. Arlene said that she read through the plan and did not see any mention of needing any money and she thought it would be a great idea. Kim said that she believes the pilot program will mainly need the coordinators position to attend meetings and conduct the research. There was a discussion about the current BIP programs across the state, which ones serve women, the referrals, and other BIPP matters that need to be resolved. Members were unsure how programs would respond to mandatory women's licensing and standards, however this is more so just a pilot program that West Virginia does not need to adopt. However, participating in the pilot program would give Melissa Scaia and other researchers more data to base their research off of. The members developed a list of questions to send to Melissa before they made their final decision, and once they received their answers to those questions then they would feel comfortable making a decision.

Financial Update: Jim reported that he has worked with his team since the previous month to dive deeper into the 5057 fund. Jim explained that since 2019, the fees collected from the court system has decreased, while the expenditures for the shelters have increased. Jim went over a few reports his team had developed regarding the expenditures and said there is still analysis to do. Jim reported once those are done he will bring those to the members of the FPSB also.

Emily asked for a motion to enter the executive session. Pepper made the motion to enter the executive session. Arlene seconded the motion.

Entered Executive Session at 11:31 am.

Exited Executive session at 12:02 pm

Questions, Concerns or Updates:

Action Item List:

- Emily needed to find the WV audit code- CAV said their threshold excluded them from needing an audit
- Courtney needs to follow up with Melissa Scaia regarding the next steps and the commitment time needed if most fell on coordinator position
- Courtney needs to follow up with Daron for the OIG process to explain the appeal process; and a template for the cease and desist letter;
- Courtney needs to begin formulating policies and procedures to begin building the “binder” for the board members.
- Courtney needs to send conditional status reports, licensure letters and certificates to the following programs: Greenbrier Co. DRC; Pocahontas Co. DRC; and McDowell Co. DRC.
- Arlene wants the website link fixed- this will be in the coming months.

Emily adjourned the meeting at 12:15 pm.

Respectfully submitted by:
Courtney Saunders, FPSB Coordinator 5/23/2025