Family Protection Services Board

May 30, 2025

Meeting Minutes

Virtual

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

Julie Britton, WVCADV Representative

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

Courtney Saunders, Board Coordinator

Tonia Thomas, WVCADV

Jim Weekley, DoHS Finance

Absent:

Alice Hamilton, WV Department of Human Services (Designee)

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 April 25th, 2025. Arlene made a motion to approve the minutes. Julie seconded the motion. All were in favor, motion carried.

BIPP Licensure Contacts- Carolann reported that there is a disconnect with the Day Report Centers and who to contact to be licensed. The Community Corrections Committee has asked for some sort of memo, notice, letter, or something of the sort explaining who FPSB is, who to contact, what the board does and the licensure process. Courtney will draft a memo and send it to Carolann for the Day Report centers.

Updates from the WVCADV- Tonia reported that since the last meeting, the WVCADV has finished the day with SAFE for technical assistance and some licensure assistance while they were there. Tonia reported that Tug Valley and the Board issues with Tug Valley have not been resolved. Multiple staff members from the WVCADV have been in contact with Tug Valley but their time is limited.

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 10:34 am.

Licensure Reviews:

Lighthouse DV Shelter Partial: Reviewed by Emily- Emily reported that she has reviewed the documents for their partial desk review. Emily said upon reviewing the documents, everything was in great order and the program has found its own groove. Emily recommends a continuation of their full license. Arlene made a motion to approve the recommendation. Pepper seconded the motion. All were in favor, motion carried.

Eastern Panhandle Empowerment Center (EPEC) DV-reviewed by Alice: Alice was not present during this meeting, however Courtney gave her report. Courtney reported that the partial review was completed, and all of the documents were in good order. Alice recommends a continuation of their full license. Arlene made a motion to approve the recommendation. Pepper seconded the motion. All were in favor, motion carried.

Greenbrier DRC- Reviewed by Alice: Courtney reported that upon reviewing the missing element, which was the MOU. Courtney reported that Alice believes the MOU meets the standards requirements and recommends a full license. Pepper made a motion to approve the recommendation. Arlene seconded the motion. All were in favor, motion carried.

RDVIC Appeal: Courtney reported that she made contact with the attorney generals office and has been working with two gentlemen named Carl and Paul. The scheduling hearing is scheduled for June 6th, 2025 at 10:30 am. This hearing will schedule the next hearing or hearings if needed. Courtney has sent multiple exhibits over. Kim reported that she has also sent over multiple documents and that Carl informed her that he has been in contact with RDVIC's representation.

Exited Executive session at 11:03 am

Jim is not available until 12:00pm so the board took an extended break.

Financial Update: Jim reported that the financial analysis has not been completed to date. He said there were still numbers to plug in and verify. He said hopefully by the coming week it will be finished. The financial reports were sent for March and April. Jim asked if there were any questions. Courtney asked about Aprils fund, regarding expenditures going out. Aprils report had a typo, and will be fixed. Jim reported they have moved expenditures off of the fund 5057 to relieve how fast it is being depleted. Jim reported he has also received the py2026 approved budgets, which means he will be sending the grant amounts out to the shelters.

Questions, Concerns or Updates:

Action Item List:

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Emily adjourned the meeting at 12:15 pm.

Respectfully submitted by:
Courtney Saunders, FPSB Coordinator 6/18/2025