Family Protection Services Board

July 25, 2025

Meeting Minutes

In Person

Present:

Pepper Arrowood, WV Supreme Court of Appeals

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

Julie Britton, WVCADV Representative

Alice Hamilton, WV Department of Human Services (Designee)

Courtney Saunders, Board Coordinator

Absent:

Emily Larkins, Domestic Violence Program Representative, Chair

Arlene Hudson, Citizen representative, Vice-Chair

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

Call to Order: Courtney called the meeting to order at 10:15 am and confirmed there was a quorum present.

Adoption of Meeting Minutes: Courtney asked for a motion to adopt the minutes from May 30th, 2025. Pepper made a motion to approve the minutes. Julie seconded the motion. All were in favor, motion carried.

Financial Update: Jim was not present for this meeting.

ABC's Website and Waitlist- Kim reported that it had been brought to her attention that ABC is still conducting virtual classes, with an increase in referrals. There is also a very long wait period to have an intake done with ABC's program. Alice said she will reach out to the Social Services Manager to inquire about the increase in referrals.

Virtual Program Discussion- Kim said that the Governors Committee on Crime, Delinquency and Corrections Subcommittee members have been having discussions around virtual programming from members of the subcommittee sitting on the monthly BIPP meeting and BIPP committee. Kim went into detail regarding other states and how they conduct their virtual BIP programs and the stipulations to be able to offer virtual classes. During the last meeting, the members asked if Courtney would compile a list of revisions or specifics to what the Family Protection Services Board would and would not allow when the rule revisions for BIPP are submitted. The FPSB spent some time to begin compiling a list and had a conversation around it.

BIPP Questions- Courtney reported that she has consistently attended the monthly BIPP meetings, and the most recent meetings have been around rule revisions. During the last meeting, the members asked if Courtney would compile a list of revisions or specifics to what the Family Protection Services Board would and would not allow when the rule revisions for BIPP are submitted. The FPSB spent some time to begin compiling a list and had a conversation around it.

Entered Executive Session at 10:34 am.

Licensure Reviews:

Update around Tug Valley- Alice reported that as of date, the program has provided new policies, however without a functioning board of directors, the policies are not finalized either. Alice expressed her concerns around the program not having a board and the next steps. The members decided that Courtney will schedule a meeting with Raymie from the coalition to ask legal questions, after that meeting, Courtney will schedule a meeting with Tug Valley.

Communities Against Violence,BIPPs Full Binder Reviewed by Kim- Kim reported that she reviewed the documents earlier in the year, however needed clarification on audit standards for West Virginia. Kim then quickly went over their missing documents from the binder. Courtney will send CAV a status report letter requesting the missing documents. Kim recommends a provisional license. Pepper made a motion to approve the recommendation. Alice seconded the motion. All were in favor, motion carried.

RDVIC DV, DV, Reviewed by Emily- Courtney reported that Emily was not present but shared the binder review. Emily recommends a full license for RDVIC. Julie made a motion to approve the recommendation. Kim seconded the motion. All were in favor, motion carried.

Goodwill, Partial Review, Reviewed by Kim: Kim reported that the review was complete. She recommends a continuation of their full license. Pepper made a motion to approve the recommendation. Julie seconded the motion. All were in favor, motion carried.

Kindling Light, BIPPs Pre-App: Alice reviewed the pre-application, along with the other members. Julie made a motion to allow Kindling Light to move onto the next application process. Kim made a motion to approve the recommendation. Alice seconded the motion. All were in favor, motion carried.

Questions, Concerns or Updates:

Action Item List:

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Courtney adjourned the meeting at 2:00 pm.

Respectfully submitted by:
Courtney Saunders, FPSB Coordinator 08/25/2025