

# **CPMT PACKET**

**6/20/2018**

# **Winchester CPMT Agenda**

June 20, 1:00pm  
WDSS, 24 Baker St  
Winchester, VA 22601

## **Approve Minutes from 5/10/18 Regular Meeting and Strategic Planning Meeting**

### **Announcements**

#### **New Hires**

### **Financial Report**

- a. May Financials

### **Old Business**

- a. Strategic Planning Meeting – New Strategic Plan
- b. RFP Update – Recommendations from Subcommittee meeting on 5/21/18
- c. New term for FAPT/CPMT Private Provider Representative and Parent Representative 2018
- d. Fiscal Subcommittee Meeting

### **New Business**

- a. Rotation of CPMT Chairperson and Vice Chairperson
- b. New CPMT resolution for FY19
- c. CSA Self- Assessment Finding Letter

### **Motion to Convene in Executive Session**

*Motion to convene in Executive Session pursuant to 2.2- 3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.*

### **Motion to Come Out of Executive Session & Immediately Reconvene in Open Session**

### **Motion to Certify Compliance by Roll Call Vote**

*Move that the members of the Winchester City CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, 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 to Approve All Cases**

### **Motion to Adjourn**

**Next Meeting:** Thursday, July 12, 2018 at 2:00 at WDSS Boardroom

**MAY MINUTES WITH APRIL  
FINANCIALS**

**Minutes**  
 Winchester CPMT Strategic Planning Meeting  
 24 Baker Street, Board Room  
 Thursday, May 10, 2018  
 1:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
 Kelly Bober, Child Advocacy Center  
 Amber Dopkowski, Winchester Dept. Social Services  
 Mark Gleason, Northwestern Community Services Board  
 Dr. Colin Greene, Winchester/Frederick Health Department  
 Sarah Kish, Winchester Public Schools

**MEMBERS/OTHERS NOT PRESENT**

Peter Roussos, Dept. of Juvenile Justice  
 Paul Scardino, National Counseling Group

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Meeting called to order by Sarah Kish at 1:07pm
- Motion to approved Agenda
- Motion to adjourn

**Action:**

1<sup>st</sup>: Mr. Gleason  
 2<sup>nd</sup>:Dr. Greene  
 1<sup>st</sup>: Dr. Greene  
 2<sup>nd</sup>:Mr. Gleason

**Status:**

Approved  
 Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chairperson Sarah Kish at 1:07 pm. Motion to approve minutes	1 <sup>st</sup> : Mr. Gleason 2 <sup>nd</sup> : Dr. Greene
<b>New Business:</b>		
<b>a. Incorporation of Quality Improvement plans into Strategic Plan</b>	Team discussed Quality Improvement Plans submitted to OCS at the recent CSA Audit, and how to incorporate them into Winchester's Strategic plan.	Ms. Reinhardt will make necessary changes , as discussed, and bring new Strategic Plan to CPMT meeting in June.
<b>Motion to Adjourn/Next Meeting Date</b>	No new meeting was scheduled	The meeting was adjourned on motion by Dr. Greene and seconded by Mr. Gleason.

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, May 10, 2018  
2:00 p.m.

**MEMBERS PRESENT**

Kelly Blowe, City of Winchester  
Kelly Bober, Child Advocacy Center  
Amber Dopkowski, Winchester Dept. Social Services  
Mark Gleason, Northwestern Community Services Board  
Dr. Colin Greene, Winchester/Frederick Health Department  
Sarah Kish, Winchester Public Schools  
Peter Roussos, Dept. of Juvenile Justice

**MEMBERS/OTHERS NOT PRESENT**

Paul Scardino, National Counseling Group

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approved Agenda
- Motion to approve minutes from February 8, 2018 CPMT Meeting
- Motion to endorse VJCCCA plan as explained by Peter Roussos, Dept of Juvenile Justice
- Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.
- Motion to come out of Executive Session

**Action:**

1<sup>st</sup>: Mr. Gleason  
2<sup>nd</sup>: Ms. Dopkowski  
1<sup>st</sup>: Ms. Bober  
2<sup>nd</sup>: Ms. Dopkowski  
  
1<sup>st</sup>: Mr. Gleason  
2<sup>nd</sup>: Ms. Bober  
  
1<sup>st</sup>.: Dr. Greene  
2<sup>nd</sup>: Mr. Gleason

**Status:**

Approved  
Unanimously  
Approved  
with 2  
abstentions  
Approved  
Unanimously  
  
Approved  
Unanimously  
  
Approved  
Unanimously

**Minutes**  
**Winchester CPMT**  
 24 Baker Street, Board Room  
 Thursday, May 10, 2018  
 2:00 p.m.

**Motion:**

- Motion to Certify Compliance by Roll Call Vote Move that the members of the Winchester CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, 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.

**Action:**

- 1<sup>st</sup>: Mr. Gleason
- 2<sup>nd</sup>: Dr. Greene

**Status:**

- Approved
- Unanimously

- Motion to Approve All Cases, as discussed or amended.

- 1<sup>st</sup>: Mr. Gleason
- 2<sup>nd</sup>: Ms. Bober

- Approved
- Unanimously

- Motion to adjourn CPMT Meeting

- 1<sup>st</sup>: Ms. Bober
- 2<sup>nd</sup>: Ms. Blowe

- Approved
- Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chairperson, Sarah Kish at 2:02 pm. Motion to approve minutes	1 <sup>st</sup> : Mr. Gleason 2 <sup>nd</sup> : Ms. Dopkowski
<b>Approval of Minutes</b>	Motion to approve minutes from April 12, 2018, CPMT Meeting.	On Motion by Ms. Bober and seconded by Ms. Dopkowski the Minutes from the February 8, 2018, CPMT meeting were approved with 2 abstentions, Ms. Kish and Mr. Roussos, who were not in attendance.
<b>Announcements</b>	Mr. Roussos Explained about funding for services for youth served by the Court Services unit through the Virginia Juvenile Court Crime Control Act. There is funding of \$126,00 which will be used for providing services to this population of youth. Mr. Roussos asked the CPMT for endorsement of the plan to use the funding for services.	Mr. Gleason motioned that the team endorse the plan. Ms. Bober seconded.
<b>Financial Report</b>	The Financial Presentation was distributed for April 2018 with limited information  Report: April 2018	Ms. Reinhardt reviewed the reports.

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, May 10, 2018  
 2:00 p.m.

Item	Discussion	Action
	<p>Gross Expenditures: \$429,620.82            Expenditure Refunds: \$9,607.15            Net Expenditures: \$420,013.67            Local Dollars:            Regular Medicaid Payments to Providers: \$632,428.44            Local Match: \$147,108.45</p> <p>Wrap Dollars Funds Beginning Balance: \$25,128.05            Encumbered: \$6,285.90            Disbursed: \$9,977.60            Remaining Funds: \$8,864.55</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00            Encumbered: \$5,918.15            Disbursed: \$7,675.00            Remaining Funds: \$6,568.85            Unduplicated CSA Case Count: 192            Average Spent per Child: \$11,146.17</p>	
<p><b>Old Business:</b></p> <p><b>a. Strategic Planning Meeting</b></p> <p><b>b. RFP Update</b></p>	<p>The Strategic Planning meeting was held at 1:00pm. Incorporating the Quality Improvement Plans from the 2018 CSA Audit was discussed.</p> <p>Ms. Reinhardt reached out to vendors after there was no response to RFP. Two vendors have submitted applications.</p>	<p>Ms. Reinhardt will amend the Strategic Plan to reflect addition of Quality Improvement Plans and bring to CPMT in June.</p> <p>The team recommends a small group subcommittee look at the two applications and make recommendations to the CPMT at the June meeting. Mr. Gleason and Ms. Dopkowski have agreed to represent the team and will meet on May 21 at 3:30. Ms. Reinhardt will send out an invitation.</p>

**Minutes**  
**Winchester CPMT**  
**24 Baker Street, Board Room**  
**Thursday, May 10, 2018**  
**2:00 p.m.**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<p><b>c. CPMT Date and Time Discussion</b></p> <p><b>d. New term for FAPT/CPMT Private Provider Representatives and Parent Representatives 2018</b></p>	<p>Ms. Reinhardt reached out to each CPMT Member to see what days and times would be a good alternative for the CPMT meeting day of the month and time.</p> <p>According to CPMT By-laws, Private Provider Representatives and Parent Representatives are appointed for two year terms in May of even years.</p>	<p>The current day and time seem to be best for everyone, so there will be no changes.</p> <p>Ms Reinhardt will be on vacation June 14, so team decided to move June's meeting to June 20, 2018 at 1:00pm</p> <p>Ms. Reinhardt sent out a Letter of Application for Private Provider Representatives for FAPT and CPMT. Ms. Reinhardt asked the Parent Representatives if they would like to be reappointed, and both want to continue.</p>
<p><b>New Business:</b></p> <p><b>a. Administrative Budget Plan sent to Dept of Education</b></p> <p><b>b. Fiscal Subcommittee Meeting</b></p>	<p>Each year Winchester CPMT must complete an Administrative Budget Plan to allocate administrative funding for the program from the Department of Education.</p> <p>The Fiscal Subcommittee needs to meet again to discuss the rising CSA costs, and look for possible ways to bring down spending.</p>	<p>.Ms. Reinhardt, Ms. Kish and the Fiscal Agent, Celeste Broadstreet, signed the plan. Ms. Reinhardt mailed the plan to the Dept of Education on 4/30/18.</p> <p>Ms. Reinhardt will send out a doodle poll with several dates/times for the meeting, and schedule the meeting when most can attend.</p>
<p><b>Motion to Convene in Executive Session</b></p>	<p>Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.</p>	<p>Ms. Kishasked that the meeting move into Executive Session. On motion by Dr. Greene, seconded by Mr. Gleason, the meeting moved into Executive Session.</p>



**Minutes**  
**Winchester CPMT**  
 24 Baker Street, Board Room  
 Thursday, May 10, 2018  
 2:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b>		Motion to come out of Executive Session by Mr. Gleason and seconded by Ms. Dopkowski. Approved unanimously.
<b>Motion to Certify Compliance by Roll Call Vote</b>	Move that the members of the Winchester CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, 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 to Certify Compliance by Roll Call Vote was made by Mr. Gleason seconded by Dr. Greene. Approved unanimously.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Mr. Gleason seconded by Ms. Bpber. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, June 20, 2018 at 1:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Ms. Bober and seconded by Ms. Blowe.

Attachments: April Financials

Transcribed by kfr

**APRIL FINANCIALS**  
**(Limited)**

CITY OF WINCHESTER  
 CSA EXPENDITURES LEDRS UPLOAD FILE  
 FROM 04/01/2018 TO 04/30/2018  
 FISCAL YEAR ENDING 06/30/2018

CODE	SUBCATEGORY	GROSS EXPENDITURES	REFUNDS & ADJUSTMENTS	NET EXPENDITURES
1B	FC RESIDENTIAL CONGREGATE CARE	48,142.65	1,029.17	47,113.48
1E	EDUCATION SERVICES - CONGREGATE CARE	80,634.38	0.00	80,634.38
2A	TREATMENT FOSTER CARE (IV-E)	62,779.75	6,096.19	56,683.56
2A1	TREATMENT FOSTER CARE	117,978.66	11,717.94	106,260.72
2C	FAMILY FOSTER CARE IV-E COMMUNITY BASED	4,617.30	2.72	4,614.58
2E	FAMILY FC-ALL OTHER PAYMENTS	9,216.20	(9,285.02)	18,501.22
2F	COMMUNITY BASED SERVICES	40,792.45	46.15	40,746.30
2F1	COMM SRVS-TRANSITION FROM RESID TO COMM	30,626.27	0.00	30,626.27
2G	SPECIAL EDUCATION PRIVATE DAY PLACEMENT	34,118.16	0.00	34,118.16
3	NON-MANDATED-COMMUNITY BASED	715.00	0.00	715.00
TOTAL EXPENDITURES		429,620.82	9,607.15	420,013.67

2	010 CANCELLATIONS		3,658.00	
12	010 CANCELLATIONS (REVERSAL)		0.00	
3	010 VENDOR REFUNDS		0.00	
13	010 VENDOR REFUNDS - (REVERSAL)		0.00	
4	020 PARENTAL CO-PAYMENTS		0.00	
14	020 PARENTAL CO-PAYMENTS (REVERSAL)		0.00	
6	030 PAYMENT MADE ON BEHALF OF THE CHILD (SSA, SSI, VA Benefits)		1,957.00	
16	030 PAYMENT MADE ON BEHALF OF THE CHILD (REVERSAL)		0.00	
5	040 CHILD SUPPORT COLLECTION THROUGH DCSE		6,093.47	
15	040 CHILD SUPPORT COLLECTION THROUGH DCSE (REVERSAL)		0.00	
7	050 TRANSFER FROM CSA TO TITLE IV-E		11,755.48	
8	050 TRANSFER FROM TITLE IV-E TO CSA		(13,856.80)	
10	090 OTHER CREDITS		0.00	
11	090 OTHER DEBITS		0.00	
TOTAL REFUND/ADJUSTMENTS			9,607.15	

REFUNDS ARE PRESENTED AS POSITIVE NUMBERS.

**Transaction History**

**Pool Reimbursement History**

Match Rate: 0.4587			Total Amount	State	Local
Beginning Balance			\$1,631,291.05	\$882,966.00	\$748,325.05
Status	Period End Date	Date Filed	Total Amount	State	Local
<u>9</u>	7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84
<u>9</u>	8/31/2017	9/6/2017	\$89,710.06	\$53,942.57	\$35,767.49
<u>9</u>	9/30/2017	9/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
<u>9</u>	10/31/2017	11/3/2017	\$234,055.53	\$133,878.64	\$100,176.89
<u>9</u>	11/30/2017	12/8/2017	\$163,289.00	\$94,523.55	\$68,765.45
<u>9</u>	12/31/2017	1/10/2018	\$299,413.32	\$164,655.90	\$134,757.42
<u>9</u>	1/31/2018	2/5/2018	\$148,646.83	\$80,995.38	\$67,651.45
<u>9</u>	2/28/2018	3/12/2018	\$356,765.54	\$207,079.74	\$149,685.80
<u>1</u>	3/31/2018	4/11/2018	\$284,778.22	\$158,967.39	\$125,810.83
Pool Reimbursement Expenditure Totals			\$1,687,182.66	\$956,446.06	\$730,736.60

**Supplement History**

Period End Date	Date Filed	Total Amount	State	Local
	4/16/2018	\$919,943.00	\$564,640.00	\$355,303.00
Supplement Totals		\$919,943.00	\$564,640.00	\$355,303.00
CSA System Balance(With Wrap)		\$864,051.39	\$491,159.94	\$372,891.45

**Transaction History without WRAP Dollars**

**Pool Reimbursement History**

<b>Match Rate: 0.4587</b>		<b>Total Amount</b>	<b>State</b>	<b>Local</b>
<b>Beginning Balance</b>		<b>\$1,606,163.00</b>	<b>\$869,365.00</b>	<b>\$736,798.00</b>
<b>Period End Date</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84
8/31/2017	9/6/2017	\$89,560.06	\$53,861.37	\$35,698.69
9/30/2017	9/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
10/31/2017	11/3/2017	\$232,175.13	\$132,860.78	\$99,314.35
11/30/2017	12/8/2017	\$161,212.00	\$93,399.27	\$67,812.73
12/31/2017	1/10/2018	\$295,860.22	\$162,732.61	\$133,127.61
1/31/2018	2/5/2018	\$146,742.83	\$79,964.74	\$66,778.09
2/28/2018	3/12/2018	\$356,765.54	\$207,079.74	\$149,685.80
3/31/2018	4/11/2018	\$284,365.12	\$158,743.78	\$125,621.34
<b>Pool Reimbursement Expenditure Totals - WRAP Only</b>		<b>\$1,677,205.06</b>	<b>\$951,045.19</b>	<b>\$726,159.87</b>

Supplement History

Period End Date	Date Filed	Total Amount	State	Local
	4/16/2018	\$919,943.00	\$564,640.00	\$355,303.00
<b>Supplement Totals</b>		<b>\$919,943.00</b>	<b>\$564,640.00</b>	<b>\$355,303.00</b>
<b>CSA System Balance(Non-Wrap)</b>		<b>\$848,900.94</b>	<b>\$482,959.81</b>	<b>\$365,941.13</b>

Transaction History WRAP dollars only

Pool Reimbursement History - WRAP only

<b>Beginning Balance</b>		<b>\$17,738.00</b>	<b>\$9,601.00</b>	<b>\$8,137.00</b>
<b>Period End Date</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
8/31/2017	9/6/2017	\$150.00	\$81.20	\$68.81
10/31/2017	11/3/2017	\$1,880.40	\$1,017.86	\$862.54
11/30/2017	12/8/2017	\$2,077.00	\$1,124.28	\$952.72
12/31/2017	1/10/2018	\$3,553.10	\$1,923.29	\$1,629.81
1/31/2018	2/5/2018	\$1,904.00	\$1,030.64	\$873.36
3/31/2018	4/11/2018	\$413.10	\$223.61	\$189.49

<b>Beginning Balance</b>		<b>\$17,738.00</b>	<b>\$9,601.00</b>	<b>\$8,137.00</b>
<b>Period End Date</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
Pool Reimbursement Expenditure Totals - WRAP only		\$9,977.60	\$5,400.87	\$4,576.73

WRAP Allocation Modification History

Period End Date	Date Filed	Total Amount	State	Local
	1/31/2018	\$7,390.05	\$4,000.00	\$3,390.05
WRAP Allocation Modification Totals		\$7,390.05	\$4,000.00	\$3,390.05
CSA Balance (WRAP only)		\$15,150.45	\$8,200.13	\$6,950.32

**WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES  
FY18**

*Chart C*

Child	33	43	42	39
Agency	WPS	WPS	WPS	NREP
Worker	Mckleman	Morris	Morris	Clatterbuck
MONTH				
JUL	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	150.00
SEP	-	-	-	-
OCT	-	1,005.00	275.40	600.00
NOV	-	2,077.00	-	-
DEC	-	-	1,813.10	1,740.00
JAN	-	804.00	1,100.00	-
FEB	-	-	-	-
MAR	-	-	413.10	-
APR	-	-	-	-
MAY	-	-	-	-
JUN	-	-	-	-
JUN (2)	-	-	-	-
<b>CHILD TOTAL</b>	<b>\$ -</b>	<b>\$ 3,886.00</b>	<b>\$ 3,601.60</b>	<b>\$ 2,490.00</b>
				<b>\$ 9,977.60</b>

Beginning Balance	25,128.05
(Less) Disbursed	9,977.60
(Less) Encumbered	6,285.90
<b>Remaining Funds</b>	<b>\$ 8,864.55</b>





Chart E

COMPARISON CHART

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	* FY 2018
JUL	\$ 9,458.29	\$ 5,069.89	\$ 3,038.21	\$ 3,166.90	\$ 1,664.22	\$ 271.75	\$ 1,302.55	\$ 4,079.00	\$ 9,323.78
AUG	145,415.77	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27	135,400.49	99,087.33	92,091.37
SEP	128,872.42	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88	130,355.82	212,702.49	101,200.38
OCT	159,100.81	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83	122,947.92	176,771.37	236,988.05
NOV	117,450.86	161,810.81	117,093.83	112,159.19	109,379.65	164,640.34	112,255.06	263,196.39	167,022.33
DEC	111,673.88	107,885.14	101,861.19	116,376.55	103,368.41	204,456.19	138,115.97	177,478.64	303,816.49
JAN	130,627.75	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78	130,966.48	180,727.59	153,884.03
FEB	83,063.75	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95	137,059.14	171,494.42	358,629.62
MAR	119,700.47	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97	128,104.07	201,250.48	287,487.49
APR	136,286.49	160,351.57	101,993.55	108,460.48	152,250.00	153,605.45	157,691.90	196,282.65	429,620.82
MAY	128,319.69	173,228.70	121,909.56	127,950.48	30,652.63	123,540.61	236,832.42	290,393.99	
JUN	132,160.41	111,218.28	126,270.80	87,566.12	89,193.60	145,627.68	191,156.32	176,224.90	
JUN (2)	143,870.07	212,882.44	155,010.08	136,161.26	118,678.54	168,184.70	181,342.81	353,937.73	
FY TOTAL	1,546,000.66	1,733,298.31	1,504,050.72	1,454,585.07	1,116,509.78	1,664,710.40	1,803,530.95	2,503,626.98	2,140,064.36
CSA Local Share	616,075.51	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18	802,718.74	1,128,848.49	
Medicaid Pay	542,276.28	445,437.88	26,551.56	202,738.74	124,307.44	269,383.88	355,237.98	520,803.30	632,428.44
Med. Loc. Match	95,542.20	82,464.82	7,612.00	58,122.66	35,637.39	77,228.99	101,842.29	149,307.80	147,108.45
# Children Served	114	116	97	75	91	112	151	178	192
				unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD
Average per child									
	\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 11,146.17					

NOTE: \* Indicates gross expenditures (excluding any refunds)

CITY OF WINCHESTER  
 CSA FUND BALANCE  
 CHILDREN'S SERVICE ACT (CSA)

*Chart F*

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED CREDIT AUTHORIZATIONS & POSOS		ADJUSTED FUND BALANCE
C18 CSA MANDATED 17/18 ASSIST	10,000.00	21,817.22	(11,817.22)	0.00	(11,817.22)		0.00	(11,817.22)
C18 CSA MANDATED 17/18 POS	1,596,163.00	2,152,329.33	(556,166.33)	894,748.25	(1,450,914.58)		48,769.52	(1,499,684.10)
C18 CSA NON-MANDATED 17/18 POS	20,162.00	7,740.00	12,422.00	5,853.15	6,568.85		0.00	6,568.85
C18 CSA W/A SRVS FOR STUDENTS 17/18 POS	25,128.05	12,543.50	12,584.55	3,720.00	8,864.55		0.00	8,864.55
	1,651,453.05	2,194,430.05	(542,977.00)	904,321.40	(1,447,298.40)		48,769.52	(1,496,067.92)

## Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	\$2,600,000.00
Less: YTD Expenditures	\$ 2,133,391.85
	<hr/>
	\$ 466,608.15
LESS: Encumbered Funds	\$ 953,090.92
ADD: Funds to Unencumber	\$ 12,208.00
	<hr/>
	\$ (474,274.77)
LESS: Pending Payments	
LESS: Remaining Clothing Allowances	\$ 7,028.92
LESS:	
LESS: Recurring Payments	\$ 9,288.00
	<hr/>
<b>Estimated Remaining CSA Balance</b>	<b>\$ (490,591.69)</b>
	<hr/> <hr/>

# **MAY FINANCIALS**

Chart A

## CSA FY 18 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: June 08, 2018	FOR PERIOD ENDING: May 31, 2018 Report ID: 29570
LOCALITY: Winchester -FIPS 840	Contact Peerson: Karen Reinhardt (Farrell) Phone Number:540-542-6573

## PART 1 - EXPENDITURE DESCRIPTION

EXPENDITURE DESCRIPTION	LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	\$0.5734	\$11,680.12	\$13,065.75	(\$1,385.63)	(\$794.52)	(\$591.11)
1c. Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$14,565.00	\$0.00	\$14,565.00	\$8,351.57	\$6,213.43
1d. Non-Mandated Services/Residential/Congregate	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	\$0.4587	\$51,774.20	\$0.00	\$51,774.20	\$23,748.83	\$28,025.37
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	\$0.4587	\$77,954.81	\$133.82	\$77,820.99	\$35,696.49	\$42,124.50
2a.1 Treatment Foster Care	\$0.4587	\$71,391.55	\$9,931.69	\$61,459.86	\$28,191.64	\$33,268.22
2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b. Specialized Foster Care - IV-E ; Community Based Services	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.1 Specialized Foster Care	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c. Family Foster Care - IV-E ; Community Based Services	\$0.2294	\$5,523.20	\$3.40	\$5,519.80	\$1,266.24	\$4,253.56
2d. Family Foster Care Maintenance only	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	\$0.4587	\$18,000.53	\$614.22	\$17,386.31	\$7,975.10	\$9,411.21
2f.	Community - Based Services	\$0.2294	\$39,239.11	\$3,283.71	\$35,955.40	\$8,248.17	\$27,707.23
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.2294	\$1,872.20	\$0.00	\$1,872.20	\$429.48	\$1,442.72
2g.	Special Education Private Day Placement	\$0.4587	\$47,070.81	\$0.00	\$47,070.81	\$21,591.38	\$25,479.43
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$3,765.90	\$0.00	\$3,765.90	\$1,727.42	\$2,038.48
2i.	Psychiatric Hospitals/Crisis Stabilization Units	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	Non-Mandated Services/Community-Based	\$0.2294	\$577.50	\$0.00	\$577.50	\$132.48	\$445.02
4.	<b>GRAND TOTALS: (Sum of categories 1 through 3)</b>		<b>\$343,414.93</b>	<b>\$27,032.59</b>	<b>\$316,382.34</b>	<b>\$136,564.27</b>	<b>\$179,818.07</b>

**CSA FY 18 - POOL REIMBURSEMENT REQUEST REPORT—PART 2**

PART 2 - EXPENDITURE REFUND DESCRIPTION		
Information regarding total expenditure refunds reported in Part 1, Line 4(c).		
EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$8,991.43
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$1,957.00
Child Support Collections through DCSE	040	\$1,328.51
Pool prior-reported expenditures re-claimed under IV-E	050	\$11,955.65
Other: #getforminfo.COMMENTS#	090	\$2,800.00
<b>TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).</b>		<b>\$27,032.59</b>

The expenditures and refunds reported herein were incurred in accordance with provisions of the Comprehensive Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria.

Chart B

**Transaction History**

**Pool Reimbursement History**

Match Rate: 0.4587		Total Amount	State	Local	
Beginning Balance		\$1,631,291.05	\$882,966.00	\$748,325.05	
Status	Period End Date	Date Filed	Total Amount	State	Local
<u>9</u>	7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84
<u>9</u>	8/31/2017	9/6/2017	\$89,710.06	\$53,942.57	\$35,767.49
<u>9</u>	9/30/2017	9/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
<u>9</u>	10/31/2017	11/3/2017	\$234,055.53	\$133,878.64	\$100,176.89
<u>9</u>	11/30/2017	12/8/2017	\$163,289.00	\$94,523.55	\$68,765.45
<u>9</u>	12/31/2017	1/10/2018	\$299,413.32	\$164,655.90	\$134,757.42
<u>9</u>	1/31/2018	2/5/2018	\$148,646.83	\$80,995.38	\$67,651.45
<u>9</u>	2/28/2018	3/12/2018	\$356,765.54	\$207,079.74	\$149,685.80
<u>9</u>	3/31/2018	4/11/2018	\$284,778.22	\$158,967.39	\$125,810.83
<u>9</u>	4/30/2018	5/15/2018	\$420,013.67	\$239,537.29	\$180,476.38
<u>5</u>	5/31/2018	6/8/2018	\$316,382.34	\$179,818.07	\$136,564.27
Pool Reimbursement Expenditure Totals			\$2,423,578.67	\$1,375,801.42	\$1,047,777.25

**Supplement History**

Period End Date	Date Filed	Total Amount	State	Local
	4/16/2018	\$919,943.00	\$564,640.00	\$355,303.00
Supplement Totals		\$919,943.00	\$564,640.00	\$355,303.00
CSA System Balance(With Wrap)		\$127,655.38	\$71,804.58	\$55,850.80

**Transaction History without WRAP Dollars**

**Pool Reimbursement History**

Match Rate: 0.4587		Total Amount	State	Local
Beginning Balance		\$1,606,163.00	\$869,365.00	\$736,798.00
Period End Date	Date Filed	Total Amount	State	Local
7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84
8/31/2017	9/6/2017	\$89,560.06	\$53,861.37	\$35,698.69
9/30/2017	9/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
10/31/2017	11/3/2017	\$232,175.13	\$132,860.78	\$99,314.35
11/30/2017	12/8/2017	\$161,212.00	\$93,399.27	\$67,812.73
12/31/2017	1/10/2018	\$295,860.22	\$162,732.61	\$133,127.61
1/31/2018	2/5/2018	\$146,742.83	\$79,964.74	\$66,778.09
2/28/2018	3/12/2018	\$356,765.54	\$207,079.74	\$149,685.80
3/31/2018	4/11/2018	\$284,365.12	\$158,743.78	\$125,621.34
4/30/2018	5/15/2018	\$420,013.67	\$239,537.29	\$180,476.38
5/31/2018	6/8/2018	\$312,616.44	\$177,779.58	\$134,836.86
Pool Reimbursement Expenditure Totals - WRAP only		\$2,409,835.17	\$1,368,362.06	\$1,041,473.11

Supplement History

Period End Date	Date Filed	Total Amount	State	Local
	4/16/2018	\$919,943.00	\$564,640.00	\$355,303.00
Supplement Totals		\$919,943.00	\$564,640.00	\$355,303.00
CSA System Balance(Non-Wrap)		\$116,270.83	\$65,642.94	\$50,627.89

Transaction History WRAP dollars only

Pool Reimbursement History - WRAP only

Beginning Balance		\$17,738.00	\$9,601.00	\$8,137.00
Period End Date	Date Filed	Total Amount	State	Local
8/31/2017	9/6/2017	\$150.00	\$81.20	\$68.81
10/31/2017	11/3/2017	\$1,880.40	\$1,017.86	\$862.54
11/30/2017	12/8/2017	\$2,077.00	\$1,124.28	\$952.72
12/31/2017	1/10/2018	\$3,553.10	\$1,923.29	\$1,629.81



<b>Beginning Balance</b>		<b>\$17,738.00</b>	<b>\$9,601.00</b>	<b>\$8,137.00</b>
<b>Period End Date</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
1/31/2018	2/5/2018	\$1,904.00	\$1,030.64	\$873.36
3/31/2018	4/11/2018	\$413.10	\$223.61	\$189.49
5/31/2018	6/8/2018	\$3,765.90	\$2,038.48	\$1,727.42
Pool Reimbursement Expenditure Totals - WRAP only		\$13,743.50	\$7,439.36	\$6,304.14

WRAP Allocation Modification History

Period End Date	Date Filed	Total Amount	State	Local
	1/31/2018	\$7,390.05	\$4,000.00	\$3,390.05
WRAP Allocation Modification Totals		\$7,390.05	\$4,000.00	\$3,390.05
<b>CSA Balance (WRAP only)</b>		<b>\$11,384.55</b>	<b>\$6,161.64</b>	<b>\$5,222.91</b>

Chart C

**WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES  
FY18**

Child	33	43	42	39
Agency Worker	WPS McKiernan	WPS Morris	WPS Morris	NREP Clatterbuck
MONTH	MONTH TOTAL			
JUL	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	150.00
SEP	-	-	-	-
OCT	-	1,005.00	275.40	600.00
NOV	-	2,077.00	-	-
DEC	-	-	1,813.10	1,740.00
JAN	-	804.00	1,100.00	-
FEB	-	-	-	-
MAR	-	-	413.10	413.10
APR	-	-	2,340.90	1,425.00
MAY	-	-	-	-
JUN	-	-	-	-
JUN (2)	-	-	-	-
<b>CHILD TOTAL</b>	<b>\$ -</b>	<b>\$ 3,886.00</b>	<b>\$ 5,942.50</b>	<b>\$ 3,915.00</b>
				<b>\$ 13,743.50</b>

Beginning Balance	25,128.05
(Less) Disbursed	13,743.50
(Less) Encumbered	2,370.00
<b>Remaining Funds</b>	<b>\$ 9,014.55</b>

# NON-MANDATED FUNDS FY 2018

Chart D

CHILD #	39	45	44	41
Agency	NREP	CSB	DJJ	WPS
Worker	Clatterbuck	Trichler	Marsten	McKiernan
MONTH	MONTH TOTAL			
JUL	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	-
SEP	-	-	-	-
OCT	-	-	-	-
NOV	-	-	-	-
DEC	-	-	1,690.00	-
JAN	-	-	-	-
FEB	-	375.00	650.00	-
MAR	-	2,295.00	1,137.50	-
APR	-	-	162.50	-
MAY	-	-	577.50	-
JUN	-	-	-	-
JUN (2)	-	-	-	-
<b>CHILD TOTAL</b>	<b>\$ -</b>	<b>\$ 2,670.00</b>	<b>\$ 4,607.50</b>	<b>\$ 8,252.50</b>

Beginning Balance	\$ 20,162.00
(Less) Disbursed	\$ 8,252.50
(Less) Encumbered	\$ 4,253.15
<b>Remaining Funds</b>	<b>\$ 7,656.35</b>

COMPARISON CHART

Chart E

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	* FY 2018	
JUL	\$ 9,458,29	\$ 5,089,89	\$ 3,038,21	\$ 3,186,90	\$ 186,42	\$ 271,75	\$ 1,302,55	\$ 4,079,00	\$ 9,323,78	
AUG	145,415.77	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27	135,400.49	99,087.33	92,091.37	
SEP	128,872.42	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88	130,355.82	212,702.49	101,200.38	
OCT	159,100.81	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83	122,947.92	176,771.37	236,988.05	
NOV	117,450.86	161,810.81	117,093.83	112,159.19	109,379.65	164,640.34	112,255.06	263,196.39	167,022.33	
DEC	111,673.88	107,885.14	101,861.19	116,376.55	103,368.41	204,456.19	138,115.97	177,478.64	303,816.49	
JAN	130,627.75	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78	130,966.48	180,727.59	153,884.03	
FEB	83,063.75	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95	137,059.14	171,484.42	358,629.62	
MAR	119,700.47	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97	128,104.07	201,250.48	287,487.49	
APR	136,286.49	160,351.57	101,993.55	108,460.48	152,250.00	153,605.45	157,691.90	196,282.65	429,620.82	
MAY	128,319.69	173,228.70	121,909.56	127,950.48	30,652.63	123,540.61	236,832.42	290,383.99	343,414.93	
JUN	132,160.41	111,218.28	126,270.80	87,566.12	89,193.60	145,627.68	191,156.32	176,224.90		
JUN (2)	143,870.07	212,852.44	155,010.08	136,161.26	118,678.54	168,184.70	181,342.81	353,937.73		
FY TOTAL	1,546,000.86	1,733,298.31	1,504,050.72	1,464,586.07	1,116,508.78	1,894,710.40	1,803,530.95	2,503,628.98	2,483,479.29	
CSA Local Share	616,075.51	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18	802,718.74	1,128,848.49		
Medicaid Pay	542,278.28	445,437.88	26,551.56	202,738.74	124,307.44	269,383.88	355,237.98	520,803.30	688,282.72	
Med. Loc. Match	95,542.20	82,464.82	7,612.00	58,122.66	35,637.39	77,228.99	101,842.29	149,307.80	160,557.05	
# Children Served	114	116	97	75 unduplicated youth served YTD	91 unduplicated youth served YTD	112 unduplicated youth served YTD	151 unduplicated youth served YTD	178 unduplicated youth served YTD	199 unduplicated youth served YTD	
Average per child							\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 12,479.80

NOTE: \* Indicates gross expenditures (excluding any refunds)

CITY OF WINCHESTER  
 CSA FUND BALANCE  
 CHILDREN'S SERVICE ACT (CSA)

Chart F

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED CREDIT AUTHORIZATIONS & POSOS	ADJUSTED FUND BALANCE
C18 CSA MANDATED 17/18 ASSIST	20,000.00	30,652.76	(10,652.76)	0.00	(10,652.76)	0.00	(10,652.76)
C18 CSA MANDATED 17/18 POS	2,506,106.00	2,371,685.91	134,420.09	724,647.01	(590,226.92)	36,236.56	(626,463.48)
C18 CSA NON-MANDATED 17/18 POS	20,162.00	8,252.50	11,909.50	4,253.15	7,656.35	0.00	7,656.35
C18 CSA W/A SRVS FOR STUDENTS 17/18 POS	25,128.05	13,743.50	11,384.55	2,370.00	9,014.55	0.00	9,014.55
C19 CSA MANDATED 18/19 POS	0.00	0.00	0.00	144,120.33	(144,120.33)	18,128.20	(162,248.53)
C19 CSA NON-MANDATED 18/19 POS	0.00	0.00	0.00	2,000.00	(2,000.00)	0.00	(2,000.00)
	2,571,396.05	2,424,334.67	147,061.38	877,390.49	(730,329.11)	54,364.76	(784,693.87)

Chart G

Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	\$3,216,148.00
Less: YTD Expenditures	\$ 2,448,051.58
	<u>768,096.42</u>
LESS: Encumbered Funds	\$ 767,506.72
ADD: Funds to Unencumber	\$ 12,208.00
	<u>12,797.70</u>
LESS: Pending Payments	\$ 5,600.00
LESS: Remaining Clothing Allowances	\$ -
LESS: Projected Expenditures thru June	
LESS: Recurring Payments	\$ 6,995.81
<b>Estimated Remaining CSA Balance</b>	<u><u>\$ 201.89</u></u>

# **JUNE ATTACHMENTS**

## Strategic Plan Outstanding Goals

### Strategic Target Area: Common Ground through Education, Training, and Shared Expectations

Goal 1: Develop an orientation program/training program for CPMT, FAPT and Case Managers to address relevant topics, improve skills/identify needs and to create a common understanding of roles and expectations of each level of CSA process. **HIGH**

Champion:

Supporting Staff:CPMTI

Key Tasks/Activities	Target Dates
1. Identify orientation training material that should be addressed and what is specifically needed for the CPMT, FAPT, and case managers. Determine whether material already exists or needs to be created. If it needs to be created, identify a work group to do so. One Manual should be created for both CPMT and FAPT and added to Winchester Website.	Partially Completed 7/31/18
2. CSA Basics Power Point will be added to Winchester Website. CSA Coordinator will create a PDF of training and send to Amy Simmons.	7/31/18
3. Develop packet/binder(CPMT/FAPT)	Partially Completed 7/31/18
4. Binders to be put on Winchester Website so they can be readily accessed by CPMT and FAPT Members as needed.	7/31/18
5. Implement orientation training for existing members (CPMT, FAPT, Case Managers)	Completed
6. Implement orientation for new members (ongoing)	Completed
7. New hires will be announced at CPMT meetings, so CSA Coordinator can set up training for them.	Completed
8. Send out annual survey to case managers, FAPT, CPMT members to develop top training needs	4/13/18
9. Prioritize topics and review with CPMT annually	7/1/18
10. Determine organizations/agencies/providers with appropriate expertise and inquire regarding willingness to provider training	Ongoing July/Aug
11. Identify location and schedule training - send invites	July/Aug
12. Schedule a joint meeting between CPMT and FAPT to discuss roles and responsibilities as a follow up to the training bi-annually.	7/31/18
13. Schedule quarterly joint meetings between CPMT and FAPT to discuss relevant issues	7/31/18



**Goal 2: Ensure Appropriate Outcomes for FAPT Process and Purchased Services**

**Champion:**

**Supporting Staff: CPMT**

<b>Key Tasks/Activities</b>	<b>Target Dates</b>
1. Define provider responsibilities	Partially Completed
2. Possible MOU/Statement of Expectations for Providers will be discussed.	Partially Completed
3. Define desired outcomes reporting formats	Partially Completed
4. Define specific outcomes to follow	Partially Completed
5. Incorporate outcomes reporting into statements of expectations for providers	Partially Completed
6. Consider how to structure contracts that enable provider to have time and resources to create desired reports (Note: Paul to assist with this information)	Partially Completed
7. Develop and implement a survey for families and partners to measure if they were satisfied with the FAPT process and the services provided.	8/30/18
8. Look into website for direct link to CSA Coordinator, so families and partners can provide feedback.	8/30/18
9. CSA Coordinator will provide local and statewide data reports to CPMT quarterly.	7/20/18

**Goal 3: Increase family participation in FAPT.**

**Champion:**

**Supporting Staff: CPMT**

<b>Key Tasks/Activities</b>	<b>Target Dates</b>
1. CSA Coordinator will develop a questionnaire each FAPT in order to find out why families are not attending. (ex. Work, not invited, etc)	8/30/18
2. CSA Coordinator will train staff about the requirement of inviting families to staff and provide the FAPT invitation letter for them to use.	8/30/18
3. CSA Coordinator will talk to the FAPT Members about ways to make the room feel more family friendly, such as table position and seating arrangements	8/30/18
4. Winchester will utilize Family Team Meetings whenever possible in order to encourage family participation.	8/30/18



## Winchester Community Policy and Management Team

24 Baker Street  
Winchester, VA 22601  
540-662-3087  
www.winchesterva.gov

*I, Sarah Kish, Chairperson of Winchester Community Policy and Management Team, hereby certify on this 20th day of June, 2018 that the following Resolution is a true and exact copy of one and the same adopted by the Community Policy and Management Team of the City of Winchester, assembled in regular session on the 20<sup>th</sup> of June, 2018.*

### RESOLUTION

**WHEREAS**, the Community Policy and Management Team of the City of Winchester, Virginia, finds it desirable to establish a schedule of its Regular Meetings for the period beginning July 12, 2018 and concluding June 13, 2019; and

**NOW THEREFORE, BE IT RESOLVED** that all meetings hereinafter described shall be conducted at the Winchester DSS Boardroom, 24 Baker St, Winchester, VA at 2:00 P.M. for the Regular Meeting.

**BE IT FURTHER RESOLVED** that the following schedule of Regular Meetings is, hereby, adopted.

#### Schedule of Regular Meetings

July 12, 2018	January 10, 2019
August 9, 2018	February 14, 2019
September 13, 2018	March 14, 2019
October 11, 2018	April 11, 2019
November 8, 2018	May 9, 2019
December 13, 2018	June 13, 2019

**Resolution No. 2018-1.**

**ADOPTED** by the Community Policy and Management Team of the City of Winchester on the 20th day of June, 2018.

*Witness under my hand,*

*Sarah Kish,  
Chairperson  
Community Policy and Management Team*



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

June 6, 2018

Ms. Sarah Kish, CPMT Chair  
Winchester CSA Program  
12 N. Washington Street  
Winchester, VA 22601

RE: Winchester Children's Services Act (CSA) Program  
Audit Self-Assessment Validation, File No. 45-2018

Dear Ms. Kish,

In accordance with the Office of Children's Service's (OCS) Audit Plan for Fiscal Year 2018, the Winchester Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local CSA Program. An on-site visit was scheduled and conducted by OCS Program Auditors on February 16, 2018 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by the Winchester CSA program, our independent validation:


Concurs                       Partially Concurs                       Does Not Concur

with the conclusion reported by the Winchester CPMT that no significant observations of non-compliance and/or internal control weaknesses were identified in the design or operation of the processes or services conducted on behalf of Winchester CSA. Winchester CPMT has submitted a complete and satisfactory quality improvement plan addressing all non-significant observations that were identified by the CPMT, which included tasks, responsible parties, and target completion dates. OCS Program Auditors conducted a follow-up of the quality improvement plan and determined that tasks identified have been implemented and/or are currently in progress. We respectfully request that you periodically update our office once quality improvement tasks have been fully completed.

Ms. Sarah Kish, CPMT Chair  
June 6, 2018  
Page 2

We would like to thank the Winchester CPMT and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Karen Reinhardt, CSA Coordinator during our on-site visit. Ms. Reinhardt's efforts enabled the audit staff to resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,

  
Stéphanie S. Bacote, CIGA  
Program Audit Manager

cc: Scott Reiner, Executive Director  
Eden E. Freeman, Winchester City Manager  
Celeste Broadstreet, CPMT Fiscal Agent  
Karen Reinhardt, CSA Coordinator