

Minutes
 Winchester Department of Social Services
 Advisory Board Meeting
 Thursday, October 24, 2013

Members Present: Allyson Pate, Betty Curtis, Maric Imoh, Rex Marshall, Nathaniel Prezzy, Tricia Stiles, Patrick Wingfield

Members Absent: Kathy Tagnesi, Les Taylor

Staff/Guests: Amber Johnson (WDSS Director), Georjean Coco (WDSS Asst. Director), Jaimi Lineberg (WDSS Foster Care Coordinator), Nancy Valentine (WDSS Finance Director), Connie Greer (WDSS Fiscal Assistant)

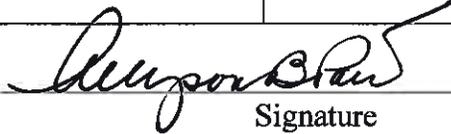
RECAP OF BOARD VOTES:

<u>Motions:</u>	<u>Action:</u>	<u>Status:</u>
Motion to Adopt Minutes of August 22, 2013 Advisory Board Meeting	1 st : Ms. Curtis 2 nd : Mr. Wingfield	Approved Unanimously
Motion to Adopt Bylaws dated October 24, 2013	1 st : Mr. Prezzy 2 nd : Ms. Stiles	Approved Unanimously
Motion to adjourn Advisory Board Meeting	1 st : Ms. Stiles 2 nd : Ms. Curtis	Approved Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 3:59 pm by Allyson Pate, Chair 	<ul style="list-style-type: none"> • <i>Introductions of current members and guests.</i> • <i>Ms. Curtis motioned to approve the August 22, 2013 Meeting Minutes; Mr. Wingfield seconded the motion. The motion was approved unanimously.</i>
Announcements		<ul style="list-style-type: none"> • <i>none</i>
Staff Report	<ul style="list-style-type: none"> • Federal Government Shut-Down • Affordable Health Care Act 	<ul style="list-style-type: none"> • <i>Ms. Johnson reported that there was no effect of the federal government shut down on WDSS programs; all programs remained fully funded.</i> • <i>The new web portal is up and running for individuals to apply for health insurance. WDSS staff is keeping up with the demand.</i>
Committee Reports	<ul style="list-style-type: none"> • PR Committee Report • Bylaws/Guidelines 	<ul style="list-style-type: none"> • <i>All WDSS staff to attend Bridges Out of Poverty Training October 30 & 31. Consider press release to inform community of staff attending training.</i> • <i>Also consider drafting press release for Community Partner Award ceremony held today.</i> • <i>Mr. Prezzy motioned to adopt the</i>

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		<i>Bylaws; Ms. Stiles seconded motion. Motion passed unanimously.</i>
Old Business	<ul style="list-style-type: none"> • Appointments and Reappointments of Board Members • Community Partner Presentation 	<ul style="list-style-type: none"> • <i>All appointments for the Advisory Board are currently filled. Ms. Pate is the next board member whose term expires March 31, 2014.</i> • <i>Award ceremony to immediately follow Board Meeting today.</i>
New Business	<ul style="list-style-type: none"> • Managed Care for Children in Foster Care 	<ul style="list-style-type: none"> • <i>Ms. Lineberg explained the recent and upcoming changes for Foster Care/Adoption Subsidy Medicaid Managed Care, pursuant to the attached.</i>
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be Thursday, January 23, 2014, 4:00 pm in the DSS Board Room. 	<ul style="list-style-type: none"> • <i>Ms. Stiles motioned to adjourn the meeting at 4:45 pm. Ms. Curtis seconded; the motion passed unanimously. Board members adjourned to attend the Community Partner Award Ceremony in the WDSS lobby.</i>


 Signature

1.23.2014
 Date

Attachments:

1. Bylaws dated October 24, 2013
2. Foster Care/Managed Adoption Subsidy Medicaid Managed Care Presentation

BYLAWS
Winchester Social Services Advisory Board

Article I
NAME

The name of the Board shall be the Winchester Social Services Advisory Board (the "Advisory Board").

Article II
LEGAL BASIS AND PURPOSE

Section I: Legal Basis

The Winchester Social Services Advisory Board was established by the City Council in Winchester City Code, Chapter 2, Section 2-9 in accordance with Section 63.2-305 of the Code of Virginia. To the extent that these Bylaws conflict with the Winchester City Code or any other controlling lawful authority including but not limited to formal actions by Common Council, the Winchester City Code or other controlling lawful authority shall supersede. The provisions of these bylaws are severable. If any provision of these bylaws is found to be illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of these bylaws.

Section II: Purpose/Powers/Duties

The powers and duties of the Advisory Board are set forth in §63.2-305(b) of the Code of Virginia which is hereby incorporated into these bylaws mutatis mutandis as follows:

- (1) To interest itself in all matters pertaining to the public assistance and social services needed by the people of the City of Winchester;
- (2) To monitor the formulation and implementation of public assistance and social services programs by the City of Winchester Department of Social Services (the "Department of Social Services");
- (3) To meet with the local government official who constitutes the board or designee at least four (4) times a year for the purpose of making recommendations on policy matters concerning the Department of Social Services;
- (4) To make an annual report to the City of Winchester concurrent with the budget presentation of the Department of Social Services, concerning the administration of the public assistance and social service programs;
- (5) To submit to the governing body or bodies, from time to time, other reports that the Advisory Board deems appropriate.

Article III
MEMBERSHIP

Section I: **Members**

The membership of the Advisory Board shall be consistent with Section 2-9 of the Winchester City Code which provides that the Board shall consist of nine (9) members appointed by the Winchester City Council. The appointment of Advisory Board members shall be for a term of four (4) years. Appointments to fill vacancies shall be for the unexpired term. Appointments to fill unexpired terms shall not be considered full terms, and such persons shall be eligible to be appointed to two (2) consecutive full terms. Except as otherwise determined by Common Council, no person shall serve more than two (2) consecutive terms. The City Manager shall be an ex officio member, without a vote of the Advisory Board. Any vacancy occurring during the term of office of any member shall be reported to Common Council in writing by the Director of Social Services through chain of command and the City's administrative process in order that Council may fill the vacancy for the unexpired term of office.

Article IV
OFFICERS

Section I: **Elected Officers**

The elected officers of the Advisory Board shall be a Chair and a Vice Chair. Officers shall be limited to two (2) consecutive terms. Terms of office shall be one (1) year.

Section II: **Elections**

Nominations and elections of officers shall be held annually as the first order of business either (1) within fifteen (15) days after members of the Advisory Board are notified of their appointment, or (2) at the first regular meeting of the Advisory Board in the calendar year, whichever occurs first.

Section III: **Duties of Officers**

(1) **Chair**

In addition to the other duties set forth in these Bylaws, the primary responsibilities of the Chair shall be:

- (a) To preside over the meetings of the Advisory Board;
- (b) To represent the Board to the City Council and other groups;
- (c) To act as liaison between the Advisory Board and the Department of Social Services;
- (d) To assist in the preparation of the agenda for meetings; and
- (e) To perform other duties which may be assigned by the City Council.

(2) **Vice Chair**

The Vice Chair shall exercise the powers and perform the duties of the Chair during the absence, disability or disqualification of the Chair.

(3) **Secretary**

The Director of Social Services or their designee shall act as Secretary of the Advisory Board and shall keep on file minutes of the attendance and transactions at all meetings of the Advisory Board.

Section IV: Vacancies
Should any vacancy occur among the offices of Chair and Vice Chair as described above, the Advisory Board shall fill such vacancy as promptly as is practicable and the individual elected to such office shall serve for the unexpired term of the office in which such vacancy has occurred.

Article V MEETINGS

Section I: Regular Meetings
The regular meetings of the Advisory Board shall be held on regularly scheduled dates by Resolution annually adopted by the Board, provided, however, that the Advisory Board shall not meet less frequently than once every two months.

Section II: Special Meetings
In addition to regularly scheduled meetings, the Advisory Board may meet at the call of the Chair or on the petition of at least one-half (1/2) of the members.

Section III: Orientation and Training Session
At least one meeting a year shall be an orientation and training session for new Advisory Board members.

Section IV: Executive Sessions
The Advisory Board may hold executive sessions in accordance with applicable state law.

Section V: Notice
Written notice of regular meetings shall be published in accordance with the requirements of the Code of Virginia and shall be given to all members of the Advisory Board at least five (5) days prior to such meetings. Notice of special meetings shall be given to all Advisory Board members at least one (1) day prior to such meetings. All such notices shall state the time, place and location of the meetings. Meetings are subject to the Freedom of Information Act requirements as established by applicable law.

Section VI: Attendance at Meetings
An Advisory Board member who, without an expressly stated excuse, fails to attend three (3) consecutive regularly scheduled meetings will receive written notice from the Chair, and the Chair shall advise City Council of such fact. By majority vote, the Advisory Board may request the Chair to forward a written request to Common Council for removal of any member due to repeated absences or other behavior that is deemed inconsistent with the efficient and effective operation of the Advisory Board or which may impugn or adversely affect the public perception and integrity of the Advisory Board or the City.

Article VI
COMMITTEES

Section I: Committees
Special or Ad Hoc committees may be designated by the Chair with the approval of the Advisory Board. All provisions of these Bylaws regarding Notice, Attendance, and Conduct of Meetings shall be equally applicable to any committee meeting under this Article.

Article VII
CONDUCT OF MEETINGS

Section I: Quorum
At any meeting of the Advisory Board, a quorum shall be a majority of those appointed to and serving on the Advisory Board.

Section II: Procedure
Except as expressly provided under these Bylaws, the rules contained in the current edition of Robert's *Rules of Order, Newly Revised* shall govern the Advisory Board in all cases to which they are applicable and not inconsistent with any special rules of order the Advisory Board may formally adopt. The rules of order and procedure may be suspended only by two-thirds (2/3) vote of the Advisory Board.

Section III: Voting
At all meetings of the Advisory board, each member present shall be entitled to cast one vote. No action of the Advisory Board shall be valid unless a quorum is present, as outlined in Article VIII, Section I above.

Section IV: Conflict of Interest
All members of the Advisory Board are subject to the Virginia State and Local Government Conflict of Interest Act (Virginia Code §2.2-3100 et seq.). In the event that any member shall have a financial or personal interest of any kind in a matter before the Advisory Board, regardless of whether such matter has come before the Advisory Board for a vote, and aside from any interest in common with any other taxpayer or resident of the City of Winchester, such member shall disclose that interest and may disqualify himself or herself, or shall disqualify himself or herself if required by law, from voting on or participating in discussion upon the matter.

Article VIII
AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting by a two-thirds (2/3) majority vote of the membership of the Advisory Board after thirty (30) days prior written notice. An amendment shall become effective immediately upon its adoption.

Foster Care/Adoption Subsidy
Medicaid Managed Care

**WINCHESTER DEPARTMENT OF
SOCIAL SERVICES-**



WHAT IS MANAGED CARE?

- ❖ Virginia Mandatory Medicaid Managed Care Program- Medallion II
- ❖ Managed Care began in the Tidewater area in 1996 and has expanded throughout the state
- ❖ Medicaid eligible clients are enrolled into Managed Care Organizations



WHAT IS A MCO?

- ❖ It is a Managed Care Organization in which a group of doctors and other health care providers work together to provide health care.
- ❖ All parties will select a Primary Care Physician (PCP) within their network
- ❖ Some examples of MCO's are Anthem Health Keepers Plus, Virginia Premier Health Care Plan, Optima Family Care



BENEFITS OF MANAGED CARE

- ❖ Coordination of health care services
- ❖ Case management
- ❖ 24 hour registered nurse advice line
- ❖ Improved access to providers
- ❖ Targeted services for chronic conditions (diabetes, asthma)
- ❖ Behavioral Health
- ❖ Transportation by MCO's
- ❖ No change to Dental Services- through Smiles for Children



TRANSITION TO MCO

- ❖ October 18, 2013 Pre-assignments to MCO
- ❖ November 18, 2013- DSS or adoptive parents can make MCO changes up to this date
- ❖ December 1, 2013 complete transfer for Northern Virginia residents
- ❖ Two criteria must be met for child to transition: child is residing a transitioning locality and the local department of social services managing the case must be a transitioning locality



EXCLUSIONS FROM MCO

- ❖ Children who are hospitalized at the time of enrollment
- ❖ Children in Level C Residential Care
- ❖ Children who are covered under a parent's private health insurance
- ❖ Children enrolled in a Waiver (example EDCD or Technology) only when the waiver ends



ENROLLMENT STEPS

- ❖ Contact the foster parent to discuss the MCO enrollment and the appropriateness of the MCO assignment with the current providers of the child
- ❖ The Medicaid card and the MCO card will be mailed to the foster parent. Both cards will need to be taken to any appointments and to pick up prescriptions for the child



MAKING CHANGES TO YOUR MCO

- ❖ MCO changes can occur at any time through the year by the Family Services Specialist only
- ❖ Foster parents or placement providers can change the Primary Care Provider or PCP once child is enrolled in the MCO by contacting the MCO Helpline at 1-800-643-2273
- ❖ Depending on when the change in MCO occurs will determine if the change will occur in the month or the month after request for the change



LOSS OF MCO

- ❖ If a child enters residential treatment facility then the child will be unenrolled from the MCO and will continue to receive Medicaid
- ❖ The child will be reenrolled in an MCO the month after the child is discharged from the residential treatment facility
- ❖ If the child becomes ineligible for Medicaid due to their income or age



WHO WILL BE EXPERIENCING THE MCO TRANSITION?

- ❖ 33 youth in foster care
- ❖ 2 youth residing outside our Northern Region (JJ and JS)
- ❖ 2-3 foster youth currently meet the exclusionary criteria (confirmation pending)
- ❖ 42 adoption subsidy recipients
- ❖ Current foster and adoptive parents as well as the Family Service Specialists and Eligibility Service Specialists here at Winchester DSS



QUESTIONS/MORE INFORMATION

- ❖ Questions??????
- ❖ Future questions contact me Jaimi Lineberg, Family Service Supervisor at 540-686-4823.
- ❖ Please feel free to visit the following website for more information www.VirginiaManagedCare.com

