

Minutes
Winchester CPMT
WebEx Meeting
Thursday, August 13, 2020
2:00 p.m.

MEMBERS PRESENT

- Celeste Broadstreet, City of Winchester
- Amber Dopkowski, Winchester Dept. Social Services
- Peter Roussos, Dept. of Juvenile Justice, Chairperson
- Mary Zirkle, Winchester Community Mental Health Center
- Nora Hamme, Parent Representative
- Dr. Colin Greene, Winchester/Frederick Health Department

MEMBERS/OTHERS NOT PRESENT

- Sarah Kish, Winchester Public Schools
- Mark Gleason, Northwestern Community Services Board

Others Present:

- Erika Arenas, Winchester Dept. of Social Services

RECAP OF CPMT VOTES:

Motion:

Motion to approve Agenda with an added announcement by Peter Roussos, Dept. of Juvenile Justice.

Action:

1st: Ms. Dopkowski
2nd: Ms. Zirkle

Status:

Approved
Unanimously

Motion to approve minutes from June 11, 2020 CPMT Meeting

1st: Ms. Dopkowski
2nd: Ms. Zirkle

Approved
Unanimously

Motion to amend Winchester CPMT Policy to remove Free & Reduced Lunch as criteria for parental co-payment waiver due to assessment concerns as all youth attending Winchester Elementary Schools qualify for Free & Reduced Lunch under Community Eligibility Provision (CEP).

1st: Ms. Dopkowski
2nd: Mr. Roussos

Approved
Unanimously

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.

1st: Ms. Broadstreet
2nd: Ms. Zirkle

Approved
Unanimously

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Motion:

Action:

Status:

Motion to come out of Executive Session

1st: Dr. Greene
 2nd: Ms. Dopkowski

Approved
 Unanimously

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.

1st: Dr. Greene
 2nd: Ms. Dopkowski

Approved
 Unanimously

Motion to Approve All Cases, as discussed or amended.

1st: Ms. Broadstreet
 2nd: Ms. Dopkowski

Approved
 Unanimously

Motion to adjourn CPMT Meeting

1st: Dr. Greene
 2nd: Ms. Dopkowski

Approved
 Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	<p>The meeting was opened by Chairperson Peter Roussos at 2:05 PM</p> <p>Motion to approve Agenda with amendment by Mr. Roussos.</p>	<p>1st: Ms. Dopkowski 2nd: Ms. Zirkle</p> <p>Approved Unanimously with amendment.</p>
Approval of Minutes	<p>Motion to approve minutes from June 11, 2020 CPMT Meeting.</p>	<p>On Motion by Ms. Dopkowski and seconded by Ms. Zirkle the Minutes from the June 11, 2020 CPMT meeting were approved.</p>
Public Comment	<p>No members of the public in attendance.</p>	<p>No action.</p>
Announcements	<ul style="list-style-type: none"> • Introduction of Nora Hamme, new parent representative as CPMT board member. 	<ul style="list-style-type: none"> • Ms. Dopkowski introduced Ms. Hamme to the CPMT.

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	<ul style="list-style-type: none"> • Resignation of Mark Legrys, Supervisor of Winchester Dept. of Juvenile Justice, effective tomorrow August 14, 2020. The position opening is being posted on the Virginia Dept. of Juvenile Justice website. 	<ul style="list-style-type: none"> • Mr. Roussos announced Mr. Legrys' resignation.
<p>Financial Report</p>	<p>The Financial Presentation was available electronically for June and July 2020.</p> <p>Report: June (2) 2020, FY2020</p> <ul style="list-style-type: none"> • Gross Expenditures: \$269,741.09 • Expenditure Refunds: \$2,814.33 • Net Expenditures: \$266,926.76 • Local Dollars: \$110,886.42 • Regular Medicaid Payments to Providers (updated as of 07-17-20): \$772,643.31 • Local Match: \$207,938.40 <p>Wrap-Around Services Funds:</p> <ul style="list-style-type: none"> • Beginning Balance: \$23,406.30 • Encumbered: \$1,608.00 • Disbursed: \$20,708.00 • Remaining Funds: \$1,090.30 <p>Non-Mandated Funds</p> <ul style="list-style-type: none"> • Beginning Balance: \$20,162.00 • Encumbered: \$0.00 • Disbursed: \$18,092.70 • Remaining Funds: \$2,069.30 • Unduplicated CSA Case Count: 202 • Average Spent per Child: \$10,660.57 <p>Report: July 2020, FY2020</p> <ul style="list-style-type: none"> • Gross Expenditures: \$0.00 • Expenditure Refunds: \$2,284.13 • Net Expenditures: -\$2,284.13 • Local Dollars: -\$1,135.00 	<ul style="list-style-type: none"> • Ms. Dopkowski reviewed the reports.

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	<p>Wrap-Around Services Funds:</p> <ul style="list-style-type: none"> • Beginning Balance: \$17,659.00 • Encumbered: \$9,380.00 • Disbursed: \$0.00 • Remaining Funds: \$8,279.00 <p>Non-Mandated Funds</p> <ul style="list-style-type: none"> • Beginning Balance: \$20,162.00 • Encumbered: \$0.00 • Disbursed: \$0.00 • Remaining Funds: \$20,162.00 <ul style="list-style-type: none"> • Unduplicated CSA Case Count: 106 • Average Spent per Child: N/A; zero expenditures reported in July. 	
<p>Old Business</p> <ul style="list-style-type: none"> • CPMT Chair Change Effective July 1, 2020 • CPMT Vice Chair Change Effective July 1, 2020 • Confidentiality and Economic Interest Statements 	<ul style="list-style-type: none"> • The CPMT Chair for FY2021 will be Peter Roussos with Department of Juvenile Justice. • The CPMT Vice Chair for FY2021 will be Sarah Kish with Winchester Public Schools. • Reminder to CPMT members to submit their signed Confidentiality, Economic Interest Statements and Code of Ethics as required annually by OCS policy. 	<ul style="list-style-type: none"> • No action. • No action. • CPMT members who have not yet submitted these forms will need to submit to the local CSA office for recordkeeping.
<p>New Business:</p> <ul style="list-style-type: none"> • FY2021 CSA Allocation, Administrative Allocation 	<ul style="list-style-type: none"> • Ms. Dopkowski presented the FY2021 CSA Allocations for WRAP funds, Base Pool Allocation and Non-Mandated Funds. 	<ul style="list-style-type: none"> • No action.

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Item	Discussion	Action
<ul style="list-style-type: none"> • CPMT Chair Signature on Rate Certification 	<ul style="list-style-type: none"> • Due to the COVID-19 pandemic, there have been delays with obtaining CPMT Chair signature on the Reimbursement Rate Certifications (RRC) that are submitted to residential placement providers. Ms. Dopkowski requested approval from the CPMT Chair to sign on his behalf amid the pandemic as this would reduce delays. 	<ul style="list-style-type: none"> • Mr. Roussos authorized Ms. Dopkowski to sign the RRC as CPMT Chair amid the pandemic.
<ul style="list-style-type: none"> • CPMT Meeting Date and Time 	<ul style="list-style-type: none"> • Ms. Dopkowski presented that (4) four of (12) twelve CPMT meetings in FY20 were cancelled due to lack of quorum. There is a need to reassess with CPMT if the selected date and time is convenient for all board members. CPMT to evaluate at future meetings. 	<ul style="list-style-type: none"> • Mr. Roussos recommended continuing this discussion with all CPMT members present to assess schedule availability.
<ul style="list-style-type: none"> • Special Education Day Placements 	<ul style="list-style-type: none"> • CPMT decided at the April 2020 meeting to continue paying the standard in-school private day rate throughout the pandemic as students transitioned to virtual learning. Private Day providers are submitting monthly progress reports indicating that youth are not participating in distance learning nor using the resources provided to them. Winchester CSA continues to be billed the standard in-school private day rate while students continue distance learning. Ms. Dopkowski summarized articles from Frederick County CSA where a rate negotiation was implemented due to the pandemic. CPMT to determine the need for a rate negotiation. 	<ul style="list-style-type: none"> • CPMT will continue this discussion at the next CPMT meeting since the Winchester Public Schools representative, Ms. Kish, was absent today.

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<ul style="list-style-type: none"> • CSA Copayment Collection 	<ul style="list-style-type: none"> • The Office of Children’s Services (OCS) recently provided guidance indicating that the locality should be collecting the parental co-payment from the parent, not the provider. This applies to community-based services and excludes youth receiving Special Education Services and youth in Foster Care, as they are not subject to a co-payment. Mr. Roussos noted that Frederick County CSA collects copayments. Ms. Dopkowski noted surrounding localities leave the copayment collection to the providers. Ms. Zirkle, from a provider perspective, requested more feedback into the process as it will be simpler if the provider collects the co-payment. Ms. Dopkowski cited Appropriation Act language Item 292. E. Pursuant to subdivision 3 of § 2.2-5206 as provided by Scott Reiner, Director of OCS, indicating that the co-payment agreement is between the parent and the CPMT. Ms. Broadstreet recommends following OCS guidance as this is the second time CPMT is being presented with this guidance. 	<ul style="list-style-type: none"> • Winchester CSA to set up and implement a co-payment collection process. Mr. Roussos requested that Ms. Broadstreet bring information to the September CPMT meeting on a financial structure to support the co-payment collection process by Winchester CSA.
<ul style="list-style-type: none"> • CSA Copayment Waiver 	<ul style="list-style-type: none"> • CPMT policy currently includes Free & Reduced Lunch as a determining factor for parental co-payment waiver. All youth attending elementary schools in the Winchester Public Schools district are receiving free lunch due to the district participating in the National School Lunch and Breakfast Program’s Community Eligibility Provision (CEP) as implemented under the Healthy, Hunger-Free Kids Act of 2010. Ms. Dopkowski recommended a motion to remove Free & Reduced Lunch as copayment waiver criteria due to challenges associated with assessing this factor. 	<ul style="list-style-type: none"> • Ms. Dopkowski submitted a motion to amend Winchester CPMT Policy to remove Free & Reduced Lunch from the parental co-payment waiver criteria. Motion seconded by Mr. Roussos. Approved Unanimously.

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<ul style="list-style-type: none"> • Private Provider Representative 	<ul style="list-style-type: none"> • Ms. Zirkle’s CPMT member appointment as the private provider representative expires on September 11, 2020. 	<ul style="list-style-type: none"> • Ms. Zirkle can apply for reappointment. Other local community providers have been notified of the vacancy to provide them with an opportunity to apply.
<p>Motion to Convene in Executive Session</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>Mr. Roussos asked that the meeting move into Executive Session. On motion by Ms. Broadstreet seconded by Ms. Zirkle, the meeting moved into Executive Session.</p>
<p>Motion to Come Out of Executive Session & Immediately Reconvene in Open Session</p>		<p>Motion to come out of Executive Session by Dr. Greene and seconded by Ms. Dopkowski. Approved unanimously.</p>
<p>Motion to Certify Compliance by Roll Call Vote</p>	<p>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.</p>	<p>Motion to Certify Compliance by Roll Call Vote was made by Dr. Greene, seconded by Ms. Dopkowski. Approved unanimously.</p>

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Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Ms. Broadstreet, seconded by Ms. Dopkowski. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, September 10, 2020 at 2:00 PM via WebEx unless otherwise notified.	The meeting was adjourned on motion by Dr. Greene and seconded by Ms. Dopkowski.

Attachments: June and July 2020 Financials, OCS Administrative Memo # 20-04

Transcribed by ema