

Minutes
Winchester CPMT
WebEx Meeting
Thursday, September 10, 2020
2:00 p.m.

MEMBERS PRESENT

- Mary Blowe, City of Winchester
- Peter Roussos, Dept. of Juvenile Justice, Chairperson
- Dr. Colin Greene, Winchester/Frederick Health Department
- Sarah Kish, Winchester Public Schools
- Mark Gleason, Northwestern Community Services Board

MEMBERS/OTHERS NOT PRESENT

- Amber Dopkowski, Winchester Dept. Social Services
- Nora Hamme, Parent Representative
- Mary Zirkle, Winchester Community Mental Health Center

Others Present:

- Erika Arenas, Winchester Dept. of Social Services
- Dedric Smith, City of Winchester IT Department

RECAP OF CPMT VOTES:

Motion:

Action:

Status:

Motion to approve Agenda.

1st: Mr. Gleason
2nd: Ms. Kish

Approved
Unanimously

Motion to approve minutes from August 13, 2020 CPMT Meeting.

1st: Ms. Kish
2nd: Mr. Gleason

Approved
with
abstention by
Dr. Greene

Motion to adopt local CSA Copayment Policy revision, Copayment Collection Agreement and Copayment Screening Forms (English & Spanish version) to transition the copayment collection process to our local CSA office instead of community providers.

1st: Mr. Gleason
2nd: Dr. Greene

Approved
Unanimously

Motion for the CPMT to review the local CSA policy on an annual basis effective October 2020 and subsequently in July of each fiscal year. Recommendations will be brought to the following CPMT meeting for discussion.

1. Dr. Greene
2. Ms. Blowe

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

1st: Dr. Greene
2nd: Mr. Gleason

Approved
Unanimously

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Motion:

Action:

Status:

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

1st: Dr. Greene
 2nd: Mr. Gleason

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: Mr. Gleason

Approved
 Unanimously

Motion to Approve All Cases, as discussed or amended.

1st: Mr. Gleason
 2nd: Dr. Greene

Approved
 Unanimously

Motion to adjourn CPMT Meeting

1st: Dr. Greene
 2nd: Mr. Gleason

Approved
 Unanimously

Item	Discussion	Action
<p>Call to Order/Approval of Agenda</p>	<p>The meeting was opened by Chairperson Peter Roussos at 2:05 PM</p> <p>Motion to approve Agenda.</p>	<p>1st: Mr. Gleason 2nd: Ms. Kish</p> <p>Approved with abstention by Dr. Greene.</p>
<p>Approval of Minutes</p>	<p>Motion to approve minutes from the August 13, 2020 CPMT Meeting.</p>	<p>On Motion by Ms. Kish and seconded by Mr. Gleason the Minutes from the August 13, 2020 CPMT meeting were approved.</p>

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Public Comment	No members of the public in attendance.	No action.
Announcements	<ul style="list-style-type: none"> • COVID-19 pandemic update: local and surrounding area statistics provided. • Hiring of City Manager Daniel Hoffman from Gainesville, FL. 	<ul style="list-style-type: none"> • Dr. Greene presented this information virtually via slideshow presentation. • Ms. Blowe notified the CPMT that the City of Winchester hired Daniel Hoffman as City Manager.
Financial Report	<p>The Financial Presentation was available electronically for June (3) FY20 and August FY21.</p> <p>Report: June (3) 2020, FY2020</p> <ul style="list-style-type: none"> • Gross Expenditures: \$80,945.99 • Expenditure Refunds: \$158.48 • Net Expenditures: \$80,787.51 • Local Dollars: \$29,098.97 • 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: \$0.00 • Disbursed: \$22,316.00 • 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: 206 	<ul style="list-style-type: none"> • Ms. Arenas reviewed the reports.

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	<ul style="list-style-type: none"> • Average Spent per Child: \$15,814.55 <p>Report: August 2020, FY2021</p> <ul style="list-style-type: none"> • Gross Expenditures: \$173,280.05 • Expenditure Refunds: \$2,295.41 • Net Expenditures: \$170,984.64 • Local Dollars: \$67,300.27 <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 • Unduplicated CSA Case Count: 107 • Average Spent per Child: \$1,598.09 	
<p>Old Business</p> <ul style="list-style-type: none"> • CPMT Meeting Date and Time Reassessment • Special Education Day Placements 	<ul style="list-style-type: none"> • Mr. Roussos notified the CPMT that a significant amount of meetings were cancelled last Fiscal Year due to lack of quorum. A reassessment of the current meeting date and time was done to determine if changes were needed. No scheduling conflicts were identified by any of the CPMT members present. All members recognize there may be circumstances when competing demands may result in a member's absence. • Ms. Kish provided an overview of Frederick County CSA's Contract Language regarding Special Education Day Placements with their providers. Ms. Kish raised concern regarding section H 	<ul style="list-style-type: none"> • Winchester CPMT will continue to meet on the second Thursday of each month at 2:00 PM. • Ms. Kish will prepare Winchester CSA Contract Language and bring to the next CPMT meeting. All CPMT members will

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<ul style="list-style-type: none"> • CSA Copayment Forms and Policy Update 	<p>that states any absences, whether authorized or unauthorized, shall not be paid. This may be a potential barrier to Winchester CSA youth receiving this service.</p> <ul style="list-style-type: none"> • This meeting packet included the following attachments: <i>Copayment Screening Form (English & Spanish)</i>, <i>Copayment Collection Agreement</i>, <i>CSA Copayment Policy revision</i>. Mr. Roussos called for a motion to adopt the amended policy and forms to transition the parental copayment collection process to our local CSA office instead of community providers per OCS guidance. 	<p>review the Frederick County contract language included in the meeting packet today and discuss at the next meeting.</p> <ul style="list-style-type: none"> • On Motion by Mr. Gleason and seconded by Dr. Greene, the amended local CSA policy, Copayment Screening Forms and Copayment Collection Agreement were approved.
<p>New Business:</p> <ul style="list-style-type: none"> • Utilization Review Residential • FAPT Private Provider • CPMT Private Provider 	<ul style="list-style-type: none"> • Winchester CSA has only (1) one provider conducting Utilization Review services due to Crossroads Counseling Center going out of business effective October 31, 2020. • Due to Crossroads Counseling Center going out of business effective October 31, 2020, Winchester CSA announced the vacancy of the FAPT Private Provider position on August 20, 2020. As of today, no applications have been received. • Due to Ms. Zirkle's CPMT Private Provider member appointment expiring on September 11, 2020, Winchester CSA announced the upcoming vacancy on August 12, 2020. Winchester City Council 	<ul style="list-style-type: none"> • Ms. Blowe notified the CPMT that the City's Purchasing Agent is looking into options to contract with another provider through an RFP process. • No action. • Winchester City Council to appoint the CPMT Private Provider representative.

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<ul style="list-style-type: none"> Annual CSA Local Policy Review 	<p>has received several applications for this position.</p> <ul style="list-style-type: none"> Winchester CSA is conducting a self-assessment to streamline this program's processes and identify areas of need. It was identified that the CPMT must review the local CSA policy on an annual basis per OCS guidance. Mr. Roussos called for a motion for CPMT to review the local CSA policy on an annual basis effective October 2020 and subsequently in July of each fiscal year. Recommendations will be brought to the following CPMT meeting for discussion. 	<ul style="list-style-type: none"> On Motion by Dr. Greene and seconded by Ms. Blowe, the CPMT will conduct an annual review of the local CSA policy and bring recommendations to the subsequent CPMT meeting for discussion.
<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 Dr. Greene and seconded by Mr. Gleason, 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 Mr. Gleason. 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</p>	<p>Motion to Certify Compliance by Roll Call Vote was made by Dr. Greene, seconded by</p>

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	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.	Mr. Gleason. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Mr. Gleason, seconded by Dr. Greene. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, October 8, 2020 at 2:00 PM via WebEx unless otherwise notified.	The meeting was adjourned on motion by Dr. Greene and seconded by Mr. Gleason.

Attachments: June (3) and August 2020 Financials, Copayment Screening Form – English, Copayment Screening Form – Spanish, Copayment Collection Agreement, CSA Copayment Policy Revision, and Frederick County CSA Contract Language re: Special Education Day Placements

Transcribed by ema