

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, November 9, 2017  
2:00 p.m.

**MEMBERS PRESENT**

Amber Dopkowski, Winchester Dept. Social Services  
Mary Blowe, City of Winchester  
Kelly Bober, Child Advocacy Center  
Dr. Colin Greene, Winchester/Frederick Health Department  
Sarah Kish, Winchester Public Schools  
Peter Roussos, Dept. of Juvenile Justice  
Paul Scardino, National Counseling Group

**MEMBERS/OTHERS NOT PRESENT**

Mark Gleason, Northwestern Community Services Board

**Others Present:**

Karen Farrell, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve minutes from June 8, 2017 CPMT Meeting
  
- 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
  
- 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.
  
- Motion to Approve All Cases, as discussed.

**Action:**

- 1<sup>st</sup>: Ms. Dopkowski  
2<sup>nd</sup>: Mr. Roussos
  
- 1<sup>st</sup>:: Mr. Roussos  
2<sup>nd</sup>: Mr Scardino
  
- 1<sup>st</sup>:: Mr. Roussos  
2<sup>nd</sup>: Ms. Dopkowski
  
- 1<sup>st</sup>: Mr. Scardino  
2<sup>nd</sup>: Ms. Blowe
  
- 1<sup>st</sup>: Ms. Dopkowski  
2<sup>nd</sup>: Mr. Roussos

**Status:**

- Approved  
Unanimously  
Approved
  
- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously

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**Motion:**

**Action:**

**Status:**

- Motion to adjourn CPMT Meeting

1<sup>st</sup>: Mr. Roussos  
 2<sup>nd</sup>: Ms. Blowe

Approved  
 Unanimously

| Item                                    | Discussion  | Action  |
|---|---|---|
| <b>Call to Order/Approval of Agenda</b> | The meeting was opened by Chair, Sarah Kish at 2:05 pm.   |   |
| <b>Approval of Minutes</b>              | Motion to approve minutes from November 9, 2017, CPMT Meeting.  | On Motion by Ms. Dopkowski and seconded by Mr. Roussos the Minutes from the November 9, 2017, CPMT meeting were approved. |
| <b>Announcements</b>                    | Mr. Roussos asked to add Timbrook Program to Agenda.  | Approved  |
| <b>Financial Report</b>                 | <p>The Financial Presentation was distributed for November and December 2017</p> <p>Report: November 2017<br/>           Gross Expenditures: \$167,022.33<br/>           Expenditure Refunds: \$3,733.33<br/>           Net Expenditures: \$163,289.00<br/>           Local Dollars: \$68,765.92<br/>           Regular Medicaid Payments to Providers: Unknown<br/>           Local Match: Unknown</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00<br/>           Encumbered: \$13,065.80<br/>           Disbursed: \$4,107.40<br/>           Remaining Funds: \$564.80</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00<br/>           Encumbered: \$11,010.00</p> | Ms. Farrell reviewed the report.  |

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|  | <p>Disbursed: \$0.00<br/>           Remaining Funds: \$9,152.00<br/>           Unduplicated CSA Case Count: 140<br/>           Average Spent per Child: \$4,333.04</p> <p>Report: December 2017<br/>           Gross Expenditures: \$303,816.49<br/>           Expenditure Refunds: \$4,403.17<br/>           Net Expenditures: \$299,413.32<br/>           Local Dollars: \$133,127.61<br/>           Regular Medicaid Payments to Providers: \$456,850.16<br/>           Local Match: 120,427.51</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00<br/>           Encumbered: \$5,965.40<br/>           Disbursed: \$7,660.50<br/>           Remaining Funds: \$4,112.10</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00<br/>           Encumbered: \$8,410.00<br/>           Disbursed: \$1,690.00<br/>           Remaining Funds: \$10,062.00<br/>           Unduplicated CSA Case Count: 149<br/>           Average Spent per Child: \$6,110.35</p> |   |
| <p><b>Old Business:</b></p> <p><b>a. Fiscal Subcommittee Meeting Minutes and Recommendations</b></p> | <p>The Fiscal Subcommittee member in attendance, Ms. Dopkowski and Ms. Farrell presented the Minutes from the Fiscal Subcommittee Meeting on December 5, 2018, and the recommendations from the meeting:</p> <ol style="list-style-type: none"> <li>1. Recommend that FAPT return to 90 day reviews for residential cases, with written policy that anyone involved in the case can ask for more frequent</li> </ol>   | <p>Motion to approve recommendation Mr. Scardino. Mr. Roussos seconded. Approved.</p> |

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| <p><b>b. Self-Assessment Workbook Submitted with Quality Improvement Plans</b></p>  | <p>FAPT reviews, if needed, on a case by case basis.</p> <p>2. Recommend requirement of FTM every 90 days in residential cases and FTM before initial FAPT, unless the placement is an emergency placement.</p> <p>3. CPMT Members were asked what information is necessary for residential cases presented during executive session at CPMT meetings.</p> <p>Ms. Farrell submitted the Self-Assessment Workbook with Quality Improvement plans to OCS.</p> | <p>Motion to approve recommendation – Mr Roussos. Ms. Dopkowski seconded. Approved.</p> <p>Information needed for CPMT presentation on residential cases is CSA Referral Form, Family Care Plan and Budget Request Form.</p> <p>No Action</p> |
| <p><b>New Business:</b></p> <p><b>a. Incorporation of Quality Improvement Plans into Strategic Plan</b></p> <p><b>b. Presentation of FY18 Expenditures</b></p> <p><b>c. SPED Wrap-Around Allocation Memo #17-06</b></p> <p><b>d. Annual Forms due</b></p> | <p>Quality Improvement Plans need to be incorporated in Strategic Plan.</p> <p>Ms. Farrell presented a power point presentation of FY18 expenditures this year.</p> <p>Localities requesting additional Wrap funds have to send request to OCS by January 31, 2018.</p> <p>Ms. Farrell will email annual Code of Ethics, Confidentiality Agreement, and Statement of Economic Interest, if applicable, to CPMT and FAPT Members.</p>                        | <p>Ms. Farrell will schedule a Strategic Planning meeting.</p> <p>Ms. Farrell will schedule a meeting with Ms. Kish to decide how much additional Wrap funds to request.</p> <p>Ms. Farrell will email forms to CPMT and FAPT Members.</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</p>  | <p>Ms. Kish asked that the meeting move into Executive Session. On motion by Mr. Roussos seconded by Mr. Scardino. The meeting</p>  |

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|--|---|---|
|  | 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.  | moved into Executive Session.   |
| <b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b> |   | Motion to come out of Executive Session by Mr. Roussos 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. Scardino, seconded by Ms. Blowe, and unanimously approved. |
| <b>Motion to Approve All Cases</b>   | Motion to Approve all cases as discussed.   | All cases were approved, on motion by Ms. Dopkowski seconded by Mr. Roussos. Motion was approved.                         |
| <b>Motion to Adjourn/Next Meeting Date</b>   | The next CPMT meeting will be held Thursday, February 8 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.  | The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Blowe.   |

Attachments: November and December FY18 Financials  
 January Attachments

Transcribed by kff