

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, January 12, 2017  
2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Kelly Bober, Child Advocacy Center  
Amber Dopkowski, Winchester Dept. Social Services  
Eden Freeman, City of Winchester  
Mark Gleason, Northwestern Community Services Board  
Lyda Kiser, Parent Representative  
Peter Roussos, Dept. of Juvenile Justice  
Paul Scardino, National Counseling Group

**MEMBERS/OTHERS NOT PRESENT**

April Jenkins, Winchester/Frederick Health Department  
Sarah Kish, Winchester Public Schools

**Others Present:**

Karen Farrell, Winchester CSA Coordinator  
Connie Greer, Winchester Dept. of Social Services  
Katiann Marshall, Winchester Star

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve minutes from December 8, 2016 CPMT Meeting
- Motion to accept CPMT Fiscal Subcommittee recommendations to require the Family Assessment and Planning Team (FAPT) review residential placements every forty-five days, and that a family team meeting is required prior to each residential placement.
- Motion to request no additional wrap around funds from the Office of Children’s Services for fiscal year 2017.
- Motion to submit a request for a supplemental allocation of mandated funds from the Office of Children’s Services for fiscal year 2017.
- 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>: Ms. Freeman
- 2<sup>nd</sup>: Ms. Dopkowski
- 1<sup>st</sup>: Ms. Kiser
- 2<sup>nd</sup>: Ms. Bober
  
- 1<sup>st</sup>: Mr. Gleason
- 2<sup>nd</sup>: Mr. Scardino
- 1<sup>st</sup>: Ms. Kiser
- 2<sup>nd</sup>: Mr. Gleason
  
- 1<sup>st</sup>: Ms. Kiser
- 2<sup>nd</sup>: Ms. Dopkowski
  
  
- 1<sup>st</sup>: Ms. Kiser
- 2<sup>nd</sup>: Ms. Dopkowski

**Status:**

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

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**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.
- Motion to Approve All Cases, as discussed.
- Motion to adjourn CPMT Meeting

**Action:**

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

1<sup>st</sup>: Ms. Kiser  
 2<sup>nd</sup>: Ms. Dopkowski

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

**Status:**

Approved  
 Unanimously

Approved  
 Unanimously

Approved  
 Unanimously

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chair, Peter Roussos at 2:00 pm.	
<b>Approval of Minutes</b>	Motion to approve minutes from December 8, 2016, CPMT Meeting.	On Motion by Ms. Freeman and seconded by Ms. Dopkowski, the Minutes from the December 8, 2016, CPMT meeting were approved.
<b>Announcements</b>	<p>Mr. Gleason and Ms. Farrell are serving on a committee focused on training guardians ad litem.</p> <p>Northwestern Community Services is opening a branch office on Braddock Street in Winchester on February 6, 2017. There will be an open house at the new location on February 10, 2017.</p> <p>The Social Services team has hired a new family services team member whose primary focus will be foster care.</p> <p>The Juvenile and Domestic Relations team has acquired an additional funding source from the state. More details regarding the program to follow.</p>	<p>No Action.</p> <p>No Action</p> <p>No Action</p> <p>Mr. Roussos to provide more information at future meetings.</p>
<b>Financial Report</b>	The Financial Presentation was distributed for December 2016.	Ms. Farrell reviewed the report.

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	<p>Report: December 2016            Gross Expenditures: \$179,888.31            Expenditure Refunds: \$842.53            Net Expenditures: \$179,045.78            Local Dollars: \$81,001.70            Regular Medicaid Payments to Providers: \$45,825.00            Local Match: \$22,912.50</p> <p>Wrap Dollars Funds Beginning Balance: \$16,681.00            Encumbered: \$6,688.88            Disbursed: \$3,951.22            Remaining Funds: \$6,040.90</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00            Encumbered: \$8,096.85            Disbursed: \$7,693.40            Remaining Funds: \$4,371.75            Unduplicated CSA Case Count: 66            Average Spent per Child: \$14,835.46</p>	<p>Members requested Ms. Farrell to provide an Encumbrance Report to determine how much money is being requested for services which are not being utilized.</p> <p>Ms. Farrell also distributed a report entitled FY17 Encumbrances To Date which shows that current trajectory of spending CSA funds will result in a shortfall of approximately \$653,291. Ms. Farrell will share this report with FAPT.</p>
<p><b>Old Business:</b></p> <p><b>a. Schedule Review of Strategic Plan</b></p> <p><b>b. LEDRS update</b></p> <p><b>c. CPMT Appointments</b></p> <p><b>d. CPMT Fiscal Subcommittee Meeting</b></p>	<p>CPMT discussed current status of Strategic Plan</p> <p>Thomas Brothers still working on software update to correct problem with LEDRS file.</p> <p>New appointment letters were prepared.</p> <p>Mr. Roussos, Ms. Kish, Ms. Dopkowski, Mr. Gleason, and Mr. Scardino met to explore additional ways to help control FAPT spending.</p>	<p>CPMT met for a special meeting on January 12, 2017, prior to January 12, CPMT meeting to review CPMT strategic plan.</p> <p>Ms. Farrell continues to work with Thomas Bros software developers to be able to submit accurate LEDRS report so that locality can be reimbursed properly for CSA fund expenditures.</p> <p>CPMT members signed new letters.</p> <p>On Motion by Ms. Kiser and seconded by Ms. Bober, a motion to accept CPMT Fiscal Subcommittee</p>

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<p><b>e. Wrap Allocation</b></p>	<p>The CPMT Fiscal Subcommittee proposed the following suggestions:</p> <ol style="list-style-type: none"> <li>1. Require FAPT to review residential placements every 45 days to insure client needs are being met in cost effective manner.</li> <li>2. Consider outside party to perform Utilization Reviews</li> <li>3. At least one Family Team Meeting is required prior to placement in residential treatment facility.</li> <li>4. Conduct future focus groups with FAPT members to see if they have additional ideas on ways to control CSA costs.</li> </ol> <p>OCS requires review of WRAP funds expected to be used by localities. Ms. Farrell reviewed the cases and anticipated need with Rodney Morris, Winchester Schools Special Education Coordinator. Ms. Farrell and Mr. Morris determined that based on anticipated need they did not feel any additional wrap funds were necessary, nor would any wrap funds be returned at this time.</p>	<p>recommendations to require the Family Assessment and Planning Team (FAPT) review residential placements every forty-five days, and that a family team meeting is required prior to each residential placement, was approved unanimously.</p> <p>On motion by Mr. Gleason and seconded by Mr. Scardino, the motion to request no additional wrap around funds from the Office of Children’s Services for fiscal year 2017 was unanimously approved.</p>
<p><b>New Business:</b></p> <p><b>a. Update on Magellan IACCT process</b></p> <p><b>b. Yearly Economic Interest Statements, Confidentiality and Code of Ethics forms</b></p>	<p>Magellan announced that start date for implementation on IACCT process has been delayed. Start date is unknown at this time.</p> <p>Ms. Farrell distributed Economic Interest Statements, Confidentiality and Code of Ethics forms required to be signed each year by members of CPMT.</p>	<p>Members returned signed forms to Ms. Farrell</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>Mr. Roussos asked that the meeting move into Executive Session. On motion by Ms. Kiser, seconded by Ms. Dopkowski, the meeting moved into Executive Session.</p>

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<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 Ms. Kiser 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 Ms. Freeman, 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. Kiser, seconded by Ms. Dopkowski. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, February 9, 2017 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Ms. Freeman and seconded by Mr. Gleason.

Attachments: December Financials  
 FY17 Expenditures to Date

Transcribed by cpg