

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, October 11, 2018  
2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Mark Gleason, Northwestern Community Services Board  
Dr. Colin Greene, Winchester/Frederick Health Department  
Sarah Wingfield, Winchester Dept. Social Services  
Mary Zirkle, Winchester Community Mental Health Center

**MEMBERS/OTHERS NOT PRESENT**

Amber Dopkowski, Winchester Dept. Social Services  
Sarah Kish, Winchester Public Schools  
Peter Roussos, Dept. of Juvenile Justice  
Paul Scardino, National Counseling Group

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approved Agenda, with adjustment of date to October 11, 2018
- Motion to approve minutes from September 13, 2018 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

**Action:**

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

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Blowe

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Zirkle

1<sup>st</sup>:: Dr. Greene  
2<sup>nd</sup>: Ms. Zirkle

**Status:**

Approved  
Unanimously

Approved  
with 1  
abstention

Approved  
Unanimously

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 or amended.
  
- Motion to adjourn CPMT Meeting

**Action:**

- 1<sup>st</sup>: Ms. Wingfield  
2<sup>nd</sup>: Ms. Blowe
  
- 1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Blowe
  
- 1<sup>st</sup>: Ms. Wingfield  
2<sup>nd</sup>: Dr. Greene

**Status:**

- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously

| Item                                    | Discussion   | Action   |
|---|--|--|
| <b>Call to Order/Approval of Agenda</b> | The meeting was opened by Acting Chairperson, Mark Gleason, at 2:03pm. Motion to approve Agenda with corrected date of October 11, 2018.   | 1 <sup>st</sup> : Ms. Zirkle<br>2 <sup>nd</sup> : Ms. Blowe<br>Approved Unanimously  |
| <b>Approval of Minutes</b>              | Motion to approve minutes from September 13, 2018 CPMT Meeting.  | On Motion by Dr. Greene and seconded by Ms. Blowe the Minutes from the September 13, 2018, CPMT meetings were approved with 2 abstentions. |
| <b>Announcements</b>                    | None   | No Action  |
| <b>Financial Report</b>                 | The Financial Presentation was distributed for June (2) FY18 and September FY19.<br><br><b>Report: June (2) FY18</b><br>Gross Expenditures: \$3,200.64<br>Expenditure Refunds: \$0.00<br>Net Expenditures: \$3,200.64<br>Local Dollars: \$884.34 | Ms. Reinhardt reviewed the reports.  |

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| Item  | Discussion   | Action  |
|---|--|---|
|   | <p>Regular Medicaid Payments to Providers:\$762,048.94<br/>           Local Match: \$176,179.89</p> <p>Wrap Dollars Funds Beginning Balance:<br/>           \$25,128.05<br/>           Encumbered: \$0<br/>           Disbursed: \$16,549.10<br/>           Remaining Funds: \$8,578.95</p> <p>Non-Mandated Funds Beginning Balance:<br/>           \$20,162.00<br/>           Encumbered: \$0<br/>           Disbursed: \$10,305.00<br/>           Remaining Funds: \$9,857.00<br/>           Unduplicated CSA Case Count:211<br/>           Average Spent per Child: \$14,749.15</p> <p><b>Report: September 2018 - FY19</b><br/>           Gross Expenditures: \$224,132.93<br/>           Expenditure Refunds: \$3,237.83<br/>           Net Expenditures: \$220,895.10<br/>           Local Dollars: \$97,666.72<br/>           Regular Medicaid Payments to Providers:<br/>           \$343,933.18<br/>           Local Match: 148,982.92</p> <p>Wrap Dollars Funds Beginning Balance:<br/>           \$18,788.00<br/>           Encumbered: \$0<br/>           Disbursed: \$550.80<br/>           Remaining Funds: \$18,237.20</p> <p>Non-Mandated Funds Beginning Balance:<br/>           \$20,162.00<br/>           Encumbered: \$0<br/>           Disbursed: \$225.00<br/>           Remaining Funds: \$19,937.00<br/>           Unduplicated CSA Case Count: 125<br/>           Average Spent per Child: \$2,751.47</p> |   |
| <p><b>Old Business:</b><br/> <b>a. Multi Systemic</b></p> | <p>Joel Walkley, Evidence-Based Associates,<br/>           and Daniel Floyd, Family Preservation</p>   | <p>Mr. Walkley and Mr. Floyd<br/>           will contact Ms. Wingfield to</p> |

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| <b>Item</b>   | <b>Discussion</b>   | <b>Action</b>  |
|---|---|--|
| <p><b>Therapy</b></p> <p><b>b. RFP Update</b></p> <p><b>c. Fiscal Subcommittee Meeting</b></p> <p><b>d. Strategic Plan</b></p>                                      | <p>Services of Virginia presented a power point and information about Multi-Systemic Therapy Services.</p> <p>Utilization Review Training was completed on September 19, 2018 at 10:00am at WDSS. Both UR Providers were in attendance.</p> <p>Ms. Reinhardt asked if Fiscal Subcommittee Members would be willing to meet November 8, 2018 for 30 minutes after CPMT meeting.</p> <p>Updated Strategic Plan, including tasks was completed by Ms. Reinhardt and presented to CPMT.</p>   | <p>set up date/time to present to WDSS Services staff.</p> <p>Ms. Reinhardt will complete training for Court Services and NWCSB Case Workers.</p> <p>Fiscal Subcommittee Members present agreed to meet November 8, 2018 for 30 minutes after Strategic Planning Meeting. Ms. Reinhardt will provide FY18 payment breakdown by category. Ms. Reinhardt will send out invitations.</p> <p>Next Strategic Planning meeting November 11, 2018 at 1:00pm. Ms. Reinhardt will send out invitations.</p> |
| <p><b>New Business:</b></p> <p><b>a. Joint FAPT/CPMT Meeting in December</b></p> <p><b>b. CSA Training</b></p> <p><b>c. Family Participation in FAPT Policy</b></p> | <p>CPMT had asked to meet with the FAPT on December 13, 2018, however that is not a scheduled FAPT day. Ms. Reinhardt asked is the CPMT would like to meet on December 6, or December 20, 2018 from 8:30-9:30.</p> <p>Ms. Reinhardt completed a survey of training topics and sent it out.</p> <p>Ms. Reinhardt let CPMT know that she was not correct in stating that there is CSA Policy stating a parent does not have to attend FAPT if they have participated in a Family Team Meeting. Guidance from OCS was that could be a policy that Winchester CPMT adds to their policy manual.</p> | <p>CPMT will meet with FAPT at 8:30-9:30 on December 6, 2018. Ms. Reinhardt will send our invitations.</p> <p>Ms. Reinhardt will bring results of survey to CPMT November 8, 2018.</p> <p>The team asked Ms. Reinhardt to complete a statement of this new policy for the manual, and the CPMT will review it at the November meeting.</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</p>   | <p>Mr. Gleason asked that the meeting move into Executive</p>  |

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|--|---|--|
|  | 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.                       | Session. On motion by Dr. Greene, seconded by Ms. Zirkle, the meeting 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 Dr. Greene and seconded by Ms. Zirkle. 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 Ms. Wingfield seconded by Ms. Blowe Approved unanimously. |
| <b>Motion to Approve All Cases</b>   | Motion to Approve all cases as discussed or amended.  | All cases were approved, on motion by Dr. Greene seconded by Ms. Blowe. Motion was approved.                         |
| <b>Motion to Adjourn/Next Meeting Date</b>   | The next CPMT meeting will be held Thursday, September 13, 2018 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.  | The meeting was adjourned on motion by Ms. Wingfield and seconded by Dr. Greene.                                     |

Attachments: June (2) Financials  
 Sept FY19 Financials

Transcribed by kfr