

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

MEMBERS PRESENT

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

MEMBERS/OTHERS NOT PRESENT

Sarah Kish, Winchester Public Schools

Others Present:

Karen Farrell, Winchester CSA Coordinator

RECAP OF CPMT VOTES:

Motion:

- Motion to approve agenda
- Motion to approve minutes from June 8, 2017 CPMT Meeting
- Motion to approve Utilization Review Proposal and proceed to RFQ
- 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:

1st: Mr. Roussos
2nd: Mr. Gleason
1st: Ms. Jenkins
2nd: Ms. Blowe

1st Mr. Roussos
2nd Ms. Jenkins

1st: Ms. Freeman
2nd: Mr. Scardino

1st: Mr. Roussos
2nd: Mr. Gleason

Status:

Approved
Unanimously
Approved

Approved
Unanimously
Approved

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.

- Motion to adjourn CPMT Meeting

Action:

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

Status:

Approved
 Unanimously

1st: Mr. Gleason
 2nd: Mr. Roussos
 Mr. Scardino – abstained
 from 3 case(s)
 Mr. Gleason – abstained
 from 5 case(s)

Approved
 Unanimously

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

Approved
 Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Acting Chair, Amber Dopkowski at 2:00 pm.	Mr. Roussos motioned to approve agenda, Mr. Gleason seconded..
Approval of Minutes	Motion to approve minutes from September 14, 2017, CPMT Meeting.	On Motion by Ms. Jenkins and seconded by Ms. Blowe the Minutes from the September 14, 2017, CPMT meeting were approved.
Announcements	Winchester Social Services has three new workers.	Ms. Farrell will schedule a new worker training.
Financial Report	The Financial Presentation was distributed for September 2017, FY18 Report: September 2017 Gross Expenditures: \$101,200.38 Expenditure Refunds: \$0 Net Expenditures: \$101,200.38 Local Dollars: \$45,184.42	Ms. Farrell reviewed the report.

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	<p>Regular Medicaid Payments to Providers: Unknown Local Match: Unknown</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00 Encumbered: \$8,640.00 Disbursed: \$150.00 Remaining Funds: \$8,948.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$0.00 Disbursed: \$0.00 Remaining Funds: \$20,162.00 Unduplicated CSA Case Count: 112 Average Spent per Child: \$1,809.07</p>	
<p>Old Business:</p> <p>a. UR Procedure for residential placements</p> <p>b. SOC Expansion Grant</p> <p>c. Schedule meeting of Fiscal Subcommittee</p> <p>d. CSA Audit, Self-Assessment Workbook</p>	<p>Members discussed UR Proposal with amendments.</p> <p>Winchester was approved as part of the SOC Expansion grant for this region.</p> <p>Doodle poll was sent out. Mr. Scardino was not available any of the times listed.</p> <p>Ms. Farrell, Ms. Dopkowski and Ms. Dill went over the Self-Assessment notebook. A few areas of need were found. Ms. Farrell presented those areas to CPMT. At least three people from local CSA Program are needed to complete Section II: Risk Management Fraud Risk Questionnaire.</p>	<p>Motion to approve UR Proposal and proceed to RFQ by Mr. Roussos, Ms. Jenkins seconded.</p> <p>Approved Unanimously.</p> <p>Ms. Farrell will come up with other dates and send out new doodle poll.</p> <p>Mr. Gleason, Mr. Roussos and Ms. Dopkowski volunteered to complete the Risk Management Fraud Risk Questionnaire. Ms. Farrell, Ms. Dopkowski and Mr. Roussos will meet to come up with a Program Improvement Plan for the areas in need.</p>

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<p>New Business:</p> <p>a. Administrative Memo #17-05 CSA Parental Contributions</p> <p>b. CSA Forms</p>	<p>Ms. Farrell presented Administrative Memo #17-05 with recommended language for CSA Parental Contributions.</p> <p>Ms. Farrell will be looking at CSA Forms to see if they can be streamlined for Case Workers.</p>	<p>No action taken.</p> <p>Ms. Farrell will talk to OCS and other CSA Coordinators to get examples of paperwork and will update the CPMT.</p>
<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>Ms. Dopkowski asked that the meeting move into Executive Session. On motion by Ms. Freeman seconded by Mr. Scardino. 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 Mr. Roussos 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 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 Mr. Gleason, seconded by Ms. Jenkins, and unanimously approved.</p>
<p>Motion to Approve All Cases</p>	<p>Motion to Approve all cases as discussed.</p>	<p>All cases were approved, on motion by Mr. Gleason seconded by Mr. Roussos. Motion was approved. Mr. Scardino – abstained from 3 case(s)</p>

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Item	Discussion	Action
		Mr. Gleason – abstained from 5 case(s)
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, November 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. Jenkins and seconded by Ms. Dopkowski.

Attachments: September FY18 Financials
 October Attachments

Transcribed by kff