

Minutes
Winchester CPMT
WebEx Meeting
Thursday, October 8, 2020
2:00 p.m.

MEMBERS PRESENT

- Mary Blowe, City of Winchester
- Amber Dopkowski, Winchester Dept. Social Services
- Nora Hamme, Parent Representative
- Mary Zirkle, Winchester Community Mental Health Center
- Mark Gleason, Northwestern Community Services Board, Acting Chairperson
- Sarah Kish, Winchester Public Schools

Others Present:

- Erika Arenas, Winchester Dept. of Social Services
- Janine Renoy, City of Winchester IT Department

MEMBERS/OTHERS NOT PRESENT

- Peter Roussos, Dept. of Juvenile Justice
- Dr. Colin Greene, Winchester/Frederick Health Department

RECAP OF CPMT VOTES:

Motion:

Action:

Status:

Motion to approve Agenda.

1st: Ms. Dopkowski
2nd: Ms. Kish

Approved
Unanimously

Motion to approve minutes from September 10, 2020 CPMT Meeting.

1st: Ms. Kish
2nd: Ms. Zirkle

Approved
with
abstention by
Ms.
Dopkowski

Motion to approve Robert Nickens of Nickens Professional Counseling as the City of Winchester FAPT Private Provider.

1st: Ms. Blowe
2nd: Ms. Zirkle

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 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.

1st: Ms. Dopkowski
2nd: Ms. Zirkle

Approved
Unanimously

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, October 8, 2020
 2:00 p.m.

Motion:

Action:

Status:

Motion to come out of Executive Session

1st: Ms. Blowe
 2nd: Ms. Kish

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: Ms. Zirkle
 2nd: Ms. Blowe

Approved
 Unanimously

Motion to Approve All Cases, as discussed or amended.

1st: Ms. Dopkowski
 2nd: Ms. Zirkle

Approved
 with
 abstention by
 Ms. Zirkle

Motion to adjourn CPMT Meeting

1st: Ms. Blowe
 2nd: Ms. Zirkle

Approved
 Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Acting Chairperson Mark Gleason at 2:02 PM Motion to approve Agenda.	1 st : Ms. Dopkowski 2 nd : Ms. Kish
Approval of Minutes	Motion to approve minutes from the September 10, 2020 CPMT Meeting.	On Motion by Ms. Kish and seconded by Ms. Zirkle the Minutes from the September 10, 2020 CPMT meeting were approved with abstention by Ms. Dopkowski.
Public Comment	No members of the public in attendance.	No action.

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, October 8, 2020
 2:00 p.m.

Item	Discussion	Action
Announcements	<ul style="list-style-type: none"> • The City of Winchester has partnered with the United Way of Northern Shenandoah Valley to provide mortgage relief and utility assistance through the CARES act to local residents in need due to the COVID-19 pandemic. This article was on the front cover of the Winchester Star today. 	<ul style="list-style-type: none"> • Announcement made by Ms. Dopkowski.
Financial Report	<p>The Financial Presentation was available electronically for September FY2021.</p> <p>Report: September 2020, FY2021</p> <ul style="list-style-type: none"> • Gross Expenditures: \$200,942.14 • Expenditure Refunds: \$5,987.06 • Net Expenditures: \$194,955.08 • Local Dollars: \$84,962.74 • Regular Medicaid Payments to Providers (updated as of 08-25-20): \$112,033.04 • Local Match: \$28,102.98 <p>Wrap-Around Services Funds:</p> <ul style="list-style-type: none"> • Beginning Balance: \$17,659.00 • Encumbered: \$6,566.00 • Disbursed: \$5,494.00 • Remaining Funds: \$5,599.00 <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 <ul style="list-style-type: none"> • Unduplicated CSA Case Count: 115 • Average Spent per Child: \$3,234.24 	<ul style="list-style-type: none"> • Ms. Arenas reviewed the reports.

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, October 8, 2020
 2:00 p.m.

Item	Discussion	Action
<p>Old Business</p> <ul style="list-style-type: none"> • Special Education Day Placements • UR Residential • FAPT Private Provider • CPMT Private Provider • Annual CSA Local Policy Review 	<ul style="list-style-type: none"> • Ms. Kish provided a draft of Winchester CSA’s contractual language regarding Special Education Day Placements. The CPMT will review for recommendations within the next 30 days. • Winchester CSA currently has (1) one contracted provider. A Request for Proposal (RFP) was announced to contract for Utilization Review services with the City of Winchester. There is an ongoing effort to analyze data associated with current UR services to improve outcomes for youth in residential settings. • The CPMT reviewed (2) two applications submitted by Johnny Craig with Teens, Inc. in Frederick County and Robert Nickens with Nickens Professional Counseling in the City of Winchester. OCS guidance includes residence within the locality as appointment criteria. • City Council has not reappointed Ms. Zirkle or appointed a new CPMT private provider. • No recommendations by the CPMT at this time. 	<ul style="list-style-type: none"> • Place this topic as a voting item on the next meeting agenda as an addition to local CSA policy. • WDSS Program Manager Kristin Boehne is actively working on this project in collaboration with Ms. Dopkowski and Ms. Arenas. Ms. Zirkle requested to be an active participant in this ongoing project. • Motion to accept Robert Nickens as the FAPT private provider was made by Ms. Blowe and seconded by Ms. Zirkle. Approved unanimously. • Pending action by Winchester City Council. • No action.

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, October 8, 2020
 2:00 p.m.

Item	Discussion	Action
<p>New Business:</p> <ul style="list-style-type: none"> • Parental agreements • OCS Administrative Memos 	<ul style="list-style-type: none"> • Ms. Dopkowski provided Frederick County’s CSA policy on parental agreements and acknowledged that Winchester CSA does not have specific policy; State policy is currently followed. It is recommended that Winchester CSA establish conditions and boundaries on parental agreements. • The Office of Children’s Services (OCS) released (5) five administrative memorandums addressing the following topics: <ul style="list-style-type: none"> - # 20-10: New and Improved CSA Utilization Reports - # 20-09: Updated Guidance Document – CSA User Guide - # 20-08: New Guidance Document – Utilization Review - # 20-07: New Guidance Document – FAQ on CSA Protected Funds - # 20-06: New Guidance Document; Special Education and the Children’s Services Act 	<ul style="list-style-type: none"> • The CPMT will review Frederick County’s CSA policy and bring recommendations to the next meeting. • Ms. Arenas provided a brief overview of each administrative memorandum.
<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. Gleason asked that the meeting move into Executive Session. On motion by Ms. Dopkowski and Ms. Zirkle.</p>

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, October 8, 2020
 2:00 p.m.

Item	Discussion	Action
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Ms. Blowe and seconded by Ms. Kish. 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.	Motion to Certify Compliance by Roll Call Vote was made by Ms. Zirkle, seconded by Ms. Blowe. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Ms. Dopkowski and seconded by Ms. Zirkle with abstention by Ms. Zirkle. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, November 12, 2020 at 2:00 PM via WebEx unless otherwise notified.	The meeting was adjourned on motion by Ms. Blowe and seconded by Ms. Zirkle.

Attachments: October 2020 Financials, Special Education Private Day Placement Draft Policy Language, FAPT Private Provider Applications, Frederick Co. CSA Parental Agreement Policy, OCS Administrative Memo # 20-10, 20-09, 20-08, 20-07, 20-06.

Transcribed by ema