

**CPMT PACKET**

**11/10/2016**

## **Winchester CPMT Agenda**

November 10, 2:00pm

WDSS, 24 Baker St

Winchester, VA 22601

### **Approve Minutes from 10/27/16**

### **Announcements**

### **Financial Report**

- a. Limited October Financials

### **Old Business**

- a. Schedule Review of Strategic Plan
- b. LEDRS Update

### **New Business**

- a. Agency Designees
- c. CPMT Appointments

### **Motion to Convene in Executive Session**

*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 & Immediately Reconvene in Open Session**

### **Motion to Certify Compliance by Roll Call Vote**

*Move that the members of the Winchester City 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**

### **Motion to Adjourn**

**Next Meeting:** Thursday, December 8, 2016 at 2:00 at WDSS Boardroom

**OCTOBER MINUTES WITH  
FY17 FINANCIAL  
PRESENTATION**

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, October 27, 2016  
 2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
 Kelly Bober, Child Advocacy Center  
 Amber Dopkowski, Winchester Dept. Social Services  
 Mark Gleason, Northwestern Community Services Board  
 Lyda Kiser, Parent Representative  
 Sarah Kish, Winchester Public Schools  
 Peter Roussos, Dept. of Juvenile Justice

**Others Present:**

Karen Farrell, Winchester CSA Coordinator  
 Donna Veach, Winchester Dept. of Social Services

**MEMBERS/OTHERS NOT PRESENT**

Eden Freeman, City of Winchester  
 April Jenkins, Winchester/Frederick Health Department  
 Paul Scardino, National Counseling Group

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve the minutes from August 11, 2016, CPMT Meeting

**Action:**

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

**Status:**

Approved

- 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.

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

Approved  
 Unanimously

- Motion to come out of Executive Session

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

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.

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

Approved  
 Unanimously

- Motion to Approve All Cases, as discussed or amended.

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

Motion was approved  
 Unanimously

- Motion to adjourn CPMT Meeting

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

Approved  
 Unanimously

Item	Discussion	Action
<b>Call to</b>	The meeting was opened by Chair, Peter Roussos at	

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, October 27, 2016  
 2:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Order/Approval of Agenda</b>	2:03 pm.	
<b>Approval of Minutes</b>	Motion to approve the minutes from August 11, 2016, CPMT Meeting	On Motion by Ms. Kiser and seconded by Ms. Dopkowski, the Minutes from the August 11, 2016, CPMT meeting were approved.
<b>Announcements</b>	<p>Mr. Gleason announced NWCSB Substance Abuse Open House October 28, 2016 from 3pm-5pm.</p> <p>Mr. Roussos announced new state contracts for centralized services. Will keep CPMT informed.</p> <p>Ms. Farrell announced meeting with OCS Director, Scott Reiner, at NWCSB Front Royal on Nov 9, at 10:00am. All are invited.</p> <p>Ms. Dopkowski announced luncheon at WDSS for Case Managers, Nov 2 at 12:00noon.</p>	<p>No action required.</p> <p>No action required.</p> <p>No action required.</p> <p>No action required.</p>
<b>Addition to Agenda</b>	<p>Ms. Farrell asked to add "Encumbrances of Funds" to Agenda.</p> <p>Mr. Roussos asked to add "Meeting Time and Date" to Agenda.</p>	Mr. Gleason motioned to approve Agenda with the two additions, seconded by Ms. Bober.
<b>Financial Report</b>	<p>The Financial Presentation was distributed for July, August, and September of 2016.</p> <p>Report: Presentation July – September 2016          Gross Expenditures: 345,258.01 July-September          Residential Treatment: \$191,282.61          Therapeutic Foster Care: \$79,507.83          Community Based Services: \$52,086.89</p>	<p>Ms. Farrell reviewed the report.</p> <p>Current spending patterns could exceed current local CSA allocation. Monthly target expenditures are \$146,000. CPMT Subcommittee will meet to look more closely at financial situation and make recommendations to CPMT. Subcommittee to meet November 10, 2016 after CPMT meeting at 3:30pm. Members include Mr. Roussos, Ms. Kish, Mr. Gleason, and Ms. Dopowski.</p>
<b>Old Business:</b>		

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, October 27, 2016  
 2:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
a. Schedule Review of Strategic Plan	No actions taken on this matter	No action taken on this matter
a. <b>DMAS/ Magellan Changes in Certificate of Need Process</b>	Ms. Farrell reviewed new process for Certification of Needs for Medicaid residential placements distributed to CPMT. Localities must decide by Nov. 1 if they are going to contract with Magellan to provider an Independent Assessment Team to complete CON for residential Medicaid placements. Localities can decide later to do so.	CPMT voted not to contract with Magellan at this time to provided Independent Team, due to lack of specifics about procedure and lack of resources in area.
b. <b>Internal Risk Audit</b>	Ms. Farrell advised that Risk-Audit had been completed by Mr. Roussos and herself, and the results had been "low risk."	No action needed.
c. <b>LEDRS</b>	Ms. Farrell updated CPMT that Thomas Brothers was still working on a program upload to address some of the issues in order to make LEDRS report accurate.	Ms. Farrell will continue to update CPMT.
d. <b>Meeting with FAPT</b>	Ms. Farrell reviewed Memorandum distributed to CPMT to outline procedural changes which came from meeting with FAPT on Sept. 15, 2016 and FAPT Confidentiality Agreement for Electronically Transmitted Documents.	Mr. Gleason motioned to accept memorandum/Confidentiality Agreement and distribute to FAPT/Case Mangers. Ms. Bober seconded.
e. <b>Critical Gap Survey Results</b>	Ms. Farrell distributed results of the CSA Critical Gap Survey Results.	No action needed.
f. <b>Medicaid Provider List</b>	Ms. Farrell distributed a Medicaid Provider List that she had compiled to help Case Workers access Medicaid services.	No action needed.
g. <b>Encumbrances of Funds</b>	Ms. Farrell discussed asking Case Workers to encumber only exact funds needed, instead of asking for extra, so there are not excess funds encumbered.	Ms. Dopkowski motioned to add a statement about encumbering only services actually needed to Memorandum of procedural changes. Ms. Kiser seconded.
h. <b>Meeting Time and Date</b>	Mr. Roussos discussed best time and date for CPMT meeting, due to recent cancellations because there was not a quorum. Ms. Farrell was asked to check CPMT Bylaws to find out if CPMT representative	Ms. Farrell to check CPMT Bylaws and share at next CPMT meeting.

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, October 27, 2016  
 2:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	can have a designee come in their place, and if that designee can vote.	
	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.	Ms. Kiser asked that the meeting move into Executive Session. On motion by Ms. Kiser, seconded by Mr. Gleason, 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 Mr. Gleason 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. Dopkowski, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as accepted.	All cases were approved, on motion by Mr. Gleason, seconded by Ms. Dopkowski. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, November 10 2016 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Mr. Gleason and seconded by Ms. Bober.

Attachments: DMAS: Independent Team Certification and Care Coordination Overview  
 Memorandum Practice Statements from CPMT/FAPT Meeting 9/15/16  
 FAPT Electronic Confidentiality Agreement Electronically Transmitted Documents  
 FY15 CSA Service Gap Survey Results  
 Medicaid Provider List

Transcribed by DV

# CITY OF WINCHESTER CSA

FY2017 CSA Allocation Projection

## FY17 Expenditures to Date

- July 1 - September 30, 2016 - \$345,258.01  
\$4,203.25 paid in July for July services

- \$341,054.76 paid in August and Sept for July/August Invoices  
+ \$94,424.15 Outstanding July and August Invoices
- **\$435,478.91** potential Aug/Sept expenditures  
Which would equal **\$217,739.46** per month average

If this continues for the next 10 reporting months:  
**\$2,177,395.00** additional expenditures for FY17  
 + 345,258.00 year to date expenditures  
**\$2,522,653.00** potential FY17 expenditures

## FY2017 CSA Allocation

### State CSA Allocation:

- Initial Allocation \$1,170,385
- CSA Supplements \$0
- Total CSA Allocation \$1,170,385

### City of Winchester CSA Allocation:

- Allocation \$1,767,000.00

## FY17 Potential Expenditures

- City Allocation 1,767,000.

- \$1,767,000
- **-\$2,522,653** Potential expenditures FY17
- - 755,653 Over Budget

Which would overdraw the CSA Local Budget by 43%

Monthly target expenditures are \$148,000.00. This would keep us on budget for the year.

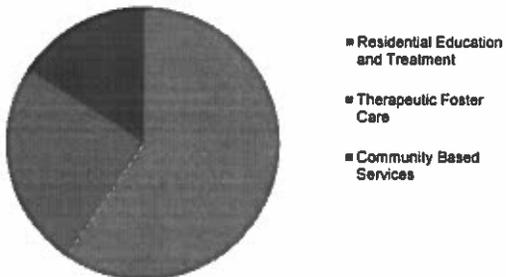
### FY16 CSA Major Expenditure Categories

#### FY17 Expenditures July-Sept by Category:

- Residential Education and Treatment - \$191,282.61
- Therapeutic Foster Care - \$79,507.83
- Community Based Services – \$51,086.89

### CSA Expenditures to Date by Category

CSA Expenditures FY17 Expenditures



**OCTOBER FINANCIALS**  
**(LIMITED)**

Wrap-Around Services for Students with Disabilities  
2016-2017

Child	30				TOTAL SPENT
Agency	WPS	WPS			
Worker	Morris	McKleman			
JUL	0				
AUG	\$ 308.24				\$ 308.24
SEP		\$ 50.13			\$ 50.13
OCT	\$97.34				\$ 97.34
NOV					
DEC					
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
TOTAL/ CHILD	\$ 405.58	50.13			\$ 455.71
				Beginning Balance	\$ 16,681.00
				Disbursed	\$ 455.71
				Encumbered	\$ 8,685.82
				Remaining Funds	\$ 7,539.47

Non-Mandated Funds  
2016-2017

Child	31	32	21	TOTAL SPENT
Agency Worker	WPS Morris	NWCBSB Trichter	WPS McKiernan	
JUL	\$ -	\$ -		\$ -
AUG	\$ 1,312.69	\$ 636.52		\$ 1,949.21
SEP		\$ -	\$ 120.00	\$ 120.00
OCT	\$1,539.81			\$ 1,539.81
NOV				\$ -
DEC				\$ -
JAN				\$ -
FEB				\$ -
MAR				\$ -
APR				\$ -
MAY				\$ -
JUN				\$ -
JUN 1				\$ -
TOTAL/CHILD	\$ 2,852.50	\$ 636.52	\$ 120.00	\$ 3,609.02
				Beginning Balance
				\$ 20,162.00
				Disbursed
				\$ 3,609.02
				Encumbered
				\$ 12,634.37
				Remaining Funds
				\$ 3,918.61



# **NOVEMBER ATTACHMENTS**

BY-LAWS  
THE CITY OF WINCHESTER COMMUNITY POLICY AND MANAGEMENT TEAM

Article I – Name

The name of this Consortium shall be the City of Winchester Community Policy and Management Team, herein referred to as the CPMT.

Article II – Intent and Purpose

The purpose of the CPMT is to adhere to the intent of CSA and shall be to create, maintain and manage a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families (COV § 2.2-5200)

The purpose of this law is to:

1. "Ensure that services and funding are consistent with the Commonwealth's policies of preserving families and providing appropriate services in the least restrictive environment, while protecting the welfare of children and maintaining the safety of the public;"
2. "Identify and intervene early with young children and their families who are at risk of developing emotional or behavioral problems, or both, due to environment, physical or psychological stress;"
3. "Design and provide services that are responsive to the unique and diverse strengths and needs of troubled youths and families;"
4. "Increase interagency collaboration and family involvement in service delivery and management;"

5. "Encourage a public and private partnership in the delivery of services to troubled and at-risk youths and their families;" and

6. "Provide communities flexibility in the use of funds and to authorize communities to make decisions and be accountable for providing services in concert with these purposes"

COV § 2.2-5200

### Article III - Membership

Conditions and Standards relating to membership are determined by state law and by local government directive enacted in accordance with state law which provide as follows:

(A) The membership of the CPMT shall meet the requirements of the COV § 2.2- 5205 and be appointed by the City Council of Winchester. The membership shall include, at a minimum, the local agency heads or their designees who have the authority to approve funds from the following community agencies: Community Services Board, Juvenile Court Services Unit, Department of Health, Department of Social Services, the local school division and an elected representative of the local governing body, or his/her designee. The CPMT should also include a representative of a private organization or association of providers for children or family services if such organizations or associations are located within the city. The CPMT shall also include a parent representative who may be employed by a public or private program which receives funds from the locality's CSA pool funds, provided that they do not, as a part of their employment interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children.

Persons serving on the CPMT who are parent representatives or who represent private organizations or associations of providers for children 's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in §2.2-3101 of the State and Local Government Conflict of Interest Act, or a fiduciary interest." COV § 2.2-5205

(B) Agency heads or their designees of Code-mandated organizations shall be permanent members of the Management Team.

(C) Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.

(D) The local governing body shall appoint parent and private provider representatives for a two-year term. Parent and private provider representatives are eligible for reappointment. The CPMT will request review of the appointments in May of the even numbered years. Incumbent s in an expired term shall continue to serve until appointments are made by the governing body.

(D) Any member of the CPMT who fails to personally attend to at least 75% of the regularly scheduled CPMT meetings within any calendar year may be reported to the local appointing authority by the CPMT.

(E) While the CPMT is without authority to expand or alter its membership, it may solicit advice from non-member resources to assist in achieving its objectives in accordance with its approved program and mandates.

#### Article IV – Powers and Duties

The CPMT, as a governmental entity of the City of Winchester, and as creation of state law, having been mandated by the General Assembly, shall be subject to state and local

Code of Virginia  
Title 2.2. Administration of Government  
Chapter 52. Children's Services Act

## § 2.2-5205. Community policy and management teams; membership; immunity from liability.

The community policy and management team to be appointed by the local governing body shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, and the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of health, department of social services and the local school division. The team shall also include a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality, and a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies.

The local governing body may appoint other members to the team including, but not limited to, a local government official, a local law-enforcement official and representatives of other public agencies.

When any combination of counties, cities or counties, and cities establishes a community policy and management team, the membership requirements previously set out shall be adhered to by the team as a whole.

Persons who serve on the team shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent. Any person serving on such team who does not represent a public agency shall file a statement of economic interests as set out in § 2.2-3117 of the State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

Persons serving on the team who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in § 2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.

1992, cc. 837, 880, § 2.1-751; 1995, c. 190; 1999, cc. 644, 669; 2001, c. 844.