

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, November 8, 2018  
2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Amber Dopkowski, Winchester Dept. Social Services  
Mark Gleason, Northwestern Community Services Board  
Dr. Colin Greene, Winchester/Frederick Health Department  
Sarah Kish, Winchester Public Schools  
Peter Roussos, Dept. of Juvenile Justice  
Paul Scardino, National Counseling Group  
Mary Zirkle, Winchester Community Mental Health Center

**MEMBERS/OTHERS NOT PRESENT**

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approved Agenda.
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- Motion to approve minutes from October 11, 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>: Dr. Greene  
2<sup>nd</sup>: Mr. Roussos

1<sup>st</sup>: Mr. Gleason  
2<sup>nd</sup>: Dr. Greene

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2<sup>nd</sup>: Dr. Greene

**Status:**

Approved  
Unanimously

Approved  
with 3  
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>: Mr. Gleason
- 2<sup>nd</sup>: Ms. Blowe
  
- 1<sup>st</sup>: Mr. Gleason
- 2<sup>nd</sup>: Dr. Greene
  
- 1<sup>st</sup>: Dr. Greene
- 2<sup>nd</sup>: Mr. Roussos

**Status:**

- Approved Unanimously
  
- Approved Unanimously
  
- Approved Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chairperson, Amber Dopkowski, at 2:00pm. Motion to approve Agenda.	1 <sup>st</sup> : Dr. Greene 2 <sup>nd</sup> : Mr. Roussos Approved Unanimously
<b>Approval of Minutes</b>	Motion to approve minutes from October 11, 2018 CPMT Meeting.	On Motion by Mr. Gleason and seconded by Dr. Greene the Minutes from the October 11, 2018, CPMT meetings were approved with 3 abstentions.
<b>Announcements</b>	None	No Action
<b>Financial Report</b>	The Financial Presentation was distributed for October FY19  <b>Report: October 2018 - FY19</b> Gross Expenditures: \$271,017.69 Expenditure Refunds: \$2,817.60 Net Expenditures: \$268,200.09 Local Dollars: \$115,306.64 Regular Medicaid Payments to Providers: Unknown	Ms. Reinhardt reviewed the reports.

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	<p>Local Match: Unknown</p> <p>Wrap Dollars Funds Beginning Balance: \$18,788.00 Encumbered: \$918.00 Disbursed: \$550.80 Remaining Funds: \$17,319.20</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$8,381.07 Disbursed: \$575.00 Remaining Funds: \$11,205.93 Unduplicated CSA Case Count: 125 Average Spent per Child: \$4,919.61</p>	
<p><b>Old Business</b></p> <p><b>a. Fiscal Subcommittee Meeting</b></p> <p><b>b. Outcomes Subcommittee Meeting</b></p> <p><b>c. Strategic Plan</b></p> <p><b>d. CSA Training</b></p> <p><b>e. Family Participation in FAPT Policy</b></p>	<p>Ms. Reinhardt confirmed that the Fiscal Subcommittee Members would be meeting for 30 minutes immediately after today's CPMT meeting.</p> <p>Ms. Reinhardt attempted to schedule Outcomes Subcommittee meeting, and will try again for a Friday morning.</p> <p>Updated Strategic Plan, including tasks was completed by Ms. Reinhardt and presented to CPMT.</p> <p>Ms. Reinhardt sent out survey of training topics, but had limited response.</p> <p>Team had asked Ms. Reinhardt to present a proposed policy to allow the family to attend Family Partnership meetings or FAPT.</p>	<p>Fiscal Subcommittee Members present confirmed. Ms. Reinhardt will provide FY18 payment breakdown by category.</p> <p>Ms. Reinhardt will send out invitations to Outcomes Subcommittee Meeting.</p> <p>Strategic Planning meeting today. Ms. Reinhardt will complete minutes and update Strategic Plan.</p> <p>Ms. Reinhardt will send survey of training topics again with email.</p> <p>The team will table this policy until a further date.</p>

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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<p><b>New Business:</b></p> <p><b>a. Administrative Memo #18-09</b></p> <p><b>b. FAPT Process Satisfaction Survey</b></p> <p><b>c. FY18 Payment Breakdown</b></p>	<p>Ms. Reinhardt explained the new process for Local CSA Administrative funds, as explained by Administrative Memo #18-09.</p> <p>Ms. Reinhardt presented a FAPT Process Satisfaction Survey, which was on the OCS Website.</p> <p>Ms. Reinhardt presented graphs showing the amount of payments for 2018 by Category.</p>	<p>No Action.</p> <p>The team suggested making form more family friendly. Ms. Zirkle will share survey with the Family Support Partners to get their input.</p> <p>Fiscal Subcommittee will review results immediately after regular 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 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 Mr. Roussos, seconded by Mr. Gleason, the meeting moved into Executive Session.</p>
<p><b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b></p>		<p>Motion to come out of Executive Session by Mr. Roussos and seconded by Dr. Greene. Approved unanimously.</p>
<p><b>Motion to Certify Compliance by Roll Call Vote</b></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. Blowe Approved unanimously.</p>
<p><b>Motion to Approve All Cases</b></p>	<p>Motion to Approve all cases as discussed or amended.</p>	<p>All cases were approved, on motion by Mr. Gleason</p>

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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
		seconded by Dr. Greene. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, December 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 Dr. Greene and seconded by Mr. Roussos.

Attachments: October FY19 Financials  
 Administrative Memo #18-09  
 FAPT Process Satisfaction Survey  
 FY18 Payment Breakdown Graphs

Transcribed by kfr