

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, November 9, 2017  
2:00 p.m.

**MEMBERS PRESENT**

Amber Dopkowski, Winchester Dept. Social Services  
Mary Blowe, City of Winchester  
Dr. Colin Greene, Winchester/Frederick Health Department  
Peter Roussos, Dept. of Juvenile Justice

**MEMBERS/OTHERS NOT PRESENT**

Sarah Kish, Winchester Public Schools  
Kelly Bober, Child Advocacy Center  
Eden Freeman, City of Winchester  
Mark Gleason, Northwestern Community Services Board  
Paul Scardino, National Counseling Group

**Others Present:**

Karen Farrell, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve minutes from June 8, 2017 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
  
- 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:**

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

**Status:**

- Approved  
Unanimously  
Approved
  
- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously

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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chair, Sarah Kish at 2:05 pm.	
<b>Approval of Minutes</b>	Motion to approve minutes from October 12, 2017, CPMT Meeting.	On Motion by Ms. Dopkowski and seconded by Mr. Roussos the Minutes from the October 12, 2017, CPMT meeting were approved.
<b>Announcements</b>		
<b>Financial Report</b>	<p>The Financial Presentation was distributed for October 2017</p> <p>Report: October 2017            Gross Expenditures: \$240,680.05            Expenditure Refunds: \$6,624.52            Net Expenditures: \$234,055.53            Local Dollars: \$100,176.89            Regular Medicaid Payments to Providers: Unknown            Local Match: Unknown</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00            Encumbered: \$15,380.80            Disbursed: \$2,030.40            Remaining Funds: \$8,948.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00            Encumbered: \$3,900.00            Disbursed: \$0.00            Remaining Funds: \$16,262.00            Unduplicated CSA Case Count: 115            Average Spent per Child: \$3,822.64</p>	Ms. Farrell reviewed the report.
<b>Old Business:</b>		

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<p><b>a. SOC Expansion Grant</b></p> <p><b>b. Schedule meeting of Fiscal Subcommittee</b></p> <p><b>c. CSA Audit, Self-Assessment Workbook</b></p>	<p>Winchester was approved as part of the SOC Expansion grant for this region. Megan Gillispie, UMFS will come to CPMT December 14, 2017 to explain about funding available through the grant.</p> <p>A meeting needs to be scheduled for Fiscal Subcommittee</p> <p>Ms. Farrell presented the Self-Assessment Workbook Quality Improvement Plans, which will be sent to OCS.</p>	<p>No Action</p> <p>A date was set for the meeting of the Fiscal Subcommittee 11/28/17 at 11:30.</p> <p>Team reviewed the Quality Improvement Plans and saw no issues. Ms. Farrell will send the Self-Assessment Workbook and Quality Improvement Plans to OCS by November 30, 2017</p>
<p><b>New Business:</b></p> <p><b>a. OCS Management Reports – Residential Placements</b></p>	<p>Ms. Farrell presented reports about residential placements from the OCS Website.</p>	<p>No action taken.</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>Ms. Kish asked that the meeting move into Executive Session. On motion by Ms. Dopkowski seconded by Mr. Roussos. 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 Ms. Dopkowski and seconded by Mr. Roussos. Approved unanimously.</p>

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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<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. Roussos, seconded by Ms. Dopkowski, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as discussed.	All cases were approved, on motion by Ms. Dopkowski seconded by Mr. Roussos. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, December 14, 2017 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Dopkowski.

Attachments: October FY18 Financials  
 November Attachments

Transcribed by kff