

Minutes

Winchester CPMT
24 Baker Street, Board Room
Thursday, December 10, 2015
2:00 p.m.

MEMBERS PRESENT

Mary Blowe, City of Winchester
Dr. Charles Devine, Winchester/Frederick Health
Department
Amber Dopkowski, Winchester Dept. Social Services
Eden Freeman, City of Winchester
Mark Gleason, Northwestern Community Services Board
Sarah Kish, Winchester Public Schools
Paul Scardino, National Counseling Group

Others Present:

Karen Farrell, Winchester CSA Coordinator
Connie P. Greer, Winchester Dept. of Social Services

MEMBERS/OTHERS NOT PRESENT

Kelly Bober, Child Advocacy Center
Lyda Kiser, Parent Representative
Peter Roussos, Dept. of Juvenile Justice

RECAP OF CPMT VOTES:

<u>Motion:</u>	<u>Action:</u>	<u>Status:</u>
• Motion to modify December 10 CPMT Agenda to present New Business as first order of business.	1 st : Mr. Gleason 2 nd : Dr. Devine	Approved Unanimously
• Motion to approve the minutes from November 12, 2015, CPMT Meeting	1 st : Dr. Devine 2 nd : Ms. Dopkowski	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.	1 st : Ms. Dopkowski 2 nd : Dr. Devine	Approved Unanimously
• Motion to come out of Executive Session	1 st : Ms. Freeman 2 nd : Dr. Devine	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 st : Dr. Devine 2 nd : Mr. Scardino	Approved Unanimously
• Motion to Approve All Cases, as presented.	1 st : Ms. Dopkowski 2 nd : Dr. Devine Mr. Scardino – abstained from 2 cases	Motion was approved with noted abstentions
• Motion to adjourn CPMT Meeting	1 st : Dr. Devine 2 nd : Ms. Dopkowski	Approved Unanimously

Item	Discussion	Action
Call to Order/Modifications to the Agenda	The meeting was opened by Chair, Mark Gleason at 2:00 pm.	

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Announcements		Ms. Farrell will be attending a CSA Financial Reporting Training on December 17, 2015.
Financial Report	<p>The Financial Report was distributed and included expenditures for November, 2015.</p> <p>Report: November, 2015 Gross Expenditures: \$113,990.85 Expenditure Refunds: \$1,735.79 Net Expenditures: \$112,255.06 Local Dollars: \$46,468.37 Regular Medicaid Payments to Providers: \$269,383.88 Local Match: \$77,228.99</p> <p>Wrap Dollars Funds Beginning Balance: \$15,478.00 Encumbered: \$2,124.44 Disbursed: \$2,096.13 Remaining Funds: \$11,257.43</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$8,314.75 Disbursed: \$5,126.50 Remaining Funds: \$6,720.75</p> <p>Unduplicated CSA Case Count: 101 Average Spent per Child: \$4,987.69</p>	<p>Ms. Farrell reviewed the report.</p> <p>There was discussion of the possibility of requesting supplemental funding from the Office of Comprehensive Services in March or April 2016.</p>
New Business a. CSA payment for Family Team Meeting Attendance	Discussed payment of providers in order for the provider to attend Family Team Meetings.	Ms. Farrell to assess current payment practices, and provider qualifications and provide report during January 2016 CPMT.
Approval of Minutes		On Motion by Dr. Devine and seconded by Ms. Dopkowski, the Minutes from the November 12, 2015 CPMT meeting were approved. Motion to approve the minutes passed unanimously.
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	Mr. Gleason asked that the meeting move into Executive Session. On motion by Ms. Dopkowski, seconded by Dr. Devine, the meeting moved into

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	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.	Executive Session.
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Ms. Freeman and seconded by Dr. Devine. 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 Dr. Devine, seconded by Mr. Scardino, and unanimously approved.
Motion to Approve All Cases	Motion to Approve all cases as accepted.	All cases were approved, on motion by Ms. Dopkowski, seconded by Dr. Devine. Motion was approved; Mr. Scardino abstained from 2 cases.
New Business (Cont.): b. WRAP Re-Allocation	Ms. Farrell reviewed the memo from Charles Savage from the Office of Children's Services regarding requesting reallocation of WRAP funds.	It does not appear that an additional WRAP allocation is necessary. No action required.
Old Business: a. Strategic Planning Report- Assignment of Work Committees	<p>Strategic Planning & Assignment of Work Committees</p> <ol style="list-style-type: none"> 1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser) 2. Data-Driven Accountability and Service Provision (Scardino, Bober) 	<ol style="list-style-type: none"> 1. No report; table to January 2016 2. The software provider for the purchase of services program has incorporated the City terms and conditions into the existing purchase of services document. The CSA Coordinator will begin using the new version of the purchase of services order with the next software update in December, 2016. 3. All agencies will adopt the

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b. FAPT documentation	In November, Ms. Farrell presented a proposal to streamline FAPT paper usage by using the Smart Board to present cases to FAPT.	proposal as feasible.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, January 14, 2015 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Ms. Dopkowski and seconded by Dr. Devine.

Attachments: Minutes of November 12, 2015 w/attachments
 November 2015 Financials
 WRAP Services Re-allocation of FY2016 Allocation

Transcribed by CG

DRAFT