

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, February 11, 2016
2:00 p.m.

MEMBERS PRESENT

Mary Blowe, City of Winchester
Kelly Bober, Child Advocacy Center
Dr. Charles Devine, Winchester/Frederick Health
Department
Amber Dopkowski, Winchester Dept. Social Services
Mark Gleason, Northwestern Community Services Board
Peter Roussos, Dept. of Juvenile Justice
Paul Scardino, National Counseling Group

Others Present:

Karen Farrell, Winchester CSA Coordinator
Connie P. Greer, Winchester Dept. of Social Services
Dee Kirk, Dept. of Juvenile Justice

MEMBERS/OTHERS NOT PRESENT

Eden Freeman, City of Winchester
Lyda Kiser, Parent Representative
Sarah Kish, Winchester Public Schools

RECAP OF CPMT VOTES:

Motion:

- Motion to approve February 11 CPMT Agenda as presented.
- Motion to approve the minutes from January 14, 2016, CPMT Meeting
- Motion to authorize CSA Coordinator to submit supplemental funding request to Office of Children's Services prior to March 10, 2016 CPMT Meeting.
- Motion to recommend reappointment of parent representative on Family Assessment and Planning Team; additional private providers to be solicited for review in May
- 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.

Action:

- 1st: Mr. Scardino
- 2nd: Dr. Devine
- 1st: Ms. Dopkowski
- 2nd: Dr. Devine
- 1st: Dr. Devine
- 2nd: Mr. Scardino
- 1st: Dr. Devine
- 2nd: Mr. Roussos
- 1st: Mr. Roussos
- 2nd: Ms. Dopkowski
- 1st: Dr. Devine
- 2nd: Ms. Dopkowski
- 1st: Dr. Devine
- 2nd: Ms. Bober

Status:

- Approved
- Unanimously

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| <u>Motion:</u> | <u>Action:</u> | <u>Status:</u> |
| <ul style="list-style-type: none"> • Motion to Approve All Cases, as presented.
 • Motion to adjourn CPMT Meeting | <ul style="list-style-type: none"> 1st: Dr. Devine 2nd: Mr. Scardino Mr. Scardino – abstained from 5 cases Mr. Gleason – abstained from 1 case 1st: Mr. Roussos 2nd: Dr. Devine | <ul style="list-style-type: none"> Motion was approved with noted abstentions
 Approved Unanimously |

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Chair, Mark Gleason at 2:04 pm.	On motion by Mr. Scardino, seconded by Dr. Devine, the February 11 CPMT Agenda approved as presented.
Approval of Minutes		On Motion by Ms. Dopkowski and seconded by Dr. Devine, the Minutes from the January 14, 2016, CPMT meeting were approved. Motion to approve the minutes passed unanimously.
Announcements	Dr. Devine announced that he is currently overseeing Winchester/Frederick County Health District.	No action required.
Financial Report	<p>The Financial Report was distributed and included expenditures for January, 2016.</p> <p>Report: January, 2016 Gross Expenditures: \$131,402.99 Expenditure Refunds: \$436.51 Net Expenditures: \$130,966.48 Local Dollars: \$57,573.16 Regular Medicaid Payments to Providers: \$0 Local Match: \$275,647.09</p> <p>Wrap Dollars Funds Beginning Balance: \$15,478.00 Encumbered: \$3,066.50 Disbursed: \$3,654.07 Remaining Funds: \$8,757.43</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$4,830.00 Disbursed: \$8,609.75</p>	<p>Ms. Farrell reviewed the report. A supplemental funding request will be necessary to pay current encumbrances.</p> <p>Dr. Devine motioned to authorize CSA Coordinator to submit supplemental funding request to Office of Children’s Services prior to March 10, 2016 CPMT Meeting. Mr. Roussos seconded the motion. The motion passed unanimously.</p>

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	Remaining Funds: \$7,172.25 Unduplicated CSA Case Count: 126 Average Spent per Child: \$6,121.78	
Old Business: a. Strategic Planning Report- Assignment of Work Committees b. Critical Gap Survey c. CSA Annual Forms d. VJCCCA Plan Workbook FY15-FY16	Strategic Planning & Assignment of Work Committees 1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser) 2. Data-Driven Accountability and Service Provision (Scardino, Bober) Ms. Farrell compiled the surveys she received. Each CPMT member was requested to sign the City of Winchester Code of Ethics, Statement of Economic Interest, and Confidentiality Forms Mr. Roussos invited his District Director, Dee Kirk, to join the meeting. Mr. Roussos described the array of current services offered via the VJCCCA, which assists Winchester, Frederick, and Clark Counties.	1. No report. Ms. Kish still attempting to organize a Subcommittee meeting prior to next CPMT meeting. 2. No report. Ms. Farrell to submit the survey to the Office of Children’s Services by February 26, 2016. All members present have returned their completed forms to Ms. Farrell. CPMT agrees with the current services offered via the VJCCCA, and had no additional suggestions for the use of the funds.
New Business a. CPMT appointments of FAPT Member	It is time to reappoint the Private Provider Representative to the Family Assessment and Planning Team. FAPT Parent Representative has not served a two year term, so member may be reappointed.	Ms. Farrell to solicit additional choices for the Private Provider Representative. Dr. Devine motioned to recommend reappointment of parent representative on Family Assessment and Planning Team; additional private providers to be solicited for review in May. Mr. Roussos seconded the motion.

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		Approved 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 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.	Mr. Gleason asked that the meeting move into Executive Session. On motion by Mr. Roussos, seconded by Ms. Dopkowski, the meeting moved into Executive Session.
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Dr. Devine and seconded by 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.	Motion to Certify Compliance by Roll Call Vote was made by Dr. Devine, seconded by Ms. Bober, and unanimously approved.
Motion to Approve All Cases	Motion to Approve all cases as accepted.	All cases were approved, on motion by Dr. Devine, seconded by Mr. Roussos. Motion was approved; Mr. Scardino abstained from 5 cases; Mr. Gleason abstained from 1 case.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, March 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. Roussos and seconded by Dr. Devine.

Attachments: Minutes of January 14, 2016 w/attachments
 January 2016 Financials

Transcribed by CPG