

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, February 14, 2019  
2:00 p.m.

**MEMBERS PRESENT**

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

**MEMBERS/OTHERS NOT PRESENT**

Peter Roussos, Dept. of Juvenile Justice  
Mark Gleason, Northwestern Community Services Board

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator  
Erida Arenas , Winchester Dept. Social Services  
Morgan Shaffer, WDSS, Intern

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approved Agenda.
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- Motion to approve minutes from January 10, 2019 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>: Ms. Kish

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Dopkowski

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Blowe

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

**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>: Dr. Greene  
2<sup>nd</sup>: Ms. Zirkle
  
- 1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Kish
  
- 1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Mr. Scardino

**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 2:17pm. Motion to approve Agenda.	1 <sup>st</sup> : Dr. Greene 2 <sup>nd</sup> : Ms. Kish Approved Unanimously
<b>Approval of Minutes</b>	Motion to approve minutes from January 10, 2019 CPMT Meeting.	On Motion by Dr. Greene and seconded by Ms. Dopkowski, the Minutes from the January 10, 2019, CPMT meetings were approved with 3 abstention.
<b>Announcements</b>	None	No Action
<b>Financial Report</b>	The Financial Presentation was distributed for January 2019.  <b>Report: January 2019 – FY19</b> Gross Expenditures: \$108,495.46 Expenditure Refunds: \$4,371.68 Net Expenditures: \$104,123.78 Local Dollars: \$41,631.33 Regular Medicaid Payments to Providers: \$462,436.76	Ms. Reinhardt reviewed the reports.

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	<p>Local Match: \$131,234.47</p> <p>Wrap Dollars Funds Beginning Balance: \$18,788.00 Encumbered: \$15,180 Disbursed: \$1,101.60 Remaining Funds: \$2,506.40</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$6135.07 Disbursed: \$3,550.00 Remaining Funds: \$10,475.93 Unduplicated CSA Case Count: 167 Average Spent per Child: \$7,579.44</p>	
<p><b>Old Business</b></p> <p><b>a. Outcomes Subcommittee Meeting</b></p> <p><b>b. Strategic Plan</b></p> <p><b>c. CSA Training</b></p> <p><b>d. FAPT Process Satisfaction Survey</b></p> <p><b>e. Transportation Service</b></p>	<p>Ms. Reinhardt attempted to schedule Outcomes Subcommittee meeting.</p> <p>Strategic Planning meeting was held before regular CPMT Meeting 1-10-19.</p> <p>Ms. Reinhardt did not schedule training.</p> <p>Ms. Reinhardt had presented a draft FAPT Process Satisfaction Survey on November 8.</p> <p>One of service gaps brought up at the joint CPMT/FAPT meeting was transportation services.</p>	<p>Ms. Reinhardt will send out invitations to Outcomes Subcommittee Meeting.</p> <p>Ms. Reinhardt presented updated Strategic Plan. Next Strategic Planning Meeting 1:00, March 14, 2019</p> <p>Ms. Reinhardt will schedule short training Can CSA Pay, and will bring list of training topics to next CPMT.</p> <p>Ms. Reinhardt and Ms. Dopkowski will review form, make changes and present to CPMT on 3/14/19.</p> <p>Ms. Reinhardt will meet with local providers to discuss possible options.</p>

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<p><b>New Business:</b></p> <p><b>a. Annual Forms</b></p> <p><b>b. OCS Annual Report, Treatment Foster Care Services under CSA</b></p> <p><b>c. CSA Statistics Expenditure Comparison Report FY18 and FY19 by FIPS</b></p>	<p>Ms. Reinhardt provided CPMT Members with annual forms to be completed</p> <p>Ms. Reinhardt presented Annual Report from OCS Website about Treatment Foster Care Services FY14-FY18.</p> <p>Ms. Reinhardt present a report from the OCS Website comparing CSA Expenditures at this point FY18 to FY19.</p>	<p>Ms. Reinhardt will mail forms to Members not present.</p> <p>No Action.</p> <p>No Action.</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. Dopkowski asked that the meeting move into Executive Session. On motion by Dr. Greene, seconded by Ms. Blowe, 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 Dr. Greene and seconded by Mr. Scardino. 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</p>	<p>Motion to Certify Compliance by Roll Call Vote was made by Dr. Greene seconded by Ms. Zirkle. Approved unanimously.</p>

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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	was convened were heard, discussed, or considered in the closed meeting.	
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Dr. Greene seconded by Ms. Kish. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, March 14, 2019 Strategic Planning Meeting at 1:00p.m., Regular meeting at 1:01p.m., 411 N. Cameron St, Kee-Willingham Conference Room, Winchester, VA.	The meeting was adjourned on motion by Dr. Greene and seconded by Mr. Scardino.

Attachments: January FY19 Financials  
 Updated Strategic Plan Outstanding Goals  
 OCS Treatment Foster Care Services Under the CSA Report  
 CSA Statistics Expenditure Comparison Report FY18 and FY19 by FIPS

Transcribed by kfr