

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

MEMBERS PRESENT

Amber Dopkowski, Winchester Dept. Social Services
Eden Freeman, City of Winchester
Kelly Bober, Child Advocacy Center
Dr. Colin Greene, Winchester/Frederick Health Department
Sarah Kish, Winchester Public Schools

MEMBERS/OTHERS NOT PRESENT

Mark Gleason, Northwestern Community Services Board
Peter Roussos, Dept. of Juvenile Justice
Paul Scardino, National Counseling Group

Others Present:

Karen Farrell, Winchester CSA Coordinator

RECAP OF CPMT VOTES:

Motion:

- Motion to approve minutes from January 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

- 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.

Action:

- 1st: Ms. Dopkowski
2nd: Ms. Bober

- 1st:: Dr. Greene
2nd: Ms. Dopkowski

- 1st:: Dr. Greene
2nd: Ms. Bober

- 1st: Ms. Dopkowski
2nd: Ms. Bober

- 1st: Ms. Freeman
2nd: Ms. Bober

Status:

- Approved
Unanimously
Approved

- Approved
Unanimously

- Approved
Unanimously

- Approved
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Motion:

- Motion to adjourn CPMT Meeting

Action:

1st: Ms. Dopkowski
 2nd: Ms. Freeman

Status:

Approved
 Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Chair, Sarah Kish at 2:05 pm.	
Approval of Minutes	Motion to approve minutes from January 11, 2018, CPMT Meeting.	On Motion by Ms. Dopkowski and seconded by Ms. Bober the Minutes from the January 11, 2018, CPMT meeting were approved.
Announcements	None	
Financial Report	<p>The Financial Presentation was distributed for January 2018</p> <p>Report: January 2018 Gross Expenditures: \$153,884.03 Expenditure Refunds: \$5,237.20 Net Expenditures: \$148,646.83 Local Dollars: \$67,651.45 Regular Medicaid Payments to Providers: \$492,755.22 Local Match: \$113,277.12</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00 Encumbered: \$4,626.60 Disbursed: \$9,564.50 Remaining Funds: \$3,546.90</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$10,977.50 Disbursed: \$1,690</p>	Ms. Farrell reviewed the report.

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	Remaining Funds: \$7,494.50 Unduplicated CSA Case Count: 162 Average Spent per Child: \$6,569.92	
Old Business: a. Incorporation of Quality Improvement Plans into Strategic Plan b. SPED Wrap-around Memo #17-06 c. Annual Forms d. RFP Update	<p>Strategic Planning meeting needed to discuss incorporating Self Assessment Quality Improvement Plans into the Strategic Plan.</p> <p>Ms. Kish submitted request to OCS for more Wrap-around funds this fiscal year. OCS approved the request and added \$7,390 to the Winchester Wrap-around allocation.</p> <p>Ms. Farrell asked for any annual forms, which had not already been returned, in order to prepare for CSA Audit.</p> <p>Ms. Farrell updated the Members that no one had applied to the RFP as yet.</p>	<p>Strategic Planning meeting scheduled for March 8, 2018 at 1:00. Ms. Farrell will send out invitations.</p> <p>No action</p> <p>Members present turned in forms as needed.</p> <p>Ms. Farrell will call providers and let them know about the RFP.</p>
New Business: a. CSA Audit Validation Visit 2/16/18 b. Strategic Planning Meeting c. CPMT Date and Time Discussion d. Winchester City Supplemental Request	<p>Winchester is scheduled for a CSA Audit Validation Visit on 2/16/18.</p> <p>Strategic Planning meeting needed.</p> <p>The current day of the month for the CPMT meeting is at a very busy time, and Ms. Farrell explained that it is difficult to get financial reports prepared, and approved by date of meeting. Ms. Farrell asked is the Members would consider changing the day of the month.</p> <p>Ms. Farrell reported Winchester CSA has asked the City of Winchester for approval of supplemental funds, due to a probable</p>	<p>No action</p> <p>Meeting scheduled for March 8, 2018 at 1:00pm</p> <p>Ms. Farrell will poll Members to see if the fourth Thursday of the month will work for everyone.</p> <p>Winchester City Council approved an additional \$276,000 Local share of</p>

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	overage of the amount of available funds to date.	\$600,000.00 funding for CSA expenditures.
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.	Ms. Kish asked that the meeting move into Executive Session. On motion by Mr. Roussos seconded by Mr. Scardino. 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. Greene 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 Ms. Dopkowski seconded by Ms. Bober. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed.	All cases were approved, on motion by Ms. Freeman seconded by Ms. Bober. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, March 8, 2018 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 Ms. Freeman.

Attachments: January Financials
 Transcribed by kff