

**Minutes**  
Winchester CPMT  
411 N. Cameron St.,  
Kee-Willingham Conference Room, 2<sup>nd</sup> floor  
Thursday, March 12, 2020  
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  
Peter Roussos, Dept. of Juvenile Justice, Acting Chairperson  
Mary Zirkle, Winchester Community Mental Health Center

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator  
Erika Arenas, Administrative Services Manager

**MEMBERS/OTHERS NOT PRESENT**

Mark Gleason, Northwestern Community Services Board, Chairperson

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve Agenda.
  
- Motion to approve minutes from February 13, 2020 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. Dopkowski
  
- 1<sup>st</sup>: Ms. Dopkowski  
2<sup>nd</sup>: Ms. Kish
  
- 1<sup>st</sup>: Ms. Dopkowski  
2<sup>nd</sup>: Dr. Greene
  
- 1<sup>st</sup>: Ms. Dopkowski  
2<sup>nd</sup>: Dr. Greene

**Status:**

- Approved  
Unanimously
  
- 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.

**Action:**

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

**Status:**

Approved  
 Unanimously

- Motion to Approve All Cases, as discussed or amended.

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

Approved  
 Unanimously  
 Ms. Zirkle  
 abstains from  
 any cases  
 involving  
 WCMHC.

- Motion to adjourn CPMT Meeting

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

Approved  
 Unanimously

| Item                                    | Discussion   | Action   |
|---|--|--|
| <b>Call to Order/Approval of Agenda</b> | The meeting was opened by Acting Chairperson, Peter Roussos, at 2:06 pm. Motion to approve Agenda.   | 1 <sup>st</sup> : Dr. Greene<br>2 <sup>nd</sup> : Ms. Dopkowski<br>Approved Unanimously                                |
| <b>Approval of Minutes</b>              | Motion to approve minutes from February 13, 2020 CPMT Meeting.   | On Motion by Ms. Dopkowski and seconded by Ms. Kish the Minutes from the February 13, 2020 CPMT meeting were approved. |
| <b>Announcements</b>                    | Winchester Social Services welcomed new employee Abigail Foltz as a Family Services Specialist.  | Ms. Dopkowski presented the announcement.  |
| <b>Financial Report</b>                 | The Financial Presentation was distributed for February 2020.<br><br><b>Report: February 2020, FY20</b><br>Gross Expenditures: \$388,047.60<br>Expenditure Refunds: \$2,332.60 | Ms. Reinhardt reviewed the reports.  |

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| Item  | Discussion  | Action  |
|---|---|---|
|   | <p>Net Expenditures: \$385,715.00<br/>           Local Dollars: \$165,133.99<br/>           Regular Medicaid Payments to Providers:<br/>           \$501,341.00<br/>           Local Match: \$143,728.19</p> <p>Wrap Dollars Funds Beginning Balance:<br/>           \$23,406.30<br/>           Encumbered: \$4,483.00<br/>           Disbursed: \$16,688.00<br/>           Remaining Funds: \$2,235.30</p> <p>Non-Mandated Funds Beginning Balance:<br/>           \$20,162.00<br/>           Encumbered: \$2,000<br/>           Disbursed: \$17,142.70<br/>           Remaining Funds: \$1,019.30<br/>           Unduplicated CSA Case Count: 190<br/>           Average Spent per Child: \$10,361.18</p> |   |
| <p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• <b>Outcomes Subcommittee Meeting</b></li> <li>• <b>Strategic Planning Meeting – Minutes, work on Goal 1</b></li> <li>• <b>Transportation Services – Meeting scheduled, March 30, 11:00 AM.</b></li> </ul> | <ul style="list-style-type: none"> <li>• Outcomes subcommittee meeting to be rescheduled with subcommittee members (Mrs. Zirkle and Mr. Gleason).</li> <li>• Strategic Planning Meeting to be deferred to next CPMT meeting.</li> </ul>   | <p>No action.</p>                             |
| <p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• <b>Admin memo # 02-01 New LEDRS Service Name Descriptions</b></li> </ul>   | <p>Office of Children’s Services added new Service Names to account for new evidence-based programs effective July 1, 2020.</p>   | <p>Ms. Reinhardt reviewed the memorandum.</p> |

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| <b>Item</b>  | <b>Discussion</b>  | <b>Action</b>   |
|--|--|---|
| <b>Motion to Convene in Executive Session</b>  | 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. Roussos asked that the meeting move into Executive Session. On motion by Ms. Dopkowski, seconded by Dr. Greene, the meeting moved into Executive Session. |
| <b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b> |  | Motion to come out of Executive Session by Ms. Dopkowski and seconded by Dr. Greene. Approved unanimously.  |
| <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 Ms. Dopkowski seconded by Mr. Roussos. Approved unanimously.                                       |
| <b>Motion to Approve All Cases</b>   | Motion to Approve all cases as discussed or amended.   | All cases were approved, on motion by Ms. Dopkowski, seconded by Mr. Roussos. Motion was approved. Ms. Zirkle abstained from any cases involving WCMHC.       |
| <b>Motion to Adjourn/Next Meeting Date</b>   | The next CPMT meeting will be held Thursday, April 9 at 1:00pm, Strategic Planning meeting immediately following. Location TBD.  | The meeting was adjourned on motion by Ms. Dopkowski and seconded by Ms. Zirkle.  |

Attachments: February 2020 FY20 Financials  
 Strategic Plan 2020-2022  
 Administrative Memo 20-01

Transcribed by ema