

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, April 12, 2018
2:00 p.m.

MEMBERS PRESENT

Amber Dopkowski, Winchester Dept. Social Services
Mark Gleason, Northwestern Community Services Board
Eden Freeman, City of Winchester
Kelly Bober, Child Advocacy Center
Dr. Colin Greene, Winchester/Frederick Health Department
Paul Scardino, National Counseling Group

MEMBERS/OTHERS NOT PRESENT

Peter Roussos, Dept. of Juvenile Justice
Sarah Kish, Winchester Public Schools

Others Present:

Karen Reinhardt, Winchester CSA Coordinator

RECAP OF CPMT VOTES:

Motion:

- Motion to approved Agenda
- Motion to approve minutes from February 8, 2018 CPMT Meeting
- Motion to approve Supplemental Allocation Request
- 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:

- 1st: Dr. Greene
- 2nd: Ms. Freeman
- 1st: Ms. Bober
- 2nd: Ms. Freeman
- 1st: Mr. Gleason
- 2nd: Dr. Greene
- 1st:: Ms. Freeman
- 2nd: Mr. Gleason

- 1st:: Mr. Gleason
- 2nd: Dr. Greene

Status:

- Approved
- Unanimously
- Approved
- with 2 abstentions
- 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.

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

- Motion to adjourn CPMT Meeting

Action:

- 1st: Mr. Gleason
2nd: Ms. Freeman

- 1st: Mr. Gleason
2nd: Ms. Freeman

- 1st: Dr. Greene
2nd: Mr. Scardino

Status:

- Approved
Unanimously

- Approved
Unanimously

- Approved
Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Acting Chair, Amber Dopkowski at 2:04 pm. Motion to approve minutes	1 st : Dr. Greene 2 nd : Ms. Freeman
Approval of Minutes	Motion to approve minutes from February 8, 2018, CPMT Meeting.	On Motion by Ms. Bober and seconded by Ms. Freeman the Minutes from the February 8, 2018, CPMT meeting were approved with 2 abstentions, Mr. Scardino and Mr. Gleason, who were not in attendance.
Announcements	National Counseling Group is having a Network Breakfast April 17, 9:00-11:00. Northwestern CSB is moving the Adult Substance Abuse program to a location with more room. Winchester Social Services has 3 new employees.	Ms. Reinhardt will schedule a new worker CSA Orientation and email Supervisors
Financial Report	The Financial Presentation was distributed for February and limited March 2018	Ms. Reinhardt reviewed the reports.

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	<p>Report: February 2018 Gross Expenditures: \$358,629.62 Expenditure Refunds: \$1864.08 Net Expenditures: \$356,765.54 Local Dollars: \$149,685.80 Regular Medicaid Payments to Providers:\$561,556.96 Local Match: \$129,877.76</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00 Encumbered: \$1,626.60 Disbursed: \$9,564.50 Remaining Funds: \$6,546.90</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$7,552.50 Disbursed: \$3,527.50 Remaining Funds: \$9,082.00 Unduplicated CSA Case Count:177 Average Spent per Child: \$8,039.30</p> <p>Report: March 2018 Gross Expenditures: \$287,487.49 Expenditure Refunds: \$2,709.77 Net Expenditures: \$284,778.22 Local Dollars: \$125,810.83 Regular Medicaid Payments to Providers:\$561,556.96 Local Match: \$129,877.76</p> <p>Wrap Dollars Funds Beginning Balance: \$25,128.05 Encumbered: \$5070.00 Disbursed: \$9,977.60 Remaining Funds: \$10,080.45</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$2,470.00 Disbursed: \$6,960.00 Remaining Funds: \$10,732.00</p>	

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	Unduplicated CSA Case Count: 189 Average Spent per Child: \$9,049.97	
Old Business: a. Reschedule Strategic Planning Meeting b. RFP Update c. CSA Audit Validation Visit 2/1618 d. CPMT Date and Time Discussion	<p>Reschedule Strategic Planning meeting from March 8, 2018.</p> <p>Ms. Reinhardt reached out to vendors after there was no response to RFP. Two vendors have expressed interest.</p> <p>The CSA Audit Validation Visit was completed on 2/16/18. Preliminary results are completed, but final results have not been issued.</p> <p>Discussion about a possible alternative day of the month and time for CPMT meeting, due to problems reaching quorum at meetings.</p>	<p>Strategic Planning meeting rescheduled for May 10, 2018 at 1:00. Ms. Reinhardt will send out invitations.</p> <p>No action</p> <p>Ms. Reinhardt will update CPMT when final results of 2018 CSA Audit are provided.</p> <p>Ms. Reinhardt will reach out to each CPMT Member to see what days and times would be a good alternative for the CPMT meeting day of the month and time.</p>
New Business: a. New term for FAPT/CPMT Private Provider Representatives and Parent Representatives 2018 b. CSA Supplemental Allocation Request for FY18	<p>According to CPMT By-laws, Private Provider Representatives and Parent Representatives are appointed for two year terms in May of even years.</p> <p>Ms. Reinhardt contacted CPMT Chairperson, Ms. Kish for approval to submit a CSA Supplemental Allocation Request, due to insufficient CSA funding to process March LEDRS report. The Supplemental Allocation is for \$1,226,590.39.</p>	<p>Ms. Reinhardt will send out Letter of Application for Private Provider Representatives for FAPT and CPMT. Ms. Reinhardt will ask Parent Representatives if they would like to be reappointed.</p> <p>Mr. Gleason motioned to approve Supplemental Allocation, Dr. Greene seconded. The motion was unanimously approved.</p>

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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. Dopkowski asked that the meeting move into Executive Session. On motion by Ms. Freeman seconded by Mr. Gleason, 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 Mr. Gleason and seconded by Dr. Greene. 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 Mr. Gleason seconded by Ms. Freeman. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Mr. Gleason seconded by Ms. Freeman. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, May 10, 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.

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Attachments: February Financials
March limited Financials
CPMT By-laws (Article V. – Section D)
FY 2018 Supplemental Allocation Request
Transcribed by kff