

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, August 13, 2015  
2:00 p.m.

**MEMBERS PRESENT**

Kelly Bober, Child Advocacy Center  
Amber Dopkowski, Winchester Dept. Social Services  
Mark Gleason, Northwestern Community Services Board  
Lyda Kiser, Parent Representative  
Sarah Kish, Winchester Public Schools  
Peter Roussos, Dept. of Juvenile Justice  
Dr. Charles Devine

**MEMBERS/OTHERS NOT PRESENT**

Mary Blowe, City of Winchester  
Eden Freeman, City of Winchester  
Paul Scardino, National Counseling Group

**Others Present:**

Karen Farrell, Winchester CSA Coordinator  
Donna Veach, Winchester Dept. of Social Services

**RECAP OF CPMT VOTES:**

<b><u>Motion:</u></b>	<b><u>Action:</u></b>	<b><u>Status:</u></b>
• Motion to approve the minutes from July 9, 2015, CPMT Meeting	1 <sup>st</sup> : Mr. Roussos 2 <sup>nd</sup> : Ms. Kish	Approved Unanimously
• 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.	1 <sup>st</sup> : Ms. Kiser 2 <sup>nd</sup> :Mr. Roussos	Approved Unanimously
• Motion to come out of Executive Session	1 <sup>st</sup> : Ms. Kiser 2 <sup>nd</sup> : Dr. Devine	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.	1 <sup>st</sup> : Dr. Devine 2 <sup>nd</sup> :Mr. Roussos	Approved Unanimously
• Motion to Approve All Cases, as presented.	1 <sup>st</sup> : Dr. Devine 2 <sup>nd</sup> :Ms. Kiser	Motion was approved with no abstentions
• Motion to adjourn CPMT Meeting	1 <sup>st</sup> : Mr. Roussos 2 <sup>nd</sup> :Ms. Kish	Approved Unanimously



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Item	Discussion	Action
	Unduplicated CSA Case Count: 103 Average Spent per Child: \$14,533.74	
<p><b>Old Business:</b></p> <p><b>a. Strategic Planning Report- Assignment of Work Committees</b></p> <p><b>b. Policy Manual Update</b></p>	<p>Strategic Planning &amp; Assignment of Work Committees</p> <ol style="list-style-type: none"> <li>1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser)</li> <li>2. Data-Driven Accountability and Service Provision (Scardino, Bober)</li> <li>3. Ensure Quality and Appropriate Level of Services through UM and UR (Dopkowski)</li> </ol> <p>Ms. Farrell distributed and discussed City of Winchester Children’s Services Act Policy (name change from Comprehensive Services Act to Children’s Services Act)</p>	<ol style="list-style-type: none"> <li>1. No report</li> <li>2. Ms. Dopkowski updated progress of Service Provider Contracts. Ms. Dopkowski will update CPMT on City’s Terms and Conditions for Service Provider Contracts.</li> <li>3. Completed</li> </ol> <p>Any policy changes from this point forward will be identified in the City of Winchester CSA Policy Manual in Appendix R.</p>
<p><b>New Business:</b></p> <p><b>a. IEP Cases at FAPT</b></p> <p><b>b. CSA Training September 15 2015 – Family Care Plans (IFSP)</b></p>	<p>Ms. Farrell discussed the need for all current Care Plans to meet CSA guidelines.</p>	<p>No move to change current practice.</p> <p>There will be training on How to Write Approved Family Service Plans on September 15<sup>th</sup>, 10:30am – 12:00noon, Eagles Boardroom, Our Health Campus. The training is open to everyone. Please RSVP</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. Gleason asked that the meeting move into Executive Session. On motion by Ms. Kish, seconded by Mr. Roussos, 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. Kish and seconded by Dr. Devine. 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 Dr. Devine, seconded by Mr. Roussos, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as accepted or amended.	All cases were approved, on motion by Dr. Devine, seconded by Ms. Kish. Motion was approved with no abstentions.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, September 17, 2015 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA. Mr. Roussos will chair.	The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Kish.

Attachments: July, 2015 Financials  
 Revised CSA Policy Manual  
 Transcribed by DCV