

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, August 8, 2019
2:00 p.m.

MEMBERS PRESENT

Celeste Broadstreet, City of Winchester
Amber Dopkowski, Winchester Dept. Social Services
Mark Gleason, Northwestern Community Services Board
Dr. Colin Greene, Winchester/Frederick Health Department
Sarah Kish, Winchester Public Schools
Peter Roussos, Dept. of Juvenile Justice
Mary Zirkle, Winchester Community Mental Health Center

MEMBERS/OTHERS NOT PRESENT

Paul Scardino, National Counseling Group

Others Present:

Karen Reinhardt, Winchester CSA Coordinator

RECAP OF CPMT VOTES:

Motion:

- Motion to add IACCT Issue to Agenda and approve Agenda.

- Motion to approve minutes from May 9, 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:

- 1st: Mr. Roussos
2nd: Ms. Dopkowski

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

- 1st: Mr. Roussos
2nd: Ms. Dopkowski

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

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:

1st: Mr. Roussos
 2nd: Dr. Greene

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

1st: Mr. Roussos
 2nd: Dr. Greene

Status:

Approved
 Unanimously

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

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Chairperson, Mark Gleason at 2:02 pm. Motion to add IACCT Issue to and approve Agenda.	1 st : Mr. Roussos 2 nd : Ms. Dopkowski Approved Unanimously
Approval of Minutes	Motion to approve minutes from June 13, 2019 CPMT Meeting.	On Motion by Ms. Dopkowski and seconded by Ms. Zirkle, the Minutes from the June 13, 2019, CPMT meetings were approved with 3 abstention.
Announcements		
Financial Report	The Financial Presentation was distributed for June 2 – FY19 and July FY20 Report: June 2 – FY19 Gross Expenditures: \$309,795.68	Ms. Reinhardt reviewed the reports.

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	<p>Expenditure Refunds: \$6,527.65 Net Expenditures: \$303,268.03 Local Dollars: \$118,466.95 Regular Medicaid Payments to Providers: \$613,602.26 Local Match: \$173,507.77</p> <p>Wrap Dollars Funds Beginning Balance: \$18,788.00 Encumbered: \$1,608.00 Disbursed: \$13,838.10 Remaining Funds: \$3,341.90</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$5,995.60 Disbursed: \$9,182.40 Remaining Funds: \$4,984.00 Unduplicated CSA Case Count: 258 Average Spent per Child: \$14,749.15</p> <p>Report: July – FY20 Gross Expenditures: \$3,819.00 Expenditure Refunds: \$0.00 Net Expenditures: \$3,819.00 Local Dollars: \$876.08 Regular Medicaid Payments to Providers: Unknown Local Match: Unknown</p> <p>Wrap Dollars Funds Beginning Balance: \$15,577.00 Encumbered: \$8,724 Disbursed: \$0.00 Remaining Funds: \$6,853.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$20,169.60 Disbursed: \$0.00 Remaining Funds: (\$7.60) Unduplicated CSA Case Count: 4 Average Spent per Child: \$954.75</p>	

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Item	Discussion	Action
Old Business		
a. Subcommittee Meetings	1. Outcomes Subcommittee Meeting 5/9/19 at 3:00pm. New meeting will be scheduled immediately following October CPMT Meeting	Ms. Reinhardt reported on meeting. Will provide minutes at next CPMT meeting. Ms. Reinhardt will send out meeting invitations for October 10 after CPMT meeting.
b. Strategic Plan	Members would like to have a 2 hour retreat in Fall to brainstorm a new Strategic Plan for Winchester CPMT that is a 1 to 2 year plan.	Ms. Reinhardt will send out invitations for this event.
c. CSA Training	Ms. Reinhardt presented a training about Family Friendly FAPT for Case Managers and FAPT Members on July 16 at 11:00am.	Ms. Reinhardt reported that there were 16 attendees to the training.
d. FAPT Process Satisfaction Survey	Ms. Reinhardt completed a FAPT Process Survey for parents.	Ms. Reinhardt will contact Ms. Blowe about using City system to push out survey to public. Ms. Reinhardt will add parent email address to FAPT referral form.
e. Transportation Service	One of service gaps brought up at the joint CPMT/FAPT meeting was transportation services.	Ms. Reinhardt has scheduled meeting for 9/27/19 at 1:00. Invitations were sent to area providers.
New Business:		
a. Administrative Memo #19-06 – Expenditure Reporting FY19	Ms. Reinhardt presented Administrative Memo #19-06 – Expenditure Reporting FY19, which explains the last day for reporting FY19 expenditures for OCS is September 30, 2019.	Ms. Reinhardt will ensure that all FY19 payments are reported by this date.
b. OCS E-Learning		

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<p>Course: The CSA Audit Process for CPMT Members</p> <p>c. VDSS Updates</p> <p>d. Administrative Memo #19-08 Reporting FY20 Private Day Special Education Rates</p> <p>e. IACCT Requirement Changes</p> <p>f. IACCT Issue</p>	<p>Ms. Reinhardt reported that OCS has an E-Learning course on the CSA Audit Process for CPMT Members.</p> <p>Ms. Reinhardt presented some updates by VDSS to Foster Care Manual, which will effect CSA funding.</p> <p>Ms. Reinhardt presented Administrative Memo #19-08 Reporting FY20 Private Day Special Education Rates, which instructs CSA Coordinators that they must report FY20 rates on the OCS website no later than September 1, 2019.</p> <p>Ms. Reinhardt presented a Provider Notice from Magellan, which explains when an IACCT is no longer required.</p> <p>Ms. Reinhardt let CPMT know of an issue with the IACCT process on a Special Education Residential placement, which caused a delay in the IACCT process being completed, resulting in Medicaid covered services being billed to Winchester CSA.</p>	<p>Ms. Reinhardt will look at the course to see if it would be something worthwhile for CPMT Members and report back.</p> <p>Ms. Reinhardt will consider these updates when funding Foster Care Cases.</p> <p>Ms. Reinhardt will upload the FY20 Private Day rates to the OCS website by September 1, 2019.</p> <p>Ms. Reinhardt will send this out to Case Workers.</p> <p>Ms. Reinhardt will get a release from the Guardian to talk to Magellan to find out what happened, and reach out to OCS to see if CSA can pay for the time Medicaid denied payment. Ms. Reinhardt will update CPMT Members to let them know if CSA will pay the invoice.</p>
<p>Motion to Convene in Executive Session</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>Mr. Gleason asked that the meeting move into Executive Session. On motion by Mr. Roussos, seconded by Ms. Dopkowski the meeting moved into Executive Session.</p>

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Item	Discussion	Action
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Mr. Roussos 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. Roussos seconded by Dr. Greene. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Dr. Greene, seconded by Ms. Dopkowski. Motion was approved. Ms. Zirkle abstained from any cases involving WCMHC.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, September 12, 2019 at 2:00p.m., 411 N. Cameron St, Kee-Willingham Conference Room, Winchester, VA.	The meeting was adjourned on motion by Mr. Roussos and seconded by Dr. Greene.

Attachments: June Financials FY19, June 2 Financials FY19 and July Financials FY20
 Administrative Memo #19-06 – Expenditure Reporting FY19
 VDSS Updates
 Administrative Memo #19-08 Reporting FY20 Private Day Special Education Rates
 Provider Notice – IACCT Requirements

Transcribed by kfr