

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, September 10, 2015  
2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Kelly Bober, Child Advocacy Center  
Dr. Charles Devine, Winchester/Frederick Health  
Department  
Amber Dopkowski, Winchester Dept. Social Services  
Eden Freeman, City of Winchester  
Mark Gleason, Northwestern Community Services Board  
Sarah Kish, Winchester Public Schools

**Others Present:**

Karen Farrell, Winchester CSA Coordinator  
Connie P. Greer, Winchester Dept. of Social Services

**MEMBERS/OTHERS NOT PRESENT**

Paul Scardino, National Counseling Group  
Lyda Kiser, Parent Representative  
Peter Roussos, Dept. of Juvenile Justice

**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 August 13, 2015, CPMT Meeting   | 1 <sup>st</sup> : Dr. Devine<br>2 <sup>nd</sup> : Ms. Dopkowski | Approved<br>Unanimously                 |
| • Motion to recommend modifying the Social Services Purchase of Service Order to conform with current City of Winchester Purchase of Services Order and no longer pursue an individual contract for each service provider.   | 1 <sup>st</sup> : Ms. Dopkowski<br>2 <sup>nd</sup> : Dr. Devine | Approved<br>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> : Dr. Devine<br>2 <sup>nd</sup> : Ms. Bober     | Approved<br>Unanimously                 |
| • Motion to come out of Executive Session  | 1 <sup>st</sup> : Ms. Freeman<br>2 <sup>nd</sup> : Ms. Blowe    | Approved<br>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> : Ms. Dopkowski<br>2 <sup>nd</sup> : Dr. Devine | Approved<br>Unanimously                 |
| • Motion to Approve All Cases, as presented.   | 1 <sup>st</sup> : Ms. Dopkowski<br>2 <sup>nd</sup> : Dr. Devine | Motion was approved with no abstentions |
| • Motion to adjourn CPMT Meeting   | 1 <sup>st</sup> : Ms. Kish<br>2 <sup>nd</sup> : Ms. Freeman     | Approved<br>Unanimously                 |



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| Item  | Discussion  | Action   |
|---|---|--|
|   | <p>Average Spent per Child: \$17,908.28</p> <p>Report: <b>August, 2015</b><br/>           Gross Expenditures: \$136,539.48<br/>           Expenditure Refunds: \$1,138.99<br/>           Net Expenditures: \$135,400.49<br/>           Local Dollars: \$59,974.18<br/>           Regular Medicaid Payments to Providers: \$0.00<br/>           Local Match: \$0.00</p> <p>Wrap Dollars Funds Beginning Balance: \$15,478.00<br/>           Encumbered: \$7,647.75<br/>           Disbursed: \$141.63<br/>           Remaining Funds: \$7,688.62</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00<br/>           Encumbered: \$7,735.00<br/>           Disbursed: \$1,710.00<br/>           Remaining Funds: \$10,717.00</p> <p>Unduplicated CSA Case Count: 75<br/>           Average Spent per Child: \$1,842.64</p> |  |
| <p><b>Old Business:</b></p> <p><b>a. Strategic Planning Report- Assignment of Work Committees</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>  | <ol style="list-style-type: none"> <li>1. No report</li> <li>2. Ms. Dopkowski motioned to recommend the Social Services Purchase of Services Order be modified to conform with the City of Winchester standard Purchase of Services Order, and that CPMT no longer pursue individual provider contracts. Dr. Devine seconded the motion. The motion passed unanimously.</li> <li>3. Completed</li> </ol> |

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| <b>Item</b>  | <b>Discussion</b>   | <b>Action</b>  |
|--|---|--|
| <p><b>New Business:</b></p> <p><b>a. Northwestern Community Service Board FAPT case management</b></p> <p><b>b. Timber Ridge School Medicaid Unit Eligibility</b></p> <p><b>c. CANS for residential placements</b></p> | <p>Mr. Gleason reviewed the document from Northwestern Community Service Board regarding Case Management fees for CSA Youth referred to Northwestern by FAPT.</p> <p>Ms. Farrell indicated that most of the CSA cases at Timber Ridge to not qualify for Medicaid because their residence at the facility is not deemed “medically necessary.”</p> <p>CANS for residential placements are required to be updated every 90 days.</p>     | <p>Further discussion about the ramifications of this decision next month.</p> <p>No CPMT action required.</p> <p>No CPMT action required.</p>                   |
| <p><b>Motion to Convene in Executive Session</b></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 Dr. Devine, seconded by Ms. Bober, the meeting moved into Executive Session.</p> |
| <p><b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b></p>  |   | <p>Motion to come out of Executive Session by Ms. Freeman and seconded by Ms. Blowe. Approved unanimously.</p>   |
| <p><b>Motion to Certify Compliance by Roll Call Vote</b></p>   | <p>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.</p>  | <p>Motion to Certify Compliance by Roll Call Vote was made by Ms. Dopkowski, seconded by Dr. Devine, and unanimously approved.</p>                               |
| <p><b>Motion to Approve All Cases</b></p>  | <p>Motion to Approve all cases as accepted or amended.</p>  | <p>All cases were approved, on motion by Ms. Dopkowski, seconded by Dr. Devine. Motion was approved with no abstentions.</p>                                     |

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| <b>Item</b>                                | <b>Discussion</b>   | <b>Action</b>  |
|--|---|--|
| <b>Motion to Adjourn/Next Meeting Date</b> | The next CPMT meeting will be held Thursday, October 8, 2015 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA. | The meeting was adjourned on motion by Ms. Kish and seconded by Ms. Freeman. |

Attachments: June Supplemental, 2015 Financials  
August 2015 Financials  
NWCSB Case Management Document  
Transcribed by CG

DRAFT