

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, September 14 2017  
2:00 p.m.

**MEMBERS PRESENT**

Amber Dopkowski, Winchester Dept. Social Services  
Mary Blowe, City of Winchester  
Kelly Bober, Child Advocacy Center  
Eden Freeman, City of Winchester  
April Jenkins, Winchester/Frederick Health Department  
Lyda Kiser, Parent Representative  
Sarah Kish, Winchester Public Schools  
Paul Scardino, National Counseling Group

**MEMBERS/OTHERS NOT PRESENT**

Peter Roussos, Dept. of Juvenile Justice  
Mark Gleason, Northwestern Community Services Board

**Others Present:**

Karen Farrell, Winchester CSA Coordinator  
Amy Dill, Administrative Supervisor

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve agenda
- Motion to approve minutes from June 8, 2017 CPMT Meeting
- Motion to send SOC Grant support letter
- Motion to amend Case Specific UR Process
  
- 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>: Ms. Kiser
- 2<sup>nd</sup>: Mr. Scardino
  
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- 2<sup>nd</sup>: Mr. Scardino
  
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- 2<sup>nd</sup> Ms. Dopkowski
  
- 1<sup>st</sup>: Ms. Kiser
- 2<sup>nd</sup>: Ms. Dopkowski
  
- 1<sup>st</sup>: Ms. Kiser
- 2<sup>nd</sup>: Ms. Freeman

**Status:**

- Approved
- Unanimously
- Approved
  
- Approved
- Unanimously
- Approved
  
- Approved
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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.
  
- Motion to adjourn CPMT Meeting

**Action:**

1<sup>st</sup>: Ms. Jenkins  
 2<sup>nd</sup>: Ms.Kiser

**Status:**

Approved  
 Unanimously

1<sup>st</sup>: Ms. Freeman  
 2<sup>nd</sup>: Ms. Bober

Approved  
 Unanimously

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

Approved  
 Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chair, Sarah Kish at 2:05 pm. Ms. Farrell asked to add CSA Audit to Agenda.	Ms. Kiser motioned to approve agenda, Mr. Scardino seconded..
<b>Approval of Minutes</b>	Motion to approve minutes from July 13, 2017, CPMT Meeting.	On Motion by Ms. Kiser and seconded by Mr. Scardino the Minutes from the July 2017, CPMT meeting were approved.
<b>Announcements</b>	LFCC now has a food pantry for students in need.	No Action
<b>Financial Report</b>	The Financial Presentation was distributed for July 2017 FY17.  Report: July 2017 Gross Expenditures: \$310,892.19 Expenditure Refunds: \$2,207.77 Net Expenditures: \$308,684.42 Local Dollars: \$140,834.70 Regular Medicaid Payments to Providers:\$633,927.94	Ms. Farrell reviewed the report.

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	<p>Local Match: \$181,739.22</p> <p>Report: August 2017 FY17            Gross Expenditures: \$53,814.31            Expenditure Refunds: \$8,561.00            Net Expenditures: \$45,253.31            Local Dollars: \$17,255.23            Regular Medicaid Payments to Providers: \$520,803.30            Local Match: \$149,307.80 (Reimbursed for billing errors \$59,322.65)</p> <p>Report: July 2017 FY18            Gross Expenditures: \$9,323.78            Expenditure Refunds: \$0.00            Net Expenditures: \$9,323.78            Local Dollars: \$2,936.84            Regular Medicaid Payments to Providers: Unknown            Local Match:</p> <p>Report: August 2017 FY18            Gross Expenditures: \$92,091.37            Expenditure Refunds: \$2,381.31            Net Expenditures: \$89,710.06            Local Dollars: \$35,767.49            Regular Medicaid Payments to Providers: Unknown            Local Match:</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00            Encumbered: \$9,960            Disbursed: \$150.00            Remaining Funds: \$7,628.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00            Encumbered: \$0.00            Disbursed: \$0.00            Remaining Funds: \$20,162.00            Unduplicated CSA Case Count: 66</p>	

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	Average Spent per Child: \$1,500.51	
<b>Old Business:</b>		
a. <b>UR Procedure for residential placements</b>	Members discussed UR Proposal and discussed possible amendments.	Subcommittee to reconvene to discuss amendments and present at next CPMT.
b. <b>IACCT Update</b>	IACCT implementation by Megellan started July 1, 2017. Winchester has had two referrals.	Ms. Farrell will keep CPMT posted on how IACCT process is working.
c. <b>Parent Representative</b>	City Council accepted Paul Scardino as Parent Representative. An official Thank you letter will be sent to Ms. Kiser for her years of participation.	Ms. Farrell will follow-up with Amy Simmons about the letter.
<b>New Business:</b>		
a. <b>New LEDRS Process</b>	Ms. Farrell explained the new process for LEDRS that started FY18.	No action
b. <b>Schedule Meeting of Fiscal Subcommittee</b>	Ms. Farrell will schedule a meeting of Fiscal Subcommittee.	Ms. Farrell will contact members of committee.
c. <b>SOC Expansion Grant</b>	Ms. Farrell presented SOC Expansion Grant, and explained that Winchester could now participate in the grant by sending letter of support.	Mr. Scardino motioned to send letter of support for SOC Grant. Ms. Kiser seconded. Unanimously approved.
d. <b>Definition of ICC/Parent Support Partner</b>	Ms. Farrell explained Intensive Care Coordination and the role of the Parent Support Partner.	No action.
e. <b>Case Specific UR Process</b>	Ms. Farrell proposed a modification to the Case Specific UR Process. Case Specific UR will now occur in conjunction with FAPT.	Mr. Scardino motioned to accept modification. Ms. Dopkowski seconded. Approved.
<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	Ms. Kish asked that the meeting move into Executive Session. On motion by Ms. Kiser seconded by Ms. Dopkowski. The meeting

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	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.	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. Kiser and seconded by Ms. Freeman. 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. Jenkins, seconded by Ms. Kiser, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as discussed.	All cases were approved, on motion by Ms. Freeman seconded by Ms. Bober Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, July 13, 2017 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Ms. Jenkins and seconded by Ms. Dopkowski.

Attachments: July FY17 & FY18, August FY17 and FY18 Financials  
 September Attachments

Transcribed by kff