

Fairfax-Falls Church Community Services Board

August 22, 2018

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Suzette Kern; Chair; Jennifer Adeli; Gary Ambrose; Thomas Burger; Ken Garnes; Bettina Lawton; Edward Rose; Nancy Scott; Diane Tuininga; Adrienne Walters, and Jane Woods

The following CSB members were absent: Daria Akers; Basilio ‘Sonny’ Cachuela Jr.; Rachna Sizemore Heizer; and Sheila Coplan Jonas

The following CSB staff was present: Daryl Washington; Mark Blackwell; Jim Gillespie; Evan Jones; Elizabeth McCartney; Victor Mealy; Lisa Potter; Lyn Tomlinson; Barbara Wadley Young; and Laura Yager

1. Meeting Called to Order

Suzette Kern called the meeting to order at 5:01 p.m.

2. Recognition

Suzette Kern presented a certificate to CSB staff member Laura Yager, retiring from the CSB in September. Ms. Kern read aloud from the certificate that highlighted Ms. Yager’s many contributions and accomplishments during her tenure with Fairfax County and the CSB. Others, including Ms. Kern, Gary Ambrose, Ken Garnes, and Dennis Brown, a previous CSB employee, provided memories, stories, and remarks of gratitude to Ms. Yager.

3. Matters of the Public

None were presented.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Following acknowledgement that no recommendations were forthcoming, Edward Rose made a motion to approve the agenda as presented, which was seconded and approved.

5. Approval of the Minutes

Draft minutes of the July 25, 2018 meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no suggestions for revision were offered, Gary Ambrose made a motion for approval, which was seconded and passed.

6. Matters of the Board.

Bettina Lawton encouraged attendance at a screening of a film “Into the Light” at the Angelika Film Center in the Mosaic District of Fairfax on Thursday, Sep. 20, 2018.

Gary Ambrose shared the recent announcement that Lisa Potter had been hired as the new Diversion First Manager, effective September 1.

Bettina Lawton, offering a reminder that she hosts a local television program, announced that Daryl Washington, Lyn Tomlinson and other CSB staff members would participate in a one-hour interview on her program, Monday, August 27th at 8:00 p.m. The show will be available live-stream and is recorded for viewing via YouTube.

Jane Woods, referring to a flyer emailed to the Board earlier in the month, greatly encouraged participation at the LogistiCare Northern VA/Winchester Region Advisory Board Meeting, noting that the primary topics would be Non-Emergency Medical Transportation and Medicaid Expansion.

Suzette Kern directed attention to another handout in the Board materials that provided background and meeting information for the Consolidated Community Funding Advisory Committee (CCFAC), announcing that CCFAC is seeking a Board member to represent the CSB. Interested members were asked to inform Ms. Kern and Erin Bloom.

7. Committee Reports

A. *Behavioral Health Oversight Committee (BHOC):*

Gary Ambrose, offered a reminder that there was no meeting in August,

The next meeting is Wednesday, September 12, 5:00 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

B. *Compliance Committee*

Suzette Kern noting no meeting was held in August,

The next meeting is Friday, September 19, at 4:00 p.m. at the Merrifield Center, Level 1 - Room 308 A/B, West.

C. *Developmental Disabilities (DD) Committee:*

Jane Woods provided an update to the August meeting noting this was the first meeting at which Associate Members were present, indicating that they are enthusiastic participants in the meetings. Ms. Woods further announced that the Committee has initiated Associate Member presentations at each meeting.

The next meeting is Wednesday, October 3 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

B. *Fiscal Oversight Committee:*

Noting the absence of Captain Basilio ‘Sonny’ Cachuela, Jr., Committee member Ken Garnes provided an overview of the August meeting, highlights included:

- A staff hiring update included Mike Goodrich as Deputy Director of Administrative Operations, Lyn Tomlinson as Deputy Director of Clinical Operations, and Robyn Fontaine as Fiscal Manager
- A financial status report that indicated a healthy fiscal status, noting that projections will be provided in October to allow time to collect, analyze, and present first quarter data.

- A reminder was offered that the Infant & Toddler Connection successfully transitioned to the Department of Family Services (DFS) effective July 1, 2018. It was confirmed that the ITC reserve balance was retained and returned to the CSB fund balance.
- The Human Resource Report noted 133 Vacant General Merit positions. Clarification was offered that the higher than usual increase was partially attributed to positions acquired in FY 2019. Additionally, it was confirmed that the Vacancy Breakeven Point (VBP) of 100 was discontinued, noting that the chart would be revised to reflect this change. Efforts by CSB and DMB (Department of Management and Budget) staff to identify a new VBP are underway.
- A reminder was offered of the Budget 101 CSB Board Training session, scheduled for Wednesday, October 24, 2018, directly prior to the CSB Board meeting. It was confirmed that Joe Mondoro, Fairfax County Chief Financial Officer, will conduct the training.
- Lisa Potter and Laura Haggerty-Lacalle provided new Time to Treatment reports that reflected data extracted from Credible, the CSB Electronic Health Record. Noting that the Credible reports replaced the previous data-collection method of hand-counting, it was clarified that refinement of the Credible data elements is ongoing. Updated reports and data will be provided at the September Fiscal Oversight meeting.

The next meeting is Friday, September 21 at 9:00 a.m. at the Pennino Building, Room 836A

D. Other Matters

Gary Ambrose provided an update to the Ad Hoc Fee Policy Committee meeting noting that the Committee met just prior to the Board meeting. A basic overview of the Fee Policy revision process was provided noting that an internal staff committee and this Ad Hoc Committee both participate in the process. Key topics of the meeting included Medicaid Expansion, the Opioid Crisis, Billing, the Turning Point program, and youth services. The next Ad Hoc CSB Fee Policy meeting is Wednesday, September 12th. It is anticipated that a draft CSB Board Policy will be ready for review and approval to post for public comment at the October CSB Board meeting.

Ken Garnes provided an update to the Ad Hoc Legislative Committee meeting, that occurred directly prior to this meeting. Participants included CSB Board members Jennifer Adeli, Suzette Kern, Edward Rose, and Mr. Garnes. Also in attendance were CSB staff Daryl Washington and Elizabeth McCartney. Ms. McCartney provided the committee with a legislative calendar/timeline noting the next activity is identification of priorities and preparation of talking points for CSB Board Member presentations before the General Assembly in January 2019.

Suzette Kern, offering a reminder that the date of the CSB Board Retreat is September 29, 2018, confirmed that a second Ad Hoc Committee meeting was being scheduled with efforts ongoing to identify a date. The meeting agenda will be to finalize the retreat agenda and review the handbook to finalize literature and handouts for the retreat. Once decided, the Ad Hoc meeting date will be sent to all members

encouraging attendance. Daryl Washington and Kimberly Gladis, facilitator for the Retreat, will also attend.

8. Action Item

A. *FY 2018 CSB Fiscal Oversight Committee End of Year Report*

Suzette Kern provided an overview of the process and activities in development of the Year-End report. Noting some highlights on the cover letter and report, it was explained that some data points will not be available until September, the placeholders were highlighted to simplify identification of the areas that require revision. Daryl Washington is reviewing some of the monetary data included in the Medicaid Expansion section to confirm accuracy. Additionally, Ms. Kern requested consistency in the data included in the Year-End Report, the Fee Policy documents, and the FY 2019 Human Services Issues Paper; staff is reviewing and revising where needed. Following this review, Bettina Lawton made a motion to approve sending the report to the Board of Supervisors (BOS) and the Mayors of the Cities of Fairfax and Falls Church once the data is revised as noted, which was seconded and approved.

B. *CSB Board Review 2019 Human Service Issues Paper*

Daryl Washington, noting some atypical challenges in completing the Human Services Issues Paper provided a timeline of events that contributed to the delay in completion. Ms. Kern, guiding a review of the submitted Paper requested Board comment. Following this review and acknowledging the substantive recommended edits not previously seen by the Board and other yet to be made, it was decided to table this action item until the September CSB Board Meeting. Staff was asked to provide a revised draft, incorporating comments and edits discussed at the meeting, for review at the September Executive Committee. The full board will also be provided a copy of the revised draft for review at the September Board meeting.

C. *FY 2019 – FY 2020 Community Services Performance Contract*

Lisa Potter offered a reminder of previous briefings related to the FY 2019 – FY 2020 Community Services Performance Contract offering a further reminder that the Contract is scheduled to be presented for approval to the BOS at the September 25, 2018 meeting. A further reminder was offered that the Contract will be available online while posted for public comment through September 2, 2018, noting that no comments have been received to date. Bettina Lawton made a motion to approve the FY 2019 – FY 2020 Community Services Performance Contract pending approval by the BOS, which was seconded and approved.

11. Director's Report

Daryl Washington and Lyn Tomlinson provided updates to agency activities, some highlights of which include:

- Literature included in the board materials include:
 - A flyer announcing the launch of a partnership between Healthy Minds Fairfax and the Give an Hour volunteer program that encourages mental health care volunteer involvement in partnered agencies. The flyer includes

information on the screening of the film *Into the Light* that was announced by Bettina Lawton earlier in the meeting.

- Also included was a just-released card/placard that provides directions, contact information, and information on emergency services offered at the Merrifield Crisis Response Center (MCRC). A wide distribution is planned.
 - A new graphic representing the CSB Mission, Vision, and Values, that is being posted at all CSB locations.
 - A timeline of activities and expectations for the WIN (Welcoming Inclusion Network) meetings and workgroups leading up to the CSB presentation before the Health, Housing, & Human Services Committee, a committee of the whole (BOS) in December 2018. Daryl Washington noted that the developed tiers/options for Employment & Day Services future funding is due in October to allow adequate time for refinement prior to the December presentation, confirming that the Board will receive monthly updates. Board members strongly asserted that the recommendations coming forward from the WIN stakeholders group must be presented to the Board of Supervisors as the stakeholders group recommendations and not that of the CSB staff, noting Supervisor Cook's insistence on this point. The staff's role in the presentation would be as subject matter experts. Board members also strongly asserted that the presentation to the BOS should not be led by the CSB Executive Director as the recommendations are not those of the CSB or approved by the CSB Board.
 - Updates to personnel activities include:
 - Barbara Wadley-Young, Assistant Deputy Director Community Living Treatment & Supports;
 - Lisa Potter, Diversion First Manager;
 - Lyn Tomlinson, Deputy Director Clinical Operations;
 - Mike Goodrich, Deputy Director Administrative Operations;
 - Elizabeth McCartney, Public Policy/legislative Analyst; and
 - May Emerick, Revenue Cycle Manger.
 - Vacant positions in the recruitment or interview period are
 - Chief Finance Officer with interviews scheduled for the second week in September;
 - Assistant Deputy Director Acute & Therapeutic Treatment Services, recently vacated by Lyn Tomlinson; and
 - Director Assisted Community Residential Services, recently vacated by Barbara Wadley-Young.
 - It was announced that the September meetings for Diversion First meeting and WIN are in conflict. Efforts are ongoing to revise locations to accommodate some attendance at both meetings if needed. Updates will be provided as they become available.
 - Providing an update to the FY 2020 Budget priorities, Mr. Washington noted the following key topics:
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- WIN,
 - The projected increase in Medicaid Waivers that will require increased numbers of Support Coordinators,
 - Refinement of the Opioid Crisis treatment budget request,
 - Strengthen the Compliance program,
 - The impact of Medicaid Expansion,
 - The Diversion First plan, already released, is likely to need further refinement as the FY 2020 budget is projected to reflect a decrease in funding across the board.
- Lyn Tomlinson reported on recent and ongoing MTM activities offering a reminder that MTM is the business and clinical efficiencies process designed to ease and simplify activities for individuals and staff. Highlights include:
 - A new Credible assessment form has been developed that simplifies and improves the assessment process. Training on the new form is scheduled to begin in September.
 - Collaborative Documentation is the process of clinician and client finishing a session with collaboration on the notes.
 - Centralized Scheduling is the process of assigning trained staff to schedule clinical appointments to relieve the clinicians of this time-consuming activity.
 - Improving management of ‘No-Show’ individuals includes Engagement Specialists reaching out and encouraging individuals to attend their scheduled sessions. It was noted that cases will be closed after an extended lack of response from the individual. It was confirmed that the individual may seek to re-open their case, noting that this will reinitiate the assessment process.

Ms. Tomlinson reported that a wider release of these activities is planned for Fall 2018.

- Ms. Tomlinson, providing an update to the Springfield Mental Health Center closure, confirmed ongoing monthly meetings with CSB staff, individuals receiving services and their families. The last meeting included a farewell celebration during which memories and stories were shared by staff and clients. Youth services staff successfully moved out on the morning Friday, August 17th and settled into their new space that afternoon. Additional move details included:
 - BHOP (Behavioral Health Outpatient Program) staff and services are scheduled for relocation in September.
 - CRSP (Community Readiness Support Program) staff and services will be relocated to Merrifield in late September/early October.
- Attendance was encouraged at the Recovery Resource Open House scheduled for Wednesday, September 26th, from 3:00 pm. – 6:00 p.m. directly prior to the Board meeting.

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 7:18 p.m.

Actions Taken--

- ◆ The July 25, CSB Board Meeting minutes were approved
- ◆ The Board approved to submit the FY 2018 CSB Fiscal Oversight Committee End of Year Report following revision as discussed.
- ◆ Action on the CSB Board Review 2019 Human Services Issues Paper was tabled until the September CSB Board meeting.
- ◆ The Board approved to submit the FY 2019 – FY 2020 Community Services Performance Contract to the Board of Supervisors at the September 25, Board meeting.

September 26, 2018

Date



Staff to Board