

CSB Fiscal Committee

Meeting Agenda

August 16, 2019

Agenda Item	Facilitator
Review of July 19th Meeting Minutes	Jennifer Adeli
Financial Status <ul style="list-style-type: none">• Pay Period Metrics• Modified Fund Statement• Variable Revenue Report• Non-Billable Report	Bill Hanna
FY 2019 End of Year Report Finalized	Jennifer Adeli
HR Update <ul style="list-style-type: none">• Position Status	Lyn Tomlinson/Bill Hanna
Deputy Director, Clinical Operations Report Out <ul style="list-style-type: none">• Jail Based Services Organizational Chart• Diversion First• Time to Treatment	Lyn Tomlinson
Adjourn	

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CSB Fiscal Committee Meeting Minutes

Date: July 19, 2019

Attending: Jennifer Adeli, Chair; Ken Garnes; Bettina Lawton; and Edward Rose

Absent: Basilio 'Sonny' Cachuela, Jr. and Suzette Kern

Staff: Georgia Bachman; Barbara Wadley-Young; Jessica Burris; Judy Stocks, and Carolyn Ford

Summary of Information Shared/Decisions:

Jennifer Adeli called the meeting to order at 9:30 a.m.

Review of meeting minutes

The June 21, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Jessica Burris provided the financial status update, highlights of which included:

- *Pay Period Metrics:* no significant changes, Compensation and Fringe benefits remain at approximately \$4.4M for PP 13 with an also consistent Year to Date balance of approximately \$113M.
- *Modified Fund Statement:* The Board of Supervisors (BOS) approved budget is reflected. It was highlighted that the State DBHDS balance does not reflect the anticipated Medicaid Expansion reduction or COLA (Cost of Living Adjustment) adjustments that will be reflected with a variance once the adjustments are received. First Quarter figures will provide data to allow for more accurate projections.
 - To better manage the 2020 budget, there are ongoing efforts to realign the CSB Budget to assign budget responsibility for each area to the Service Director.
- *FY 2019 Carryover Requests:* Referring to a handout in the meeting materials, a comprehensive overview of the requests was provided that included building renovations, staffing needs related to revenue maximization, and implementation of WIN (Welcoming Inclusion Network) recommendations.
- *End of Year Budget Status Balances – Issues and Concerns:* There has been significant improvement in (Licensed Mental Health Professional) LMHP-Type Billing including approval to back bill for a significant amount of older services. Informatics is working on a long-term solution to ensure that services provided by license-eligible staff is supervised and signed as needed to bill. ARTS (Addiction and Recovery Treatment Services) billing for OBOT (Office Based Opioid Treatment) is operational, billing for IOP (Intensive Outpatient) and Residential Treatment services is anticipated to begin soon.
- *Revenue Billing Report:* Referring to the Revenue Management Metrics chart it was highlighted that the 'Days in AR' (Accounts Receivable) has decreased to 39 days, within industry standards. The corrective write-off of claims too old for collection totals approximately \$2M. Highlighting that the higher balance in YTD Payment balance exceeds the YTD Claims Submitted, this was attributed to collection on older claims (back billing). An overview of the charts on pages 14 and 15 was provided prompting engaged discussion. The Submission Errors Report (page 16) illustrated the improvements made in corrections to Non-Billable Services, highlighting recent improvements resulted in significant reductions in outstanding revenue.

FY2019 End of Year Report

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Jennifer Adeli and Bettina Lawton reported that development of the FY2019 End of Year has begun, noting the assistance of CSB staff Lucy Caldwell and Elizabeth McCartney. Committee members were asked to submit changes to Lucy Caldwell no later than Monday, July 22, 2019 for inclusion in the draft report that will be submitted to the CSB Board at the July 24, 2019 meeting. The timeline for delivery to the Board of Supervisors (BOS) and the Mayors of the cities of Fairfax and Falls Church in September 2019 includes submission of a 'final draft' to the CSB Executive Committee on August 21st and the CSB Board on August 28th for approval to forward to the BOS.

Administrative Operations Report

Noting the FY 2019 Carryover Requests were provided earlier, in the Financial Status Reports, there was no further information to convey.

Human Resources (HR) Update

Noting this was their first Fiscal Oversight Committee meeting, Judy Stocks and Carolyn Ford introduced themselves as CSB Human Resources Director and Human Resources Manager, respectively, noting that Carolyn would be a regular attendant at the Fiscal Committee meetings going forward.

Highlights of the report included

- the number of vacant General Merit Positions continues to decrease.
- It was confirmed that there was no change to the critical area categories tracked in the Vacancies report.
- It was emphasized that there are a number of new hires in several departments including Human Resources, noting that HR Recruiter Donna Chittum has developed many creative and effective recruitment plans for increasing hiring as evidenced by the decrease in vacancies

Clinical Operations Report

Georgia Bachman and Barbara Wadley-Young, in the absence of Lyn Tomlinson, provided updates to clinical operations, highlights include:

- Barbara Wadley-Young, directing attention to a handout, provided an update to the Welcoming Inclusion Network (WIN) Recommendations. Highlights included:
 - Ongoing monitoring will include all service changes with regard to the number of individuals by service, cost of services, and level of satisfaction.
 - Noting the projected cost savings reflect a five-year phase-in range, it was clarified that this accommodates the pace of implementation and enrollment in consideration of individual and family interest and community capacity. Increasing capacity includes development of some services as well as some coordination and training with providers of service delivery.
 - Noting Supervisor Cook's pending retirement from the BOS, it was confirmed that at the September 23, 2019 WIN meeting, Supervisor Cook will formally acknowledge that, going forward, WIN is solely a community-led initiative. In addition to bi-annual meetings with the CSB to provide updates to implementation of services, the CSB will continue to be involved as needed.
- Georgia Bachman provided the Diversion First update to include the Jail Based and Jail Diversion Organization Charts highlighting the remaining vacancies. Recruitment efforts include Realistic Job Previews and a recruitment video. Revised Organization Charts will be provided at the August CSB Fiscal Oversight Committee meeting, that will reflect the addition of four Diversion First positions added in the FY2020 approved budget. Efforts to streamline the supervisory structure of the varied areas are underway, noting that this is anticipated to be reflected in revised organizational charts.
- Ms. Bachman further provided the Time to Treatment Report, highlighting the following:

CSB Fiscal Committee Meeting Minutes

- Adult Time to Treatment:
 - Wait times are continuing to decrease. Implementation of initiatives to reduce wait times, includes Centralized Scheduling, Engagement, and modification of treatment schedules is ongoing.
 - Continuing barriers include staffing vacancies and hiring time, impacted by hiring from within and promotions as well as training needs.
 - Confirming an increase in the number of assessed individuals who do not attend the first treatment appointment, Ms. Wadley-Young reported several initiatives address this concern to include engagement specialists are present at each site and Centralized Scheduling. Ms. Wadley-Young will confirm the accuracy of the data and will report back at the August Fiscal Committee meeting.
- Youth Time to Treatment;
 - It was noted that the decrease in referrals/assessments illustrates the cyclical nature of youth treatment that typically mirrors the school year.
 - The consistency in wait times of 16 – 20 days to first appointment illustrates the success of the initiatives put in place to reduce wait times. It was further reported that 70% to 75% of youth begin treatment following assessment.

Open Discussion

- Topic

Noting no further discussion was forthcoming, the meeting was adjourned at 11:01 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Members asked for revisions to both organizational charts to clarify the staff involved in Jail Based and Jail Diversion or adjacent services. This request included clarification to docket staff and medical staff.

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, August 16, 2019, 9:30 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

Date Approved

Staff to the Board

FY 2020 Pay Period Metrics

Category/GL	FY 2020 Budget	PP Target July-Dec PP 14-26	PP Target Jan-June PP 1-13	Check
Merit Salary	\$74.47	\$2,864,292	\$2,864,292	\$74,471,595
Non-Merit Salary	\$6.23	\$239,587	\$239,587	\$6,229,264
Shift	\$0.22	\$8,323	\$8,323	\$216,400
OT	\$1.15	\$44,161	\$44,161	\$1,148,178
Stipends	\$0.31	\$11,833	\$11,833	\$307,650
Leave Pay-Out	\$0.60	\$23,077	\$23,077	\$600,000
Fringe	\$37.08	\$1,391,208	\$1,460,769	\$37,075,699
TOTAL	\$120.05	\$4,582,481	\$4,652,041	\$120,048,786

Actual Data	FY 2019 Accrual Reversal	PP 14 Actual	PP 15 Actual	PP 16 Actual	PP 17 Actual	PP 18 Actual	PP 19 Actual	PP 20 Actual	PP 21 Actual	Year to Date
Merit Salary	(\$1,360,313)	\$2,766,680	\$2,855,099							\$4,261,466
Non-Merit Salary	(\$151,525)	\$272,607	\$301,083							\$422,165
Shift	(\$4,096)	\$7,442	\$7,784							\$11,130
OT	(\$29,713)	\$119,130	\$57,631							\$147,048
Stipends	(\$7,187)	\$11,885	\$13,885							\$18,583
Leave Pay-Out	(\$579)	\$19,784	\$1,871							\$21,075
Fringe	(\$654,746)	\$1,368,389	\$1,379,424							\$2,093,067
TOTAL	(\$2,208,158)	\$4,565,917	\$4,616,775	\$0	\$0	\$0	\$0	\$0	\$0	\$6,974,534

Fairfax-Falls Church Community Services Board
Fund 40040
FY 2020 July Statement

	FY 2020 Approved Budget	FY 2020 Actuals Thru July 2019 (Prd1)	FY 2020 Projection	Variance from Budget
Beginning Balance	25,661,360	25,661,360	25,661,360	
F Fairfax City	1,957,610	-	1,957,610	0
F Falls Church City	887,299	-	887,299	0
F State DBHDS	11,886,443	852,148	11,886,443	0
F Federal Pass Thru SAPT Block Grant	4,053,659	403,508	4,053,659	0
V Direct Federal Food Stamps	154,982	10,493	154,982	0
V Program/Client Fees	4,011,751	293,554	4,011,751	0
V CSA	858,673	115,721	858,673	0
V Medicaid Option	8,537,500	445,117	4,783,111	-3,754,389
V Medicaid Waiver	2,651,345	578,419	6,405,734	3,754,389
V Miscellaneous	14,100	12,017	14,100	0
Non-County Revenue	35,013,362	2,710,977	35,471,013	0
General Fund Transfer	146,575,985	146,575,985	146,575,985	
Total Revenue	207,250,707	174,948,322	207,708,358	0
Compensation	82,973,087	1,644,115	81,029,066	1,944,021
Fringe Benefits	37,075,699	713,643	34,399,114	2,676,585
Operating	63,279,541	1,753,685	56,661,667	6,617,874
Recovered Cost (WPFO)	(1,738,980)	-	-1,992,972	253,992
Capital	-	-	39,834	-39,834
Transfer Out-	-	-	-	-
Capital Project HS000038	-	-	-	-
Total Expenditures	181,589,347	4,111,443	170,136,708	11,452,639
Ending Balance	25,661,360	170,836,879	37,571,650	11,452,639
1 DD MW Redesign Reserve	2,500,000		2,500,000	
2 Medicaid Replacement Reserve	2,800,000		2,800,000	
3 Opioid Epidemic MAT Reserve	300,000		300,000	
4 Diversion First Reserve	1,244,245		1,244,245	
5 Encumbered Reserve				
Unreserved Balance	18,817,115	170,836,879	30,727,405	11,452,639

Key

F Fixed Annual Allocations

V Variable Revenue based on number of services provided and total billing collections

Reserve

1 The DD Medicaid Waiver Redesign Reserve ensures the County has sufficient funding to provide services to individuals with developmental disabilities in the event of greater than anticipated costs due to the Medicaid Waiver Redesign effective July 1, 2016.

2 The Medicaid Replacement Reserve, for the implementation of Medicaid Expansion to a potential 600 consumers and will provide support with the transition of funding from the State support to Medicaid fees.

3 The Opioid Use Epidemic Reserve provides flexibility, consistent with the Board of Supervisors' FY 2018-FY 2019 Budget Guidance, as the County continues to work with national, state, and regional partners on strategies to combat the opioid epidemic.

4 The Diversion First Reserve represents one-time savings that were realized in FY 2017 as a result of longer than anticipated recruitment times to fill new positions and savings in operating expenses. This funding will be reallocated as part of a future budget process based on priorities identified by the Board of Supervisors.

5 Encumbered Reserve Request

FY 2020 Fiscal Notes

For the July 2019 reporting period, the Modified Fund Statement has been updated to include the July actuals and the projections column has been initiated. The numbers reflected in the projection column mostly mirror the FY 2019 Actuals, with the exception of, an increased calculation for compensation and fringe to reflect the 2.1% market rate adjustment and employee performance increases.

The first projections for FY 2020 will be presented to the CSB Fiscal Committee as part of the October 2019 meeting. *Thank you!*

FY 2020 Adopted Budget – Board Hearing, May 7, 2019

An overview of the FY2020 Adopted Budget action items:

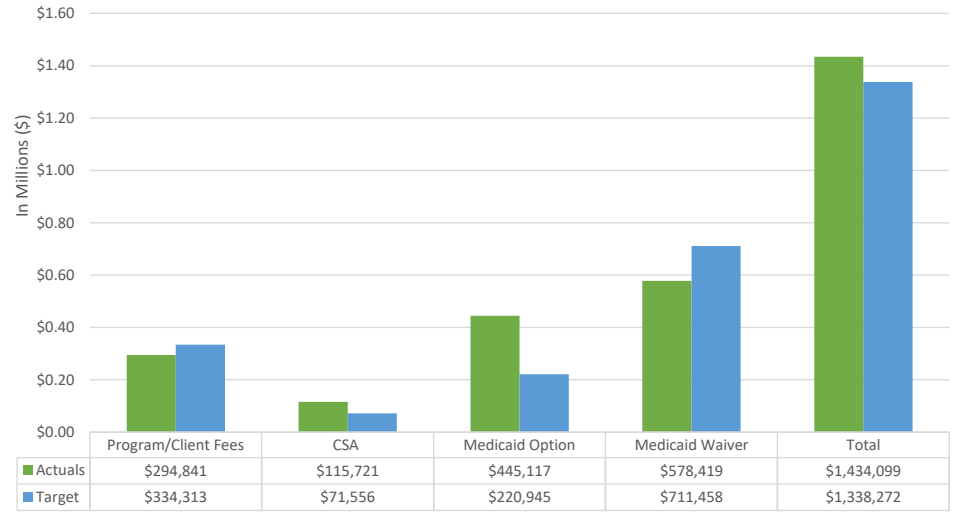
- The Board of Supervisors approved the following employee pay increases: 2.1% Market Rate Adjustment; 2% (average) Performance Increase and Longevity increases.
 - \$2.5m for June 2020 special education graduates and other individuals eligible for DD employment and day services.
 - \$2.1m second year funding to continue addressing the opioid epidemic.
 - \$1.2m for 6.0 full time merit positions to expand Diversion First efforts, this includes 2.0 Crisis Intervention Specialists and 4.0 Jail Diversion positions.
 - \$0.9m in contract rate adjustments
 - \$0.6m for 5.0 full time merit positions to provide support coordination services for new individuals receiving a DD waiver.
-

FY20 Variable Revenue Analysis

Revenue by Month
FY20
Actuals vs. Target



Revenue by Category
FY20 Year to Date
Actuals vs. Target



*Adjusted target is reflective of expected Medicaid expansion revenue (\$4.4M for FY20)

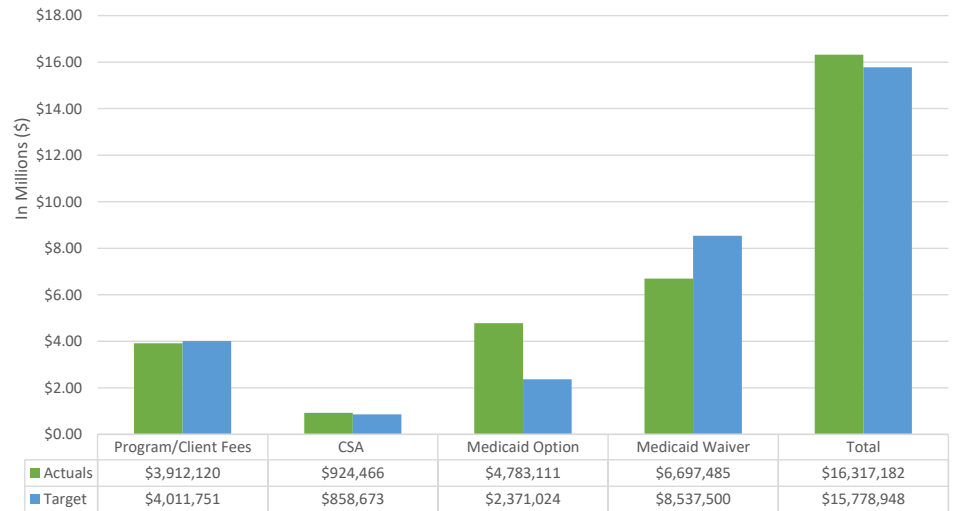
FY19 Variable Revenue Analysis

Revenue by Month
FY19
Actuals vs. Target



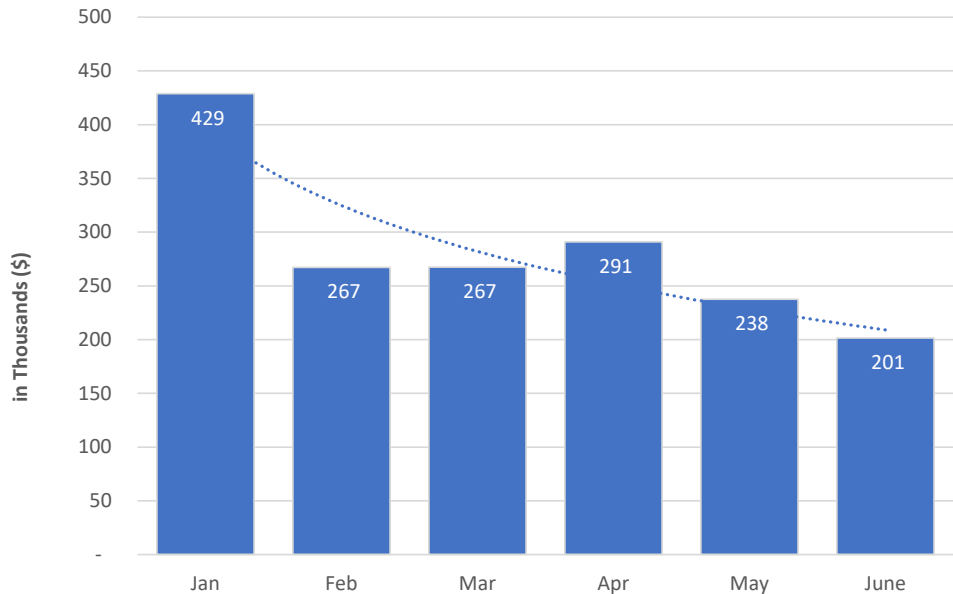
*Adjusted target is reflective of expected Medicaid expansion revenue (\$1.65M for FY19)

Revenue by Category
FY19 Year to Date
Actuals vs. Target

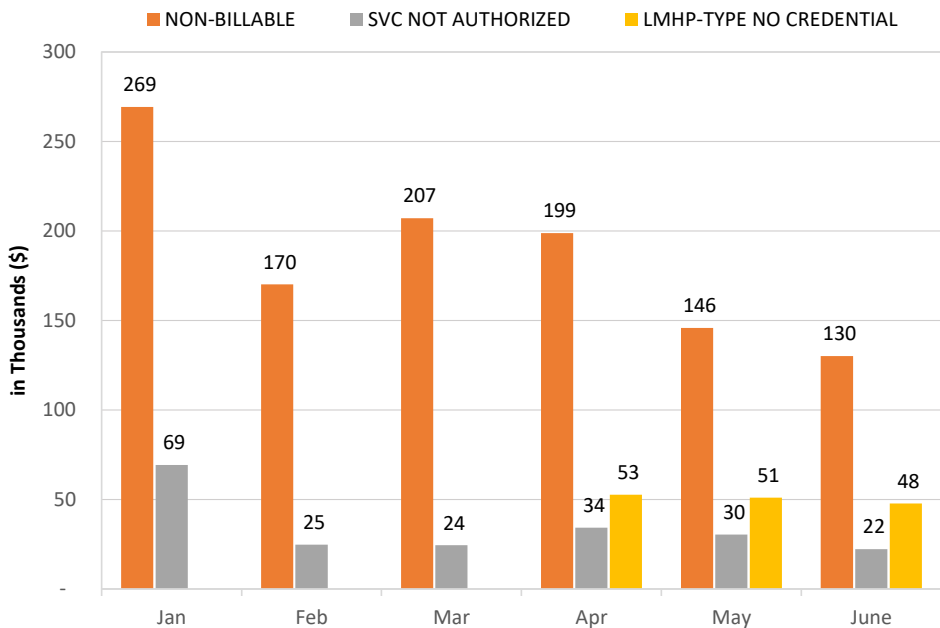


Revenue Maximation - Non-Billable Summary YTD 2019

Total Non-Billable Amount YTD 2019



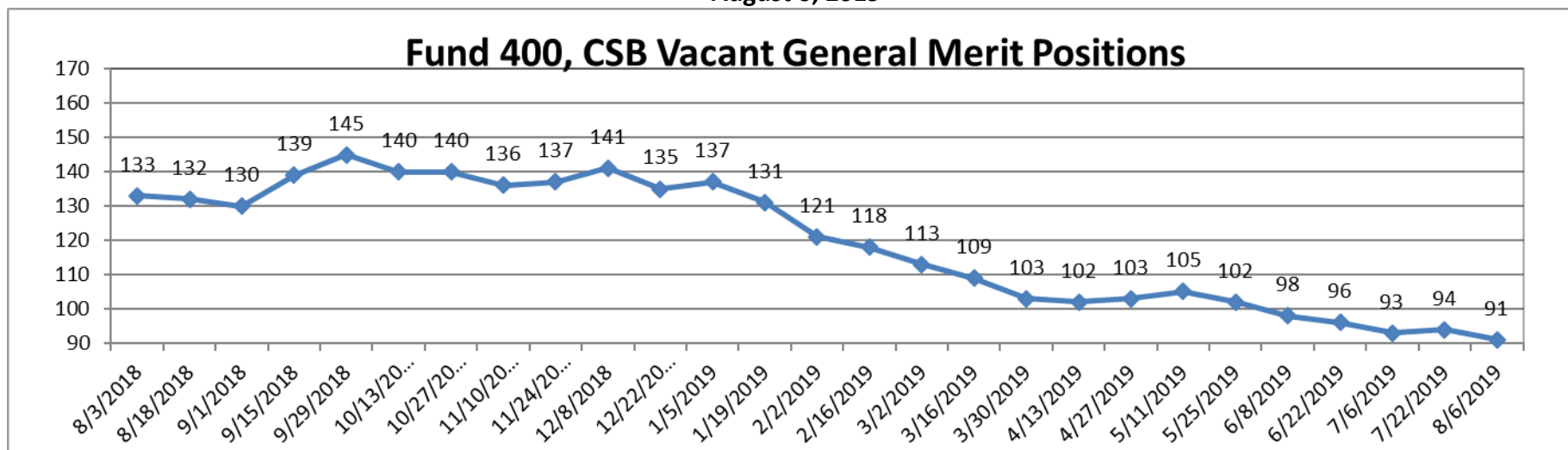
Billing Error Types YTD 2019



* Billing error tracking for no Credential for billing related to LMHP-type began in April 2019

* Above 3 types of billing error types make up 90% of YTD 2019 total adjustment

**Fiscal Oversight Committee
CSB HR Update
August 6, 2019**



Vacancies in critical areas* *includes all merit positions (regular and grant)

Service area / program	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul		Aug	
Emergency Svcs/MCU	5	7	8	7	7	7	7	5	4	5	5	5	4 CIS 1 BHS I	3	3 CIS
Behavioral Health OP Svcs	5	4	5	5	7	6	5	6	2	2	3	4	2 BHS II 1 BHS Supv 1 BH Sr. Clin	2	1 BHS Supv 1 BH Sr. Clin
Youth & Family – OP Svcs	8	9	9	9	8	8	8	9	9	9	8	6	6 Sr. Clin	7	6 Sr. Clin 1 BH Supv
Support Coordination	19	14	15	14	19	20	21	10	11	13	14	13	3 DDS I 9 DDS II 1 DDS III	15	4 DDS I 10 DDS II 1 DDS III
ADC/ Jail Diversion	12	9	12	10	11	11	7	7	3	4	4	3	3 BHSII	4	4 BHSII
Compliance & Risk Management	9	10	10	10	10	10	5	5	4	5	5	5	Compl. Coord. 4 MA II	5	Compl. Coord. 4 MA II