

### FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD EXECUTIVE COMMITTEE MEETING Bettina Lawton, Chair Merrifield Center 8221 Willow Oaks Corporate Drive, Level 3 – Room 314, West Fairfax, VA 22031

Wednesday, September 18, 2019, 5:00 p.m.

1.	Meeting Called to Order	Bettina Lawton	5:00 p.m.
2.	<i>Approval of the August 21, 2019 Executive Committee Meeting Minutes</i>		
3.	Adoption of the Executive Committee Agenda		
4.	Directors Report	Daryl Washington	
5.	Review of the September 25, 2019 CSB Board Meeting Agen	da	
6.	Matters of the Executive Committee		
	A. Behavioral Health Oversight Committee	Diane Tuininga	
	B. Compliance Committee	Bettina Lawton	
	C. Developmental Disabilities Committee	Sheila Jonas/Nancy Scot	tt
	D. Fiscal Oversight Committee	Jennifer Adeli	
	E. Other Matters		
	CSB Board Policy Review	Sheila Jonas	
	CSB Board Retreat	Bettina Lawton	

#### 7. CSB Board Annual Planning Calendar

Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).

8. Adjourn

### Fairfax-Falls Church Community Services Board Executive Committee August 21, 2019

The Executive Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present Bettina Lawton, Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; and Diane Tuininga

The following Committee members were absent: Nancy Scott

The following staff was present: Lyn Tomlinson, Bill Hanna, and Cynthia Tianti

- 1. <u>Meeting Called to Order</u> The meeting was called to order at 5:09 p.m.
- 2. Approval of the Minutes

The July 17, 2019 Executive Committee minutes were distributed for review. Following the request to correct a minor typographical error, Ken Garnes made a motion for approval of the minutes as revised, which was seconded and approved.

3. Adoption of the Executive Committee Agenda

As no revisions were offered for the August 2019 Executive Committee meeting agenda, it was accepted as presented.

4. Director's Report

Bill Hanna provided an update to ongoing budget realignment efforts, noting the current focus is on expenditures including encumbrances in an effort to improve projections. CSB financial analysts are meeting with Service Directors through the end of the quarter (September), following which will be a meeting with DMB (Department of Management and Budget) to present the proposed realignment that is anticipated to include a reassignment of surplus operating funds to personnel. CSB Board members advised consideration of pending mandates, i.e. STEP-VA (System Transformation Excellence Performance).

Lyn Tomlinson provided several additional updates to include:

- There have been recent agency-wide efforts to effect change in the current billing culture at the CSB, acknowledging the procedures in place to provide for individuals who may be experiencing financial difficulties to ensure appropriate and adequate billing.
- Offering a reminder of the proposed CSB Academy, it was reported that this program has been postponed given the recent success in filling staff vacancies.
- The GAINS (Gather Assess Integrate Network Stimulate) Center, associated with SAMHSA (Substance Abuse and Mental Health Services Administration), recently conducted a sequential intercept mapping exercise with Diversion First partners that included Fairfax County Sheriff, Police, and Fire & Rescue, Probation & Parole, Court Services, CSB staff, individuals receiving services (peers), and Gary Ambrose. Some outcomes included:

- $\circ~$  A broad lack of community recognition of the CSB and what services are provided.
  - To address this with individuals who lack technological access, there are increased efforts to distribute materials to locations and resources that serve the populations that utilize the services offered by the CSB.
  - The current naming convention for many of the CSB locations does not provide adequate information for the community to discern service availability, e.g. the Merrifield Center. This has prompted some discussion to consider renaming sites and locations to simplify identification of service availability and purpose.
  - It was noted that cost must be considered in any renaming convention, further noting that there is some precedent in renaming/rebranding a Community Service Board.
- An update to the HMA (Health Management Associates) report will be provided at the September Executive Committee and CSB Board meetings.
- Ms. Tomlinson offered a reminder that the Department of Behavioral Health and Developmental Services (DBHDS) contracted with JBS International to conduct a comprehensive Virginia Behavioral Health System Needs assessment on Virginia's publicly funded behavioral health system at the state and community level. Interviewees included various CSB staff and CSB Board member Suzette Kern. Some preliminary feedback included a need to assess the business and billing cultures at the CSB.
- There are continuing issues with Credible, particularly with the 'test region'. CSB is consulting with DIT (Department of Information Technology) for development of a service level agreement. Updates will be provided at Executive Committee meetings until resolved.
- 5. CSB Board Agenda

The August 2019 CSB Board Meeting agenda was presented for review. Agenda items CSB Board Retreat Discussion and Legislative Update were added to Other Reports, following which, the agenda was accepted as revised.

6. <u>Outcomes and Performance Measures Reporting</u>

Bettina Lawton offered a reminder that quarterly reports for the Community Services Performance Contract (CSPC) are to be delivered to the Board. Bill Hanna directed attention to the proposed schedule for presentation and the outcomes chart, offering a proposal for report delivery moving forward. The proposed schedule was accepted as presented, noting the volume of information to be conveyed. Noting discrepancy between the bulleted list of Data Measures, sets #1 and #2, and related portions of the CSPC, staff agreed to revise the list of Data Measures to match the bulleted list provided in the CSPC to simplify comparison of the reported quarterly data to the CSPC benchmark. The revised report will be provided at the August CSB Board meeting.

### 7. <u>Matters of the Executive Committee</u>

A. Behavioral Health Oversight (BHOC) Committee:

Diane Tuininga, noting the August meeting had been canceled, offered a reminder of the September meeting on the 11<sup>th</sup>.

The next BHOC meeting is scheduled for Wednesday, September 11, 2019, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. Compliance Committee:

Noting the Compliance Committee meeting had convened directly prior, and that all members present at this meeting had also attended the Compliance Committee meeting, no update was provided.

The next meeting of the Compliance Committee is Wednesday, September 18, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. Developmental Disability (DD) Committee:

Sheila Jonas, reporting this was the first Committee meeting since the joint meeting in June, noted strong and energetic attendance. There was some discussion of scheduling a second joint meeting that is likely to occur in January 2020 pending approval of both committees. Highlights of the meeting included:

• Dennis Brown with ServiceSource reported on the substantial challenges in obtaining customized rates through Developmental Disability Medicaid Waivers. There was robust discussion and agreement on this topic.

# The next DD Committee meeting is Wednesday, October 2, 2019 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

#### D. Fiscal Oversight Committee:

Jennifer Adeli reported on the August meeting, providing the following highlights:

- Bill Hanna previewed some updates to fiscal procedures to include:
  - An overview of new methodology that will improve forecasts.
  - New revenue charts that improve the data provided including revenue compared to budget and additional revenue needed to meet the shortfall related to Medicaid Expansion.
  - A redesigned Non-billable services chart refined the data to more quickly identify services that cannot be billed, allowing for rapid correction. Additionally, billing for previously non-billable services of injectable medications, ARTS (Addiction Recovery Treatment Services), and some LMHP-Type license eligible services was implemented this month. It was acknowledged that a small range of services will remain non-billable.
  - The FY2019 End of Year Report was approved for submission to the CSB Board for final approval.
  - An all-time low of 91 General Merit Vacancies was reported. A reminder was offered that efforts to address the low number of vacancies affecting the budget are underway.
  - Daryl Washington clarified that the WIN recommendations are a 'costavoidance' by implementing changes to slow the growth of identified programs.

The next meeting of the Fiscal Oversight Committee is Friday, September 20 9:30 a.m., at the Pennino Building, Room 836A.

E. Other Matters:

Bettina Lawton announced that CSB Board Member Tom Burger had resigned from the Board.

Bettina Lawton is drafting a cover letter to accompany the FY2019 End of Year Report. The draft copy will be sent to Committee members for review and feedback, with recommendations due on Monday, August 26. Following this feedback, a copy will be forwarded to the full Board for pre-meeting review and discussion at the August Board meeting.

### 8. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. It was determined that the Developmental Disabilities and the Behavioral Health Oversight Committees (BHOC) will both remain on December 4th. A separate room will be identified for BHOC. The proposed joint CSB/Board of Supervisors (BOS) meeting will be added to October 22, 2019. The proposed date for a BOS tour of the Merrifield Center will be added to the calendar once identified and prior to posting. The calendar was accepted as revised.

### CLOSED SESSION

At 6:15 p.m. a motion to meet in closed session for discussion of a personnel matter as permitted by Virginia Code Section2.2-3711(A)(1) and consultation with legal counsel employed by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8). was offered by Edward Rose, seconded and passed.

### CERTIFICATE OF CLOSED SESSION

The Board reconvened the open session at 6:32 p.m. following which a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:34 p.m.

#### Actions Taken -

- The July 17, 2019 Executive Committee meeting minutes were approved.
- The August 21, 2019 Executive Committee agenda was accepted as presented.
- The August 28, 2019 CSB Board agenda was accepted as revised.
- The Annual Planning calendar was accepted as revised.

Date Approved

Staff to the Board

			SEPTEMBER	2019		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>2</b> Labor Day	3	4	5	6	7
8	9	10	<b>11</b> Behavioral Health Oversight Committee	12	13	14
15	16	17	18 Compliance Committee Executive Committee	19	<b>20</b> Fiscal Oversight Committee	21
22	23	24 BOS Meeting	25 CSB Board Meeting	26	27	28 CSB Board Retreat
29	30					

### Issues for Board Review, Action, or Information:

- Approval of FY 2021 Budget in Concept (A)
- Board Carryover Actions (I)
- Match CSB Bd. Mbrs. with GA Rep., Schedule Visits, Prep Talking Pts (R)
- Annual CSB Fee Revisions Public Comment Period (A)
- CSB Status Report-FY 2019 Q4/EOY Report (R)
- FY19 FY20 Strategic Plan Annual Accomplishments (I)
- · CSPC Measures, FY2018 Q4, Data Set #1

- BOS Carryover Approvals (R)
- <u>Upcoming: VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA</u>
- · Annual CSB Board Retreat, Saturday, Sept. 28, 2019

			OCTOBER 201	9		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		1	2 Developmental Disabilities Committee	3	4	5
6	7	8	9 Behavioral Health Oversight Committee	10	11	12
13	<b>14</b> Columbus Day	15 BOS Meeting	<b>16</b> Compliance Committee, 4PM Executive Committee, 5PM	17	18 Fiscal Oversight Committee Annual Wellness and Recovery Conference	19
20	21	<b>22</b> Tentative Joint BOS and CSB Board Meeting	23 CSB Board Meeting	24	25	26
27	28	<b>29</b> BOS Meeting Public Comment	30	31		

### Issues for Board Review, Action, or Information:

- Visits with General Assembly Legislators (R)
- · Identify CSB Speakers/Priorities for January Hearings (R)
- Annual CSB Fee Revisions and Approval (A)
- <u>CSPC Measures, FY2018 Q4, Data Set #2</u>

- VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA
- <u>Review/Prep BOS Legis. Priority Issues, VACSB, & Region II CSB Priorities</u>
- Begin to Prepare CSB Testimony local Gen. Assy. Hearings
- 18th Annual Wellness & Recovery Conference, 10/18/19

			<b>NOVEMBER 20</b>	19		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1					1	1
3	4	5	6 * Behavioral Health Oversight Committee	7	8 * Fiscal Oversight Committee	9
10	11 Veterans Day	12	13 * Compliance Committee * Executive Committee	14	15	16
17	18	<b>19</b> BOS Meeting	20 * CSB Board Meeting	21	22	23
24	25	26	27	<b>28</b> Thanksgiving Holiday	<b>29</b> Thanksgiving Holiday	30

### Issues for Board Review, Action, or Information:

- 2020 Board Meeting Schedule (A)
- Visits with General Assembly Legislators (R)
- Preparation Continues for January Hearings (R)
- FY 2020 CIP Budget (I)
- CSB Annual Report for FY 2019 (I)
- CSB Status Report-FY 2020 Q1 (R)
- CSPC Measures, FY2019 Q1

- <u>Review and Prepare BOS Legislative Priority Issues</u>, VACSB, & Region II <u>CSB Priorities</u>
- Prepare CSB Testimony local Gen. Assy. Hearings
- · Upcoming VACSB Legislative Conference in January 2020,
  - \* Meeting Schedule has Changed to Accommodate Holiday Schedule

		D	ECEMBER 2019			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	<b>3</b> BOS Meeting Public Comment	<b>4</b> Developmental Disabilities Committee* Behavioral Health Oversight Committee* (rooms TBD)	5	6	7
8	9	10	11 * Compliance Committee *Executive Committee	12	<b>13</b> Fiscal Oversight Committee*	14
15	16	17	<b>18</b> CSB Board Meeting*	19	20	21
22	23	<b>24</b> Christmas Eve	<b>25</b> Christmas Day	26	27	28
29	30	31	<b>1/1/2020</b> New Year's Day			

### Issues for Board Review, Action, or Information:

- Finalize Testimony; Jan. 2021 State Budget Hearings held in early Jan. (R)
- <u>Visits with General Assembly Representatives (R)</u>
- · FY 2021 CIP Budget (I)
- · CSB Fee Related Documents submitted Dec 3rd BOS Meeting

- <u>Upcoming: House Appropriations-Senate Finance Committee's Public</u> <u>Hearings on Budget (early January).</u>
- <u>Upcoming: Fairfax County Delegation's Pre-General Assembly Public</u> <u>Hearing (early January)</u>
- Upcoming VACSB Legislative Conference in January 2020,

			<b>JANUARY 202</b>	0		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	12/30/19	12/31/19	1 New Year's Day	2	3	4
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	<b>17</b> Fiscal Oversight Committee	18
19	<b>20</b> Martin Luther King, Jr. Holiday	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30	31	

### Issues for Board Review, Action, or Information:

- <u>CSB Board Testimony before the House Appropriations Senate Finance</u> <u>Committee – State Budget (R)</u>
- · CSB Board testifies before No. VA. Legislative Delegation (R)
- FY 2021 CSB CIP

- House Appropriations-Senate Finance Committee's Budget Public Hearings
- Fairfax County Delegation's Pre-General Assembly Public Hearing
- VACSB Legislative Conference, January 2020
- BOS Budget Committee Meetings

			FEBRUARY 202	20		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	<b>5</b> Developmental Disabilities Committee	6	7	8
9	10	11	<b>12</b> Behavioral Health Oversight Committee	13	14	15
16	<b>17</b> President's Day	18	19 Compliance Committee Executive Committee	20	<b>21</b> Fiscal Oversight Committee	22
23	24	25	26 CSB Board Meeting	27	28	29

### Issues for Board Review, Action, or Information:

- Possible Third Quarter Submission due to DMB (R)
- FY20 FY21 Strategic Plan Mid-Year Accomplishments (I)
- CSB Status Report FY 20120 Q2 (R)
- CSPC Measures, FY2019 Q2,

- BOS Budget Committee Meetings
- <u>Release of FY 2021 Advertised County Budget by County Executive</u>
- BOS Proclamation of March 2020 as DD Inclusion Month and preproclamation Reception – Government Center

			<b>MARCH 2020</b>			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	<b>11</b> Behavioral Health Oversight	12	13	14
15	16	17	Committee 18	19	20	21
			Compliance Committee Executive Committee		Fiscal Oversight Committee	
22	23	24	25 CSB Board Meeting	26	27	28
29	30	31				

#### Issues for Board Review, Action, or Information:

- <u>Development of CSB input for Human Services council 2021 Budget</u> testimony before the BS (R)
- FCSB Preparation Budget Testimony before BOS April (R)
- Fairfax County Tax Rate Advertised

- BOS FY2020 Advertised Budget Committee Review
- · VACSB Legislative Conference, May 2021
- 2020 CSB Spirit of Excellence and Honors Awards, April 2020

April 2020								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
			1	2	3	4		
			Developmental Disabilities Committee					
5	6	7	8 Behavioral Health Oversight Committee	9	10	11		
12	13	14	15 Compliance Committee Executive Committee	16	<b>17</b> Fiscal Oversight Committee	18		
19	20	21	22 CSB Board Meeting	23	24	25		
26	27	28	29	30				

#### Issues for Board Review, Action, or Information:

- Appointment of CSB Officer Nominating Committee (A)
- <u>CSB Board Testimony Budget Public Hearings BOS, TBD</u>

- BOS FY 2020 Advertised Budget, Public Hearings-CSB Testimony Date TBD
- BOS Markup of County FY 2021 Budget
- · VACSB Development & Training Conference, (TBD)
- 20120 CSB Spirit of Excellence and Honors Awards

			MAY 202	20		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	<b>13</b> Behavioral Health Oversight Committee	14	<b>15</b> Fiscal Oversight Committee	16
17	18	19	20 Compliance Committee Executive Committee	21	22	23
24	<b>25</b> Memorial Day	26	27 CSB Board Meeting	28	29	30
31			Developmental Disabilities Committee			

### Issues for Board Review, Action, or Information:

- Establishment of CSB Ad Hoc Fee Policy Review Committee (A)
- CSB Status Report-FY 2020 Q3 (R)
- CSPC Measures, FY2019 Q3

\*Closed Session: CSB Exec Director Evaluation

- VACSB Development & Training Conference, May 2020
- <u>CSB Executive Director Evaluation due next month</u>
- <u>Review County Legislative Proposals Human Services Issues Paper</u>
- BOS Adoption of County FY 2020 Budget

			<b>JUNE 2020</b>			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			Developmental Disabilities Committee			
7	8	9	10	11	12	13
			Behavioral Health Oversight Committee			
14	15	16	17	18	19	20
			Compliance Committee Executive Committee		Fiscal Oversight Committee	
21	22	23	24	25	26	27
			CSB Board Meeting			
28	29	30				

### Issues for Board Review, Action, or Information:

- <u>CSB BHOC and DD Associate Committee Member Nominations (I)</u>
- Election of CSB Board Officers (A)
- Community Services Performance Contract (A)
- CSB Board Review of Human Services Issues Paper (R)
- Establish Ad Hoc Board Retreat Planning Committee

### Events of Interest:

• Budget Carryover Due in July

			JULY 2020			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FY 2019 BEGINS	2	<b>3</b> County Holiday	4 Independence
						Day
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	<b>17</b> Fiscal Oversight Committee	18
19	20	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30	31	

### Issues for Board Review, Action, or Information:

- <u>CSB BHOC and DD Associate Committee Members Approval (A)</u>
- Fiscal Year End CSB Report to BOS and Cities Preparation (R)
- <u>CSB Board Review and Approval of Human Services Issues Paper (A)</u>

### Events of Interest:

• FY 2020 Budget Carryover

AUGUST 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						1
2	3	4	<b>5</b> Developmental Disabilities Committee	6	7	8
9	10	11	12 Behavioral Health Oversight Committee Meeting	13	14	15
16	17	18	<b>19</b> Compliance Committee – 4PM Executive Committee – 5PM	20	21 Fiscal Oversight Committee	22
23	24	25	26 CSB Board Meeting	27	28	29
30	31					

### Issues for Board Review, Action, or Information:

- Finalize/Approve Fiscal Year End CSB Report to BOS and Cities (A)
- Annual Ad Hoc Fee Policy Cmte review of fees and related materials (R)
- <u>CSPC Measures, FY2019 Q4, Annual Measures</u>

- · Upcoming: VACSB Public Policy Conference, October,
- Upcoming: Review of FY 2021 Budget Requests

	SEPTEMBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	<b>2</b> Labor Day	3	4	5	6	7	
8	9	10	<b>11</b> Behavioral Health Oversight Committee	12	13	14	
15	16	17	18 Compliance Committee Executive Committee	19	20 Fiscal Oversight Committee	21	
22	23	24 BOS Meeting	25 CSB Board Meeting	26	27	28 CSB Board Retreat	
29	30						

### Issues for Board Review, Action, or Information:

- Approval of FY 2022 Budget in Concept (A)
- Board Carryover Actions (I)
- Match CSB Bd. Mbrs. with GA Rep., Schedule Visits, Prep Talking Pts (R)
- Annual CSB Fee Revisions Public Comment Period (A)
- CSB Status Report-FY 2020 Q4/EOY Report (R)
- FY20 FY22 Strategic Plan Annual Accomplishments (I)
- · CSPC Measures Quarterly Update,

- BOS Carryover Approvals (R)
- <u>Upcoming: VACSB Public Policy Conference, October</u>

	SEPTEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	
6	<b>7</b> Labor Day	8	<b>9</b> Behavioral Health Oversight Committee	10	11	12	
12	14	15	<b>16</b> Compliance Committee Executive Committee	17	<b>18</b> Fiscal Oversight Committee	19	
20	21	22	23 CSB Board Meeting	24	25	26	
27	28	29	30				

### Issues for Board Review, Action, or Information:

- Approval of FY 2022 Budget in Concept (A)
- Board Carryover Actions (I)
- Match CSB Bd. Mbrs. with GA Rep., Schedule Visits, Prep Talking Pts (R)
- Annual CSB Fee Revisions Public Comment Period (A)
- <u>CSB Status Report-FY 2020 Q4/EOY Report (R)</u>
- FY20 FY22 Strategic Plan Annual Accomplishments (I)
- · CSPC Measures Quarterly Update,

- BOS Carryover Approvals (R)
- <u>Upcoming: VACSB Public Policy Conference, October</u>