

Fairfax-Falls Church Community Services Board

Virtual Meeting Minutes

September 23, 2020

The Board met electronically via video and audio conference call due to the COVID-19 pandemic that has made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available to CSB Board members, CSB staff, and members of the public. The meeting notice, including participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, attendees were provided an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

The following CSB members were present: Bettina Lawton Chair; Jennifer Adeli; Karen Abraham; Daria Akers; Robert Bartolotta; Captain Derek DeGeare.; Ken Garnes; Sheila Coplan Jonas; Larysa Kautz; Garrett McGuire; Srilekha Palle; Edward Rose; Andrew Scalise; Daniel Sherrange; Sandi Slappey, and Anne Whipple.

The following CSB Board members were absent:

The following CSB staff was present: Daryl Washington; Georgia Bachman; Jessica Burris; Evan Jones; Elizabeth McCartney; Lisa Flowers; Michael T. Lane; Linda Mount; Michael Neff; Sebastian Tezna; Lyn Tomlinson; and Barbara Wadley-Young

1. Meeting Called to Order

Bettina Lawton, CSB Board Chair called the meeting to order at 5:00 p.m.

2. Roll Call and Audibility

Ms. Lawton conducted a roll call with each CSB Board Member present, as identified above, to confirm that a quorum of CSB Board members was present and audible. Ms. Lawton passed the virtual gavel to CSB Board Vice Chair Jennifer Adeli to make several motions required to start the meeting.

The first motion made by Ms. Lawton confirmed that each member's voice was audible to each other member of the CSB Board present which was seconded by Edward Rose and unanimously passed.

3. Preliminary Motions

CSB Board Chair Bettina Lawton made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Board to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of this CSB Board and the physical presence of the public, cannot be implemented safely or practically.

A further motion was made that this Board may conduct this meeting electronically through a dedicated audio-conferencing line, and that the public may access this meeting by calling 1-877-336-1829, participant code 7703575. Motions were seconded by Edward Rose and unanimously approved.

Ms. Lawton made a final motion that that all the matters addressed on today's agenda are statutorily required or necessary to continue operations and the discharge of the CSB Board's lawful purposes, duties, and responsibilities. The motion was seconded by Edward Rose and unanimously passed.

4. Matters of the Public

Several attendees including CSB clients and alumni and members of the public attended via conference call to present concerns related to the possibility of contracting residential substance use disorder treatment services currently provided by CSB staff.

5. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging that no revision recommendations were forthcoming, the meeting agenda was adopted as presented.

6. Approval of the Minutes

Draft minutes of the August 26, 2020 virtual meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no revisions were suggested, Robert Bartolotta made a motion for approval, which was seconded by Daria Akers and passed unanimously.

7. Director's Report

CSB Executive Director Daryl Washington offered a reminder that an opportunity for questions would be offered following presentation of each agenda topic, updates for which included:

- The revision of business (dashboard) reports from daily data to weekly data was confirmed, with confirmation that the revised reports would be presented later in the meeting.
- Providing an update to the psychiatric hospital bed crisis, Mr. Washington reported that the Northern Virginia Mental Health Institute (NVMHI) has reopened to admissions following a recent closure due to COVID. Additionally, the only state psychiatric hospital for children in Virginia has been closed to admissions due to a COVID outbreak. Mr. Washington clarified that, should it be needed, alternative placements could be made to several private hospitals including Dominion Hospital, located locally. Additional resources are located in Fredericksburg, Leesburg, and a limited amount of youth hospital beds at Inova Fairfax Hospital.
- Related to the state psychiatric hospital bed crisis, the new Crisis Stabilization unit opened Monday, September 21st at the Alternative Incarceration Branch (AIB) in cooperation with the Fairfax County Sheriff's Department. Further efforts to expand crisis stabilization services include exploration of providing additional crisis stabilization services through a regional contract.
- Due to the constraints of the current budget, Department of Management and Budget (DMB) revised the Vacancy Breakeven Point (VBP) from 70 to 89. It is anticipated that continued collaboration with DMB will result in a resumption of the lower number.

Lyn Tomlinson, Deputy Director of Clinical Operations, provided the Services update to include the following:

- All services are operational either virtually, for outpatient services, or in person, primarily for residential and emergency services, but also for individuals who have not been successful receiving treatment via telehealth.
- The organizational charts for jail and court services included in the meeting materials, reflected a few vacancies for which active recruitment has been suspended. Efforts to fill critical positions in Emergency Services include ongoing recruitment for a full-time Crisis Intervention Specialist and the hiring of two Behavioral Health Specialists I (BHS I) as hospital bed-finders to assist with locating available beds in the psychiatric hospital bed crisis.
- Directing attention to the Time to Treatment reports for both youth and adult, the wait times at most CSB sites have reduced except for South County, primarily attributed to staff shortages. It was clarified that active recruitment efforts are ongoing for clinical staff at South County. Efforts to improve wait times include offering telehealth services by clinicians at other sites.

Linda Mount, Director of Analytics and Evaluation, provided an overview of the Business Information (BI) dashboard reports offering a reminder that the revision to weekly data more effectively highlights trends.

Jessica Burris, Chief Financial Officer, summarized each of the fiscal documents provided in the meeting materials including Pay Period Metrics and the Modified Fund Statement with Fiscal Notes that reflect revenue and expenses for the fiscal year-to date through August 2020. Some highlights included:

- A budget realignment that occurred in FY2020 included a transfer of funds from operating to compensation & fringe to better align the budget with recurring and significant year-end budget balances. This correction effort continues with the FY2021 budget.
- Ms. Burris provided an overview of the FY2020 Carryover Adjustments as reported in the Fiscal notes, adding that encumbered funding for contracts and purchase orders carried over from FY2020 to FY2021 has also been requested.
- The Revenue Analysis and Revenue Maximization/Non-Billable Summary were reviewed. A significant impact to revenue is a delay in authorizations, reimbursement and utilization management staff are collaborating to address this delay in authorizations.

Daryl Washington acknowledged that the CSB Board is typically offered an opportunity to review and approve the CSB Budget in concept in September. It was clarified that the budget is submitted 'in concept' as some final amounts are not available until after the September CSB Board meeting. Due to timing of submission to the Board of Supervisors, the request for approval of the budget cannot be delayed. Mr. Washington offered a summary of the FY2022 budget requests including funding for Employment and Day graduates, new DD (Developmental Disability) Waivers including support coordinators, contract rate adjustments for partners, and for the opioid task force. The CSB will also be part of a multi-agency request for additional Diversion First funding. New funding

requests include funding for establishment of an additional PACT (Program of Assertive Community Treatment) team and for additional business operations staff.

Deputy Director of Administrative Operations Michael Neff provided an update to the reengagement plan. Plans for the Reston/Northwest Center and the South County/Gerry Hyland Center sites have been finalized and are in operation. Plans for Merrifield, Chantilly, and Gartlan are anticipated to be finalized and put into operation the week of September 28, 2020. Refinement of the plans is continuously monitored and revised as needed based on guidance from the Health Department. It was confirmed that the CSB continues to maintain an ample supply of PPE (Personal Protective Equipment) including N95 masks.

Daryl Washington directed attention to the Strategic Plan handouts in the meeting materials, providing background to the triennial process and noting that the CSB Strategic Plan has expired. To align the CSB Strategic Plan with the County Strategic plan currently in development, the CSB has paused revision efforts until the County Plan is finalized. Highlighting the priorities and goals, members were asked to review the handouts and forward feedback or questions to Erin Bloom. An Action Item requesting CSB board approval to extend the current CSB Strategic Plan for one additional year will be presented, including feedback, to the CSB Board in October. Regular updates to development of the County Strategic Plan will be provided as available.

Mr. Washington provided highlights of the September 22, 2020 presentation to the Health and Human Services Committee on the challenges and opportunities of the CSB.

- *Challenges* included the state hospital bed crisis, unfunded and partially funded mandates including the Department of Justice Settlement Agreement (DOJSA) with the Commonwealth, and STEP-VA (System Transformation Excellence and Performance), and the inadequate funding formula utilized by the state for CSB support.
- *Opportunities* included behavioral healthcare transformation; an effort by the Department of Behavioral Health and Developmental Services (DBHDS) and Medicaid to align reimbursement rates for more equitable funding beginning with Crisis Stabilization and PACT services. Additional opportunities are with the recent adoption of ARTS (Addiction Recovery and Treatment Services) as a billable service (Medicaid). Another opportunity is contracting some services with a goal of reducing waitlists and costs while avoiding a reduction in force (RIF) confirming that initial consideration will be contracting for Crisis Stabilization and PACT services prompted by behavioral healthcare transformation reported earlier. It was clarified that contracting for services may also include ARTS. Recognizing the lengthy procurement process for contracting, Mr. Washington clarified that initiating the RFP process early (now) is likely to result in finalized contracts for FY2023. Mr. Washington confirmed the involvement of CSB Board members in the RFP process, including development and oversight. Members and staff engaged in robust discussion.

8. Matters of the Board

Bettina Lawton introduced new CSB Board member, Sandra ‘Sandi’ Slappey, noting she was representing the City of Fairfax.

Ms. Lawton offered a reminder of the current cancelation of CSB Board subcommittees noting that in order to resume the subcommittee meetings, a quorum must be physically present. Noting that several Board members have volunteered to serve on the Fiscal Oversight Committee and a quorum of members is willing to meet in person, the first meeting is scheduled for October at the Herrity building. The Developmental Disabilities and Behavioral Health Oversight Committees will explore initiating in person meetings.

9. Information Item

A. *CSB Board Policy Review*

Sheila Jonas directed attention to the CSB Board policies #3060 and #3100 included in the meeting materials for review and feedback. Members were asked to forward edit recommendations to CSB Board Clerk, Erin Bloom one week prior to the October 2020 CSB Board meeting. The policies will be submitted for approval at the October 28, 2020 CSB Board meeting.

B. *Review of Fee Policy and Related Materials*

Michael Neff provided an overview of the process for reviewing and updating the Fee Schedule and related documents. Attention was directed to the fee documents provided in the meeting materials. Mr. Neff highlighted several significant changes to the fee schedule including alignment of fees and codes to agree with Medicaid and the contracted MCOs (Managed Care Organizations). A reminder was offered that the final schedule and materials will be submitted for CSB Board approval at the October 28, 2020 CSB Board meeting.

C. *CSB Memorandums of Understanding (MOUs)*

Daryl Washington provided an overview of the MOU/MOA (Memorandums of Understanding/Agreement) process that included oversight and review by the CSB Board. Board members were encouraged to review the list provided in the meeting materials, recommending that members contact Erin Bloom to request a copy of any MOU/MOA of interest for review.

10. Action Item

A. *CSB Board Policy Approval*

Sheila Jonas directed attention to CSB Board policies #2010 and #2400, copies of which were provided in the meeting materials for final review and approval. As no recommendations were forthcoming, Ms. Jonas made a motion to approve the policies as presented which was seconded by Daniel Sherrange and approved.

B. *The FY2020 End of Year Report*

Acknowledging that this matter was tabled from September, a final opportunity for comment was offered. As no comments were forthcoming, Andrew Scalise made a motion to approve the End of Year Cover Letter and Report as presented for distribution to the Board of Supervisors and the Mayors of the cities of Fairfax and Falls Church that was seconded by Ken Garnes and unanimously approved.

There being no further business to come before the Executive Committee, the meeting was adjourned at 7:19 p.m.

Actions Taken - -

- Motions required to start the virtual meeting including roll call & audibility, safety, electronic meeting and public access, and continuity in government were offered by Bettina Lawton, seconded, and passed.
- The August 26, 2020 CSB Board Meeting minutes were approved as presented.
- CSB Board policies #2010 and #2400 were approved.
- The FY2020 End of Year Report was approved for submission to the Board of Supervisors and the Mayors of the cities of Fairfax and Falls Church.

October 28, 2020

Date Approved



Staff to the CSB Board