

CSB Fiscal Oversight Committee Meeting Minutes

May 20, 2021

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

Members in Attendance:

In-Person: Chair, Jennifer Adeli; Karen Abraham; Captain Derek DeGeare; Bettina Lawton; Andrew Scalise; Daniel Sherrange and Sandra Slappey

Remote:

Members Absent:

Staff: Daryl Washington, Lyn Tomlinson, Daniel Herr, Linda Mount, and Jessica Burris

1. Meeting called to order.

The meeting was called to order at 4:02 p.m.

2. Matters of the Public.

None were presented.

3. Amendments to the meeting agenda

Dan Sherrange offered a motion to add an agenda item for discussion of a partnership with GMU who has applied for a grant to study co-responder models that was seconded and approved. Bettina Lawton offered a motion to accept the meeting agenda as revised that was seconded and approved.

4. Review of meeting minutes

The April 15, 2021, meeting minutes were offered for review. Andrew Scalise made a motion to approve the minutes as presented, which was seconded and approved.

5. Administrative Operations Report

Executive staff provided updates to recent activities including:

- The CSB will be presenting a grant proposal at the May 26, 2021, CSB Board meeting. The grant, if awarded, will provide approximately \$2.5M in a one-year grant to work with George Mason University in a study of co-responder models, clarified to be a law enforcement responder accompanied by a clinician to determine and assist with individuals who may need behavioral health assistance. The meeting at which this proposal was discussed included CSB staff Daryl Washington, Lyn Tomlinson, and Abbey May, Lisa Potter, Director Diversion First, and CSB Board member Captain Derek DeGeare as well as members of Fairfax County Sheriff's Office and Police Department. It was clarified that the award is for the federal fiscal year that runs from October 1 through September 30. Members engaged in robust discussion.
- Daryl Washington offered a reminder of the bond funding for renovations at Crossroads, reporting that the kick-off meeting had just been held. Planning for improvements to the facility include ensuring no break in service delivery during the renovations.

CSB Fiscal Oversight Committee Meeting Minutes

May 20, 2021

- The CSB is working with the Health Department to develop accommodations for the recent changes to COVID restrictions. Plans include recognition of the number of clients seen, the size of the facility, and the type of facility, e.g., congregate care (residential) facilities, etc.
- Dan Sherrange requested that staff provide information on implementation of a plan for management of opioid addiction treatment services using existing resources that will also include planning for sustained service delivery.

6. Clinical Operations Report

Lyn Tomlinson directed attention to the Clinical Operations Reports, providing an overview of each report, noting that Linda Mount was in attendance to address any questions regarding data collection. Highlights of the review included:

- The successful relocation of the Substance Use Disorder (SUD) programs to pre-COVID or renovated sites was confirmed, noting that the relocations will allow for increased census that will impact the SUD Residential Waiting List (report) for May.
- Noting that the April *Adult Outpatient Time to Treatment* wait times had significantly increased, a reminder was offered that the decreased wait times for March reflected a higher than usual number of IOP (Intensive Outpatient) clients who began receiving services in March and typically receive services more quickly as capacity is equal to demand.

7. Financial Status

Jessica Burris provided an overview of the financial reports, including the following:

- *Modified Fund Statement*
 - The Operating Budget has a shortfall of approximately \$1.4M due to the one-time bonuses for Merit staff paid out in May.
 - Efforts are underway to implement all the FY 2021 initiatives prior to the end of the fiscal year.
 - The 'miscellaneous' revenue projections were determined to be overstated and have been adjusted.
 - Non-county revenue has a shortfall of approximately \$5M partially attributed to outstanding residential revenue that is expected to be received by end of the fiscal year.
 - Noting the end of the fiscal year is six weeks away, planning efforts include:
 - Contacting CSB Service Directors to request one-time expenditure proposals.
 - Planning for FY 2021 carryover requests that are due in early July.
 - Requests for the unspent year-end balance may include grant budget updates, encumbered carryover items from prior years, and open purchase orders, etc.
 - Reporting a planning meeting with DMB (Department of Management and Budget) on June 10th, Ms. Burris provided an overview of carryover noting that requests may include initiatives, programs, projects, reserve funding, etc.

CSB Fiscal Oversight Committee Meeting Minutes

May 20, 2021

- It was further reported that a review of existing reserves is underway to determine if current reserves may need modification, reassignment, or replacement for FY 2022. The CSB Board will receive regular reports.

Members engaged in robust discussion of the existing reserves review.

- *Variable Revenue Report*
 - April revenue totals are just above the variable revenue target attributed to increased communication with payers, and timely resubmission of corrected claims.

8. Human Resources (HR) Update

Daniel Herr provided an update to recent human resources activities, including:

- HSD (Human Systems Development) Metrics recently sent exit surveys to staff who left the agency from January through April. The next survey will be sent to staff who have recently been hired.
- Related to filling vacancies in critical, direct service areas, several strategies have been implemented or are pending to include:
 - Staff Surveys: Exit surveys for all staff leaving the agency began in April and processes are in place to begin surveying new staff as well as all current staff.
 - Bonuses: Sign on and referral bonuses have been approved for hard to fill positions
 - Internships: Have been expanded and a stipend will be provided to clinicians who supervise interns.
 - Annuitants: Allow the return of annuitants to address time to treatment concerns.
 - Job Sharing: Convert some full-time merit positions to job sharing positions for clinicians who are looking to retain County benefits.
 - Interviewing Flexibility: Exploring options for virtual interviewing processes.
 - Salary Compression: Reviewing internal salary alignment for hard to fill positions.

There being no further business to come before the Board, the meeting was adjourned at 5:28 p.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Staff was asked to provide information on implementation of a plan for management of opioid addiction treatment services using existing resources that will also include planning for sustained service delivery.

Adult Behavioral Outpatient Report - members requested details on the decrease in the number of clients served from March 2021 to April 2021.

Issues to Communicate to CSB Board:

CSB Fiscal Oversight Committee Meeting Minutes

May 20, 2021

Agenda Items for Next Meeting:

Next Scheduled Fiscal Oversight Committee meeting

Thursday, June 17, 4:00 p.m.

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA

Room 3-314, West

June 20, 2021

Date Approved



Clerk to the Board