

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
FISCAL OVERSIGHT COMMITTEE VIRTUAL MEETING MINUTES  
OCTOBER 20, 2022**

The CSB Fiscal Oversight Committee met in regular session at the Sharon Bulova Center, 8221 Willow Oaks Corporate Drive, Level 3, Room 3-314, West, Fairfax, VA 22031

**1. Meeting Called to Order**

Committee Chair Dan Sherrange called the meeting to order at 4:10 PM

**2. Roll Call, Audibility, and Preliminary Motions**

**PRESENT:**        **BOARD MEMBERS:** COMMITTEE CHAIR, DAN SHERRANGE; KAREN ABRAHAM; CAPTAIN DANIEL WILSON (FAIRFAX, VA); JENNIFER ADELI (GREAT FALLS, VA); BETTINA LAWTON; ANDREW SCALISE; SANDRA SLAPPEY-BROWN; CLAUDIA VOLK

**Also present:** Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Community Living Barbara Wadley-Young, Director of Analytics & Evaluation Linda Mount, Chief Financial Officer Paresh Patel, and Board Clerk Sameera Awan.

**3. Matters of the Public.**

None were presented.

**4. Amendments to the Meeting Agenda**

The meeting agenda was provided for review, no amendments were made.

**UNANIMOUS CONSENT TO APPROVE AGENDA ITEM NO. 4**

**5. Approval of Minutes**

The September 22, 2022, Fiscal Oversight Committee Meeting minutes were provided for review, no amendments were made.

**MOVED BY COMMITTEE MEMBER SANDRA SLAPPEY-BROWN, SECONDED BY COMMITTEE MEMBER ANDREW SCALISE TO APPROVE AGENDA ITEM NO. 5, AS AMENDED.**

**6. Administrative Operations Report**

**Executive Director Daryl Washington** reported many vacancies in the Fiscal, Data Analyst, and Compliance Teams. The CSB continues to prioritize these positions and is working on filling them. There were job class changes in the Executive and Leadership roles. The Deputy Director of Administration Operations position was included in that change and has been readvertised.

**7. Clinical Operations Report**

**Deputy Director of Clinical Operations Lyn Tomlinson** provided the staff report and an overview of the September 2022 Capacity Data Reports; she noted that we are at a different capacity than we would like to be but hopes to see positive changes by this fall.

**Deputy Director of Community Living Barbara Wadley-Young** provided the Adult Behavioral Health Outpatient BHOP Service Capacity Report and Support Coordination Service Capacity Report.

**Director of Analytics & Evaluation Linda Mount** presented the CSB Status Report and Quarterly Performance Measures.

**8. Financial Status**

**Chief Financial Officer Paresh Patel** provided the staff report and an overview of the Modified Fund Statement, Variable Revenue Report, Expenditures-Budget vs. Actuals Financial Reports, and Federal Grants.

**9. Open Discussion**

**Committee Chair Dan Sherrange** suggested that the Fiscal Oversight Committee meets after the CSB Board Meeting to ensure an updated financial data report. **The next meeting for the Fiscal Oversight Committee is Thursday, November 17, 2022, at 4:00 p.m. via Zoom Conference.**

**10. Adjournment**

**MOVED BY COMMITTEE MEMBER BETTINA LAWTON TO ADJOURN THE MEETING AT 5:14 PM**

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11/17/2022

Date Approved

DocuSigned by:

*Sameera Awan*

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Clerk to the Board