



FAIRFAX - FALLS CHURCH

# Community Services Board

## FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Suzette Kern, Chair  
Merrifield Center  
8221 Willow Oaks Corporate Drive  
Level 1 - Room 308 A/B  
Fairfax, Virginia 22031  
Wednesday, February 28, 2018  
5:00 p.m.

- |  |                                      |           |
|--|--------------------------------------|-----------|
| 1. <b>Meeting Called to Order</b>                                | Suzette Kern                         | 5:00 p.m. |
| 2. <b>Recognition</b>  | Suzette Kern                         |           |
| 3. <b>Matters of the Public</b>                                  | Suzette Kern                         |           |
| 4. <b>Amendments to the Meeting Agenda</b>                       | Suzette Kern                         |           |
| 5. <b>Approval of CSB January 24, 2018 Board Meeting Minutes</b> | Suzette Kern                         |           |
| 6. <b>Matters of the Board</b>                                   |                                      |           |
| 7. <b>Committee Reports</b>                                      |                                      |           |
| A. Behavioral Health Oversight Committee                         | Gary Ambrose                         |           |
| B. Fiscal Oversight Committee                                    | Captain Basilio 'Sonny' Cachuela, Jr |           |
| C. Developmental Disabilities Committee                          | Sheila Jonas/Jane Woods              |           |
| D. Other Reports   |                                      |           |
| 8. <b>Information Item</b>                                       |                                      |           |
| A. FY18 – FY20 Strategic Plan Mid-Year Highlights                | Lisa Potter                          |           |
| B. FY 2019 Advertised Budget Submission                          | Michael Lane / Daryl Washington      |           |
| 9. <b>Director's Report</b>                                      | Daryl Washington                     |           |
| 10. <b>Adjournment</b>   |                                      |           |

Fairfax-Falls Church Community Services Board  
January 24, 2018

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Suzette Kern, Chair; Jennifer Adeli, Daria Akers, Basilio ‘Sonny’ Cachuela Jr., Ken Garnes, Bettina Lawton, Paul Luisada, Edward Rose, Diane Tuininga, and Adrienne Walters

The following CSB members were absent: Gary Ambrose, Thomas Burger, Sheila Coplan Jonas, Molly Long, Nancy Scott, and Jane Woods

The following CSB staff was present: Daryl Washington, Michael Lane, Jean Hartman, Davene Nelson, Connie Price, Cynthia Tianti, and Lyn Tomlinson

1. Meeting Called to Order

Suzette Kern called the meeting to order at 5:00 p.m.

2. Recognition

Davene Nelson, CSB Director Intensive Community Treatment Services, retiring after 36 years, was recognized for her tremendous dedication and significantly successful work with members of the community struggling with mental health and substance use challenges.

3. Matters of the Public

No members of the public requested to speak

4. Amendments to the Meeting Agenda

The agenda was provided for review and accepted as presented.

5. Approval of the Minutes

Ken Garnes made a motion for approval of the December 20, 2017 minutes of the Fairfax-Falls Church Community Services Board as presented, which was seconded and passed.

6. Matters of the Board.

Daria Akers provided an update on meetings with both assigned legislators, Virginia Senator Dave W. Marsden and Delegate Eileen Filler-Corn noting that guidance for visits and follow up reporting would be welcome.

Ms. Akers reported attending a Leadership Fairfax Meeting, noting she participated in a sub-group, of which there were several, where the topic was incarceration and mental health. In addition to attending interviews and presentations, Ms. Akers participated as a consumer on a panel discussion along with representatives from law enforcement and the CSB Mobile Crisis Unit where the topic was pre- and post-incarceration. Board Members and staff engaged in

discussion providing additional information on Leadership Fairfax describing it is a private/public partnership.

Jennifer Adeli offered a reminder that she, Bettina Lawton, and Diane Tuininga had provided testimony on Saturday, January 6, 2018 before the Fairfax County Delegation to the Virginia General Assembly. Noting the public hearing was also broadcast on Fairfax County Television Channel 16, Ms. Adeli reported the testimony was well-received, further reporting receiving positive feedback that day and in the days following. A sentiment echoed by Diane Tuininga.

## 7. Committee Reports

### A. *Behavioral Health Oversight Committee (BHOC):*

Noting the absence of Gary Ambrose, Suzette Kern provided an update to the January BHOC meeting, noting a welcome and very informative presentation from Vincent Rogers, Director, Policy, Reporting, and Communications (PRC) Fairfax County Redevelopment Housing Authority (FCRHA) on current and planned efforts for affordable housing in Fairfax County.

**The next meeting is Wednesday, February 14, 5:00 p.m. at the Merrifield Center, Level 1 -Room 308 A/B, West.**

### B. *Fiscal Oversight Committee:*

Captain Cachuela provided an overview of the January committee meeting, some highlights of which are listed below:

- Thanking Michael Lane and Robyn Fontaine for their efforts, Captain Cachuela reported distribution of the Modified Fund Statement (MFS) including draft revisions. Ms. Fontaine provided clarification to the revisions, some of which include a more concise and simpler format, comprehensive guidance notes, and a proposed change to quarterly distribution.
- Providing an update to the recruitment for a Fiscal Manager, it was noted that following consultation with the Department of Management and Budget (DMB), the position description is undergoing reclassification to better reflect position qualifications and requirements. Further information will be provided as it becomes available.
- A reminder was offered that the County Executive will be presenting his FY 2019 Advertised Budget to the Board of Supervisors (BOS) on Tuesday, February 20, 2018.
- Michael Lane confirmed that the third quarter CSB budget submission is due to DMB on Friday, February 9, 2018, reporting a primary subject is opioid treatment funding.
- Position Status Update: as of January 6, 2018, the number of vacant general merit positions is 122, a decrease of 9 from the previous period.

- Updates to recruitment and retention activities for CSB critical positions in the areas of Emergency Services, Youth and Family, and ADC/Jail Diversion included reports that interviews for a Service Director for Outpatient Youth and Family services are in process as well as interviews for a DDS IV/ Manager position for Support Coordination.
- Daryl Washington provided an accounting of recent activities some of which included:
  - Three candidates for positions at the Adult Detention Center (ADC) have received offers with a start date of February 2, 2018.
  - A candidate was recently identified for the Behavioral Health Nurse position at the Adult Detention Center (ADC); a position that has been particularly difficult to fill.
  - Some Jail Diversion staff rotates working with the Emergency Services Triage Clinic at the Merrifield Crisis Response Center (MCRC) classifying hospitalization needs. It was noted that in the event of an individual arriving through an Emergency Custody Order (ECO) or Temporary Detention Order (TDO) the Jail Diversion staff will provide Case Management and Case Support as needed to connect the individual with recommended services.
  - While waiting for work to be completed on space at the courthouse for the Mental Health Court Docket and the Drug Court, space for Jail Diversion and ADC staff has been identified in the Historic Courthouse.
- Mr. Washington provided background for Time to Treatment data collection, reporting the current data is provided via a manual staff count. Efforts to improve the accuracy of this data collection include working with the Strategy and Performance Management Team for utilization of Credible, the CSB Electronic Health Record (EHR) to provide accurate and consistent data.

**The next meeting is Friday, February 16, 9:00 a.m. at the Pennino Building, Room 836A.**

*C. Developmental Disabilities (DD) Committee:*

Suzette Kern, reporting the absence of Committee Co-Chairs Sheila Coplan Jonas and Jane Woods, encouraged attendance at the February DD meeting on their behalf, announcing planned presentations on state sponsored housing initiatives with Housing and Community Development (HCD) for individuals affected by the Department of Justice (DOJ) ruling.

**The next meeting is Wednesday, February 7 at 5:30 p.m. at the Merrifield Center, Level 1-308A/B. *The DD Committee will meet on the first Wednesday of the even months beginning with this meeting.***

*D. Other Matters*

Suzette Kern provided information on some upcoming events to include:

- Initiated by CSB Board Member Tom Burger, efforts are underway to arrange a tour of the Merrifield Center for Virginia Delegate Kathy Tran.
- A Legislative Ad Hoc Committee, chaired by Ken Garnes, is being established to draft guidance for future and ongoing CSB Board visits and interactions with members of the VA General Assembly.

Updates to Ad Hoc Committee activities were provided as follows:

- *CSB Board Statutory Responsibilities Review Committee*: Committee Chair Bettina Lawton provided an update to the most recent committee meeting noting that several existing CSB Board policies were identified that appear to satisfy the statutory requirements of the Board. Noting two outstanding matters requiring further investigation, it is anticipated the committee will satisfactorily address this matter with a full report to the board in February.
- *CSB Board Workforce Review Committee*: Thanking staff for their hard work, Committee Chair Jennifer Adeli reported on a meeting the previous day, noting there is no need for further meetings. A full report will be presented to the Board in February, the topics of which will address the four main factors driving Workforce identified as Retention, Recruitment, Compensation, and General Environment.
- *CSB Board Member Orientation and Ongoing Education*: Committee Chair Edward Rose, referring to a handout in the Board materials, provided an update to the meeting that occurred January 19<sup>th</sup>. The handout, titled *Board Member Orientation and Ongoing Training*, which is part of the CSB Board Member Handbook, reflects the Committee's efforts to ensure the document comprehensively reflects CSB Board member training. It was suggested to add "CSB Board Member Retreat" to Section Five (V), Other Training. Mr. Rose requested that Board members forward to him any suggestions for future Board Member Training. The revised handout will be presented at the February CSB Board meeting for review and acceptance or possible further revision.

#### 8. CSB CIP (Construction in Progress)

Connie Price, Housing Development and Investment Partnership Manager, directed Board attention to material included in the Board packet, and provided an update to CSB recommendations to the Health and Human Services Capital Improvement Projects. Ms. Price clarified that the sites listed on Slide #7 (page 2) are identified in priority order beginning with Woodburn and ending with the Dual Diagnosis Facility (Cornerstones). Additionally, Ms. Price, with the assistance of Daryl Washington and Michael Lane, provided a brief overview of each slide, responding to requests for additional information as they were posed. It was clarified that the CIP process is initiated with a feasibility study with the resulting recommendations proposed in a bond referendum vote for future biennial years. In follow up to this presentation, the board requested that Michael Lane provide a brief, written overview of the CIP Process in time for the February Board meeting.

## 9. Director's Report

Daryl Washington made several announcements including the following:

- An overview of the information included in the Board folder included:
  - A reminder of the February 3<sup>rd</sup> Human Services Council Community Meeting, the focus of which is the Health and Human Services Resource Plan. It was confirmed that the plan includes STEP-VA.
  - Several recent CSB news articles including a reminder of the SPAN (Suicide Prevention Alliance of Northern Virginia) training *Suicide: Determining who's at Risk and What to Do About It*.
  - Offering a reminder of the compressed budget timeline necessitated by the January 2<sup>nd</sup> start date of Bryan Hill, the new County Executive, a copy of the FY 2019 Budget Process Timeline was provided. It was emphasized that the timeline includes the Fairfax County Public Schools (FCPS) release of the FCPS FY 2019 proposed budget.
- Reporting attendance at the Virginia Association of Community Services Boards (VACSB) Conference, Mr. Washington conveyed that there are currently no bills of concern currently before the legislature. It was noted that the final date for legislative submission is Friday, January 26, 2018. A reminder was offered that the energetic discussion surrounding the proposed 'Medicaid Expansion' may impact legislative attention, this will be closely monitored.
- Remarking on the staff turn-overs resulting from a new Governor in office, it was highlighted that the Department of Behavioral Health and Human Services (DBHDS) has a new Commissioner and the Department of Medical Assisted Services (DMAS) has a new Agency Director. These changes to leadership may result in further staff changes and will be carefully monitored.
- Reporting a realignment of the Department of Administration of Human Services (DAHS) resulting from Lines of Business (LOBs) II, Mr. Washington provided an overview of the CSB areas affected by the scheduled changes. Some highlights include:
  - A scheduled transition of DAHS staff to be reassigned as CSB staff, currently underway, will be official July 1, 2018. Areas affected include Human Resources, Fiscal, Procurement, and some on-site staff. The CSB will receive 41 fully funded positions at a total of approximately \$2.1M.
  - Recognizing that the services provided by the Infant and Toddler Connection (ITC) are more closely aligned with services provided by the Department of Family Services (DFS), it was decided that ITC will transition to align with DFS. It was clarified that this change will be as seamless as possible for staff and families. This includes no changes to services provided, phone numbers, website, or service locations. As with the DAHS transition noted above, the ITC budget will convey with the ITC positions.

- Referencing the current opioid epidemic, it was reported that a cross-agency plan was proposed and approved at the BOS January 23, 2018 meeting. This plan includes funding to provide for the CSB to hire additional staff for expansion of Medication Assisted Treatment (MAT) services, as well as funding for Health Department and Law Enforcement efforts to combat the opioid epidemic.
- To provide an opportunity for greater participation by District Supervisors in the Welcoming Inclusion Network (WIN) meetings, previously known as the Employment and Day Stakeholders Meetings, the meeting date has been moved to Monday, February 26, 2018 from 6:30 p.m. – 8:00 p.m. at the Government Center in rooms 2-3. Public announcements will be released once finalized.

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 6:05 p.m.

Actions Taken--

- ◆ The December 20, 2017 meeting minutes were approved.

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Date

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Staff to Board



# CSB Fiscal Committee Meeting Notes

**Date:** January 19, 2018

**Attending:** Captain Basilio 'Sonny' Cachuela Jr, Chair; Jennifer Adeli; Ken Garnes; Suzette Kern, and Edward Rose

**Staff:** Michael Lane, Daryl Washington, Robyn Fontaine, and Marta Cruz

## Summary of Information Shared/Decisions:

### Review of meeting notes

Committee members reviewed and accepted the notes of the December 8, 2017 meeting as presented.

### Financial Status

Michael Lane and Robyn Fontaine provided updates to several financial topics, some highlights of which are:

- Pay Period Metrics
  - As of Pay Period (PP) 25, there were 131 Vacant General merit positions; 31 over the Vacancy Breakeven Point (VBP).
  - It was reported that between Pay Periods 24 and 25, four positions became vacant while 10 positions were filled, resulting in a net of -6.
  - Discussion of possible revision to the Pay Period Metrics form was tabled to a future meeting to allow input from all committee members.
- Proposed revisions to Modified Fund Statement
  - Copies of Draft Modified Fund Statements (MFS) were provided to illustrate the proposed revisions. Robyn Fontaine provided highlights to clarify the recommended revisions that include a simpler format, distribution on a quarterly basis, methodology, and the guidance notes that were also provided.
- Fiscal Manager Update
  - Following consultation with the Department of Management and Budget (DMB), the Fiscal Manager position description is undergoing reclassification to better reflect position qualifications and requirements. Further information will be provided as it becomes available.
- FY 2019 CSB Budget Update
  - Offering a reminder that the County Executive will be releasing his FY 2019 Advertised Budget to the Board of Supervisors (BOS) on Tuesday, February 20<sup>th</sup>, Michael Lane provided a brief overview of the CSB requests that included the following:
    - Confirmation of requests for Opioid Treatment and 14 new Support Coordinator positions as well as notice that efforts continue to identify the Fringe Benefits request.
    - A reminder was offered of the new County Executive's interest and involvement in development of the FY 2019 budget submission, that



## CSB Fiscal Committee Meeting Notes

resulted in a compacted budget process in accommodation of his January 2, 2018 hire date.

- Additionally, a reminder was offered that at the January 23<sup>rd</sup> BOS meeting there will be a revised request of the Opioid plan submitted. Based on the response of the BOS, there may be a further-revised request for the cross-agency Joint Opioid and Gang Task Force budget request.
- Third Quarter Budget due in early February
  - Mr. Lane confirmed the third quarter CSB budget submission is due to DMB on Friday, February 9, 2018, further confirming a primary subject is opioid treatment funding.

### Human Resources (HR) Update

Marta Cruz provided an overview of recent Human Resources activities, including Position Status and CSB HR Update. Some highlights are provided below:

- Position Status:
  - As of January 6, 2018, the number of vacant general merit positions is 122, a decrease of 9 from the previous period.
- In addition to the information provided in the CSB HR Update handout, some additional information was provided including:
  - In December 2017, there were a total of 16 appointments and 9 terminations.
  - Additionally, an overview of the total appointments and terminations for Calendar Year (CY) 2017 was provided, listing 395 appointments and 139 terminations. In response to a prior committee request, the appointments were further identified by internal at 202 and external at 193 appointments.
  - An update to recruitment and retention activities for CSB critical positions in Emergency Services, Youth and Family, Support Coordination, and ADC/Jail Diversion was reported. It was emphasized that interviews for a Service Director for Outpatient Youth and Family services are in process as well as interviews for a DDS IV/ Manager position for Support Coordination. It was further noted that there are ongoing recruitment ads for new Support Coordination positions that are being created.

### Diversion First

Daryl Washington provided an accounting of recent activities some of which included:

- Three candidates for positions at the Adult Detention Center (ADC) have received offers with a start date of February 2, 2018.
- Noting it had been particularly difficult to fill the Behavioral Health Nurse position for the ADC, it was reported that a candidate was recently identified.
- Jail Diversion staff rotates working with Emergency Services Triage Clinic at the Merrifield Crisis Response Center (MCRC) classifying hospitalization needs. It was noted that in the event of an individual arriving through an Emergency Custody Order (ECO) or Temporary Detention Order (TDO) the Jail Diversion staff will also provide Case Management and Case Support as needed to connect the individual with recommended services.

## CSB Fiscal Committee Meeting Notes

- While waiting for work to be completed on space at the courthouse for the Mental Health Court Docket and the Drug Court, space for Jail Diversion and ADC staff has been identified in the Historic Courthouse.
- Staff is working to address the consistently increasing number of ECO and TDO intakes at the MCRC.

### Time to Treatment

Mr. Washington provided background for Time to Treatment data collection noting the current data is provided via a manual staff count. Recognizing this method allows for excessive error, Mr. Washington provided an overview of efforts to provide accurate data.

Efforts include working with the Strategy and Performance Management Team for utilization of Credible, the CSB Electronic Health Record (EHR) to provide accurate and consistent data. Also under consideration are recommendations from the consulting firm that is advising the CSB related to the implementation of STEP-VA (System Transformation, Excellence and Performance in Virginia).

### Open Discussion:

Jennifer Adeli offered a reminder of the Ad Hoc Workforce Review Committee scheduled for next Tuesday, January 23<sup>rd</sup> at 11:00 a.m. The meeting is being held in this same meeting room (Pennino Building, Room 836A). An agenda is forthcoming, noting that topics will include the recruitment process, staff retention, compensation and work culture.

### **Action Items/Responsible Party Required Prior to Next Meeting:**

### **Issues to Communicate to CSB Board:**

### **Agenda Items for Next Meeting:**

Fiscal Oversight Committee meeting

Friday, February 16, 2017, 9:00 am

Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

Community Services Board (CSB) FY 2018 – FY 2020 Strategic Plan- Year One, Mid-Year Highlights

Issue:

Review of mid-year progress and highlights related to the CSB strategic plan.

Background

On August 1, the CSB launched a new agency-wide strategic plan, spanning FY 2018-FY 2020. This plan serves as the agency's road map for achieving the CSB mission. At the foundation of the plan are four strategic priorities, and each priority has specific goals and short and long term objectives that will guide CSB efforts over the next three years.

Since the strategic plan was adopted six months ago, progress has been made to advance the CSB's strategic priorities and goals. While a more comprehensive end-of-year report will be provided in September, some highlights are provided in a year one, mid-year briefing. Mid-year highlights and an end-of-year report will be provided throughout the life cycle of the strategic plan.

Staff:

Lisa Potter, Director, Strategy and Performance Management

Enclosed Documents:

FY 2019 Proposed CSB Budget Highlights

Issue

Highlights of the CSB Proposed Requests in the FY 2019 Advertised Budget

Background

Fairfax County Executive Bryan Hill presented the FY 2019 Advertised Budget to the Board of Supervisors on February 20, 2018. This is the first step in the budget process that lasts through adoption of the budget, which occurs on May 1, 2018. All relevant budget materials may be accessed on the County Budget and Finance Webpage.

The potential impact of the FY 2019 budget for the CSB will be highlighted.

Enclosed Document

Attachment A: FY 2019 Proposed CSB Budget Highlights

Staff

Daryl Washington, Acting CSB Executive Director

G. Michael Lane, CSB Deputy Director, Administrative Operations

## FY 2019 Proposed CSB Budget Highlights

Team CSB,

Today the Fairfax County Executive, Bryan Hill, presented the proposed FY 2019 budget to the Board of Supervisors. This is a high-level overview of the presentation and how it may impact the CSB. These items are proposed at this time, but are included in the county executive's advertised budget.

- **Tax Rate Increase:** There is a proposed tax rate increase of 2.5 cents, which will generate about \$56.6 million in revenue and increase the average Fairfax citizen's tax bill \$268.00 a year.
- **Employee Compensation:** A 2.25 market rate adjustment for all employees and performance based and longevity increases.
- **Health and Human Services (HHS) Realignment:** 39 positions and \$3,418,766 will be transferred to the CSB as a part of the HHS realignment. Administrative functions previously provided by the Department of Administration for Human Services will be shifted to the CSB to ensure regulatory, financial and program compliance and to more effectively support the CSB's specialized service needs.
- **Opioids:** An increase of \$1,200,000, including \$1,077,700 in Personnel Services and \$122,300 in Operating Expenses, is required to address the growing opioid epidemic.
- **Diversion First:** An increase of \$1,103,890 and 8/8.0 FTE positions includes an increase of \$867,990 in Personnel Services and an increase of \$235,900 in Operating Expenses to support the third year of the County's successful Diversion First initiative.
- **Contract Rate Adjustment:** An increase of \$1,088,939 in Operating Expenses supports negotiated contract rate adjustments as well as CSB-wide administrative services.
- **Support Coordination:** An increase of \$1,000,000 and 14/14.0 FTE positions is required to provide support coordination services to individuals with developmental disabilities (DD) in the community and comply with current state and federal requirements, primarily those pursuant to the DOJ Settlement Agreement. A corresponding \$1,000,000 increase to Medicaid Option revenue is included for no net cost to the County.
- **Fringe Benefit Support:** An increase of \$500,000 in Personnel Services is required to support increased fringe benefit requirements in FY 2019 based on projected health insurance premium increases and increases in employer contribution rates to the retirement systems.
- **Infant and Toddler Connection Realignment:** A decrease of \$8,336,656 and 41/41.0 FTE positions, including \$4,853,656 in Personnel Services and \$3,483,000 in Operating Expenses, is associated with the realignment of the Infant and Toddler Connection (ITC) program from CSB to Agency 67, Department of Family Services (DFS).
- **Total General Fund Transfer:** The FY 2019 budget for Fund 40040, Fairfax-Falls Church Community Services Board requires a General Fund Transfer of \$135,445,375, an increase of \$5,016,057 over the FY 2018 Adopted Budget Plan

Overall this is a very favorable budget for the CSB and includes no reduction of services. These are upcoming dates of significance during this budget process:

- March 6<sup>th</sup>: Tax rate is advertised. (Can't be higher than this rate.)
- April 10<sup>th</sup>: 12<sup>th</sup>: Board of Supervisor Public hearings
- April 24<sup>th</sup>: BOS marks up the budget
- May 1<sup>st</sup>: BOS adopts the budget.

I will keep you informed of any significant updates or changes.