

Fairfax-Falls Church Community Services Board
Executive Committee
July 17, 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; Nancy Scott; and Diane Tuininga

The following Committee members were absent:

The following staff was present: Daryl Washington, Bill Hanna, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 5:05 p.m.

2. Approval of the Minutes

Suzette Kern made a motion for approval of the July 19, 2019 Executive Committee minutes as presented. Nancy Scott abstained as she had not been present for the June 2019 Executive Committee meeting. The motion was passed with six yeas and one abstention.

3. Adoption of the Executive Committee Agenda

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

4. Director's Report

Daryl Washington directed attention to Elizabeth McCartney for an update to revisions to the FY2020 Human Services Issue Paper.

Ms. McCartney highlighted key revisions to the FY2020 Human Services Issue Paper, offering a reminder that final revisions would be submitted to the CSB Board at the August 2019 meeting for approval to forward to the County Legislative Office on August 1, 2019. Areas emphasized for Committee attention included: Mental Health Public Safety on page 4, Medicaid Waivers, LTCCC (Long Term Care Coordinating Council) recommendation on page 5, Youth Safety "Research" on pages 7-8, Adult Protective Services (APS) Funding on pages 8-9. Ms. McCartney clarified that the highlights further below indicated some areas are still waiting for costs to be determined.

Two new Position Statements were also provided, the first of which proposed increased funding for PATH (Projects for Assistance in Transitions from Homelessness). The second concerns the implementation of a pediatric mental health access program in Virginia.

Following robust discussion, it was determined that some sections required further follow up before revisions are applied or declined. The discussion for development of a new Position Statement for college bound students use of DD waiver funds for out-of-state colleges/universities, it was determined this topic needed further review and consideration before inclusion in recommendations and cannot be included in this year's recommendations.

Mr. Washington provided further updates to include:

- Noting that the CSB recently regained normal operation of the Electronic Health Record (EHR), a reminder was offered that the CSB experienced long-term system failure with Credible related to a breakdown of the data center located in Loudoun County. CSB services were moved to the Illinois system while Credible effected repairs to the Loudoun County site, worked to expand capacity at the Illinois site, and began construction of a third site.
- HMA – offering a reminder that an analysis of the Revenue Cycle and Reimbursement Unit (RMT) had been requested, Mr. Washington reported that HMA, the company hired to provide the analysis, stated the final report was in development. The report is anticipated to be provided to Executive staff in early August, following which, a report will be provided at the August CSB Board meeting.
- STEP-VA – update included
 - Same Day Access is operational
 - Full implementation of Primary Health Care Screening requires full staffing, including nurses. It was clarified that measures are currently being tracked at just over 50% with current staffing and resources, noting an expectation that this will improve with full staffing. It was confirmed that the due date of July 1, 2019 has been met, highlighting that appropriate staffing will enhance the services already being provided.
 - Crisis Services are projected to cost approximately \$1.7M-1.8M for Region 2, the region for this CSB. It was noted that DBHDS (Department of Behavioral Health and Developmental Services) is anticipated to distribute approximately \$7.8M statewide for implementation of Crisis Services, further noting that DBHDS financial analysis estimates a total cost of \$46M - \$49M for statewide implementation. Mr. Washington further noted anticipation that a contracted and regional program will be established. Executive Directors are working together to identify a solution to develop a sustainable program, even with inadequate funding, confirming that the Board will be provided regular updates.
- SPQM (Service Process Quality Management) – related to the state’s contract with MTM, this is a requirement that has been added to the Community Services Performance Contract. CSB financial and service data is entered onto a platform developed for analysis by SPQM. The analysis identifies efficiency improvements that are conveyed to DBHDS and all Virginia CSBs. Regular updates will be provided to the CSB Board.
- Community Services Performance Contract (CSPC) – a reminder was offered that this is a biennial contract in its renewal (2nd) year relieving the requirement of a public comment period and Board of Supervisors (BOS) approval. Copies were emailed for review and recommendation; members were encouraged to reach out to Executive staff with any questions.

5. CSB Board Agenda

The July 2019 CSB Board Meeting agenda was presented for review. Noting no recommendations were forthcoming, the agenda was accepted as revised.

6. Matters of the Executive Committee

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

Diane Tuininga provided an update to the July 2019 meeting, some highlights of which included:

- RPSV (Recovery Program Solutions of Virginia) provided the Associate Member presentation that included three staff and peers
- The June 2019 joint DD and BHOC meeting summary was provided and discussed with members asked to submit ideas for priority topics for discussion. Suggestions included a monthly challenge questions to prompt group discussion and feedback.
- The Wellness and Recovery Conference is scheduled for Friday, October 18, 2019 at the Government Center. CSB Director, Office of Individual and Family Affairs, Michael T. Lane is the keynote speaker.
- The August 2019 meeting was canceled.

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, Bettina Lawton provided a brief overview noting the topics discussed included an update to ComplyTrack implementation following which members requested a copy of the project plan.

The next meeting of the Compliance Committee is Wednesday, August 21, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

Sheila Jonas and Nancy Scott, noting there was no July meeting, introduced two related topics:

- Follow up with Associate Members after the June 12th meeting.
- Retired CSB Board member Jane Woods sent a reminder that the CSB Board may want to identify a Board member to attend the LogistiCare Advisory Board as a representative of the CSB board. Following engaged discussion, Daryl Washington recommended following up with the CSB Transportation Coordinator for updates to current activities with LogistiCare and the Advisory Board. Additional outreach will be conducted to identify the best method of involvement, following which a report will be provided.
- Nancy Scott provided an update to the recent LTCCC (Long Term Coordinating Care Council) meeting noting that CSB Director of Behavioral Health Outpatient Programs (BHOP), Eileen Bryceland spoke on (primarily) Senior Programs that was phenomenally presented and welcomed.
- Additionally, Ms. Scott strongly encouraged members read a book titled *Dopesick*, noting it details the opioid crisis in Southern Virginia.

The next DD Committee meeting is Wednesday, August 7, 2019 at 5:30 p.m. at the Merrifield Center, Level 3-Room 314, West.

D. *Fiscal Oversight Committee:*

Jennifer Adeli offered a reminder that the July meeting was scheduled with a new start time of 9:30 a.m. Highlights of the June meeting included:

- A shortfall in revenue, partially attributed to a reduction in Medicaid payments and higher than usual Compensation & Fringe, including dual encumbrances, was reported. DMB (Department of Management and Budget) and CSB will study this shortfall in comparison with recurring overages in Operations to determine if a transfer of funds from Operating to Personnel is recommended. The Committee will be provided an update once the study is concluded.
- The 2019 End of Year report is in development with staff. The timeline was provided as follows
 - Fiscal Oversight Committee members to be emailed a draft prior to the August 16th Fiscal Oversight Committee meeting.
 - Executive Committee provided a draft at the August 21st Committee meeting.
 - Final copy provided to the full CSB Board at the August 28th CSB Board meeting. A reminder was offered that some data is not available until early September. As has been past practice, the report will be approved with placeholders to avoid delaying delivery following a request for approval at the September CSB Board meeting.
- The HR update confirmed that the vacancy number is further reduced.
- On a related note, Time to Treatment has also decreased.

The next meeting of the Fiscal Oversight Committee is Friday, August 16, 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Attention was directed to the CSB Board Policies, included in the meeting materials, currently being submitted for approval to apply recommended revisions.

- Policy #0005 – The name of the CSB cannot be changed by the CSB, recommendation declined. As the policies are not uniform in references to the CSB Board, this will be addressed by Cynthia Tianti during legal review of the policies.
- Policy #1105 – Added requirements for initial and annual CSB Board member training. Site visits will be arranged for and attend by CSB Board members as a group, no independent visits. Links to the policies, available on the CSB Board webpage, will be provided, in lieu of hard copies. Assigned responsibility for periodic review and monitoring of the training. It was recommended that the training requirements for new members is within the first 90 days. Further recommendations included continuing members complete the identified annual training between July 1 and September 30.
- Policies #1200, #1201, and #1203 – are under review for merging all three policies into one CSB Board policy including a restatement of the review period for the policies.
- Policy #2205 – CSB Board involvement in the development of the CSB Strategic Plan.
- Policy #2500 – Recommended for cancelation.
- Policy #4201 – Recommended for cancelation.

7. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Following minor revisions to add Election Day 2019 and the 2020 General Assembly dates, the calendar and was accepted as revised.

Bettina Lawton inquired whether there was anything that needed to be discussed in closed session. No one raised any issues or need for a closed session.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:40 p.m.

Actions Taken –

- The June 19, 2019 Executive Committee meeting minutes were approved.
- The July 17, 2019 Executive Committee agenda was accepted as presented.
- The July 24, 2019 CSB Board agenda was accepted as presented.
- The Annual Planning calendar was accepted as revised.

August 21, 2019

Date Approved



Staff to the Board