

CSB Fiscal Oversight Committee Meeting Minutes

June 17, 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: Karen Abraham; Captain Derek DeGeare; Andrew Scalise; and Sandra Slappey Brown

Remote: Chair, Jennifer Adeli (Bethany Beach); Bettina Lawton (Vienna)

Members Absent: Daniel Sherrange

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

1. Meeting called to order.

The meeting was called to order at 4:04 p.m.

2. Matters of the Public.

None were presented.

3. Amendments to the meeting agenda

Noting no recommendations were forthcoming, Bettina Lawton offered a motion to accept the meeting agenda as presented that was seconded by Captain Derek DeGeare and unanimously approved.

4. Review of meeting minutes

The April 15, 2021, meeting minutes were offered for review. Sandra Slappey Brown made a motion to approve the minutes as presented, which was seconded Captain Derek DeGeare and unanimously approved.

5. Administrative Operations Report

Daniel Herr provided updates to recent activities including:

- The triennial licensing review for Merrifield and the Wellness Circle were completed with no findings or citations.
- In line with the loosening of COVID restrictions across the nation, County Executive Bryan Hill issued a new Fairfax County telework policy that goes into effect September 7, 2021. The policy permits staff to telework for up to 60% of their assigned work week. A plan to return CSB staff to work sites with a 'phased in' approach is in development.
- The COVID update included a report of four individuals who tested positive in May, bringing the total to 372.
- A review of DMAS /DBHDS (Department of Medical Assistance/Department of Behavioral Health and Developmental Services) regulation changes revealed approximately 34 changes impacting the CSB. Efforts are underway to prepare for the implementation date of July 1, 2021, CSB Board including transition of the PACT (Program for Assertive Community Treatment) to ACT (Assertive Community

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Treatment) program and ensuring staff providing services to veteran's, service members, and their families have received specialized training.

- The Community Services Performance Contract (CSPC) has been delayed from the anticipated delivery date of June 1, 2021. A reminder was offered that the CSPC must be posted for public comment for 30 days presenting a challenge for submitting the CSPC to the Board of Supervisors prior to their August break. If needed, the CSB Board will be asked to approve posting of the CSPC when received.
- The CSB will be getting a total of approximately 10 new FT and PT regional positions related to STEP-VA (System Transformation Excellent and Performance)
- CSB staff met with Department of Human Resources (DHR) and Department of Management and Budget (DMB) staff in the first of two annual workforce planning meetings. Requests included reclassification of some positions in response to DMAS and DBHDS regulatory changes. Robust discussion ensued, following which it was reported that an update is anticipated for the July Fiscal Committee meeting.
- Providing an update to recruitment and retention efforts included:
 - the employee exit surveys sent HSD (Health Services Development) Metrics are being received. Training for review of the data has been scheduled.
 - The survey for new hires has been sent and the survey for current 'stay' employees is in development and is anticipated to be finalized by the end of July or early August.

Mr. Herr provided the HR Update directing attention to the vacancies in critical areas chart, highlighting the reduction in vacancies from 114 to 111 since the last reporting period. Recognizing that some vacancies are more impactful than others based on service area and total staffing Mr. Herr reported ongoing efforts include generic job ads to broaden the candidate pool to fill multiple vacancies and consideration of virtual interviewing.

Members requested feedback on the various recruitment and retention efforts at the July Fiscal Committee meeting.

6. Clinical Operations Report

Lyn Tomlinson provided an overview of the Clinical Operations Reports included in the meeting materials noting the changes in the data.

- It was reported that staff has resumed efforts to follow up with non-responsive clients to limit the waitlist numbers.
- Noting the slight increase in youth outpatient time to treatment, it was confirmed that staff are focused on eliminating monitoring lists.
- It was reported that staff is focused on a front door redesign that will improve efficiency for walk-in clients that is anticipated to be implemented in September.

7. Financial Status

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

A. *Modified Fund Statement*

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- The variable revenue forecast was reduced by approximately \$1M, noting anticipation of ending the year above budget. Residential billing efforts continue, offering a reminder this is a relatively new billing procedure.
- The Operating Budget has a shortfall of approximately \$1.3M due to the one-time bonuses for Merit staff paid out in May.
- Operating expenditures for April increased more than anticipated by approximately \$2M reporting efforts to include 2021 expenditures prior to the end of the fiscal year.
- 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.
 - The ending balance is projected to be approximately \$22M. It was clarified that the efforts to address the balance are based on a three-year timeline and include:
 - Finalization of contracting for Detox Purchase of Service beds estimated at \$500K/annually, a total of approximately \$1.5M.
 - Enhanced engagement efforts at just under a total of \$1M.
 - Establishment of an ACT team for approximately \$1M annually. It was noted that revenue for this service is a new billing resource and is anticipated to be fully established by year three.
 - Request use of the electronic health record (EHR) reserve of approximately \$3M in FY2022 to implement a new EHR.

B. *Variable Revenue Report*

- Variable revenue exceeded the monthly and annual targets in May.

C. *Program Budget vs. Actuals – Expenditures and Unrestricted*

- Offering a reminder that the new reports were developed in response to a committee member request, it was clarified that the reports offer detailed expense data for both Fund 400 and 500. Charts included in the materials provided an alternate illustration of the data. It was confirmed that this report will be regularly submitted to the committee and can be further refined to include more specific data upon request.

Members provided positive feedback to the reports, asking if it may be possible to increase the size for ease of reading.

Daniel Herr, reporting a meeting scheduled with DMB the following week noted that planning for the meeting included review of carryover fund requests, identification of the largest and

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most pressing financial gaps, and consideration of one-time funding expenses. One-time fund requests under consideration includes increased efforts related to the opioid epidemic.

8. Human Resources (HR) Update

This report was provided in the Administrative Operations Report.

9. FY 2021 End of Year Report

Jennifer Adeli and Bettina Lawton provided an overview of the process for the Fiscal Oversight Committee to develop the End of Year Report. Members were encouraged to review last year's report provided in the meeting materials. The timeline includes committee review of the draft Report in July with approval of the Report by the full CSB Board in August. Once finalized, the report is provided to the Fairfax County Board of Supervisors and the Mayors of the cities of Fairfax and Falls Church. CSB staff Linda Mount, Elizabeth McCartney, and Lisa Flowers assist in development.

10. Human Resources (HR) Update

This report was provided in the Administrative Operations Report.

There being no further business to come before the Fiscal Oversight Committee, the meeting was adjourned at 5:27 p.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Increase size of new Program Budget vs. Actuals spreadsheets for ease of reading.

CSB Board Clerk, Erin Bloom, to reach out to CSB Board Chair Garrett McGuire for feedback related to timeline and content for development of FY20210 End of Year Report.

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Next Scheduled Fiscal Oversight Committee meeting

Thursday, July 15, 4:00 p.m.

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

Room 3-314, West

07/15/2021

Date Approved



Clerk to the Board