

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
FISCAL OVERSIGHT COMMITTEE MEETING MINUTES  
MAY 18, 2023**

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 4:03 PM.

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

**PRESENT:**       **BOARD MEMBERS:** COMMITTEE CHAIR DAN SHERRANGE; KAREN ABRAHAM; SANDRA SLAPPEY BROWN; BETTINA LAWTON; ANDREW SCALISE

**ABSENT:**       **BOARD MEMBERS:** CAPTAIN DANIEL WILSON, JENNIFER ADELI, CLAUDIA VOLK

**Also present:** Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Community Living Barbara Wadley-Young, Deputy Director of Administrative Operations Jean Post, Chief Financial Officer Elif Ekingen, Director of Analytics & Evaluation Linda Mount, 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**

Committee minutes for April 20, 2023, Fiscal Oversight Committee Meeting was provided for review and revision. Committee Member Dan Sherrange noted action item No. 1; he called the meeting to order at 4:03 PM, not Committee Member Andrew Scalise.

**MOTION TO ADOPT MARCH 16, 2023, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER BETTINA LAWTON, SECONDED BY COMMITTEE MEMBER KAREN ABRAHAM.**

**MOTION TO ADOPT WAS APPROVE BY DAN SHERRANGE, ANDREW SCALISE. SANDRA SLAPPEY-BROWN ABSTAINED.**

**6. Administrative Operations Report**

**Deputy Director of Administrative Operations Jean Post** presented the CSB Human Resources Vacancy Report, which showed a slight increase in vacancies from 127 to 133. She also highlighted the ongoing staffing shortages at the CSB, particularly in Administrative Operations, where the vacancy rate is currently at 15%. Additionally, Post mentioned that the CSB is experiencing high vacancy rates in other areas, including a 28.5% vacancy rate for merit positions, a 57% vacancy rate for non-merit positions in Human Resources, and a 44% vacancy rate in Data Analytics. However, she clarified that the vacancies in Data Analytics are part of the CSB's workforce planning strategy and are being upgraded to be more competitive in the current job market.

**7. Clinical Operations Report**

**Deputy Director of Community Living Barbara Wadley-Young** provided the Adult Behavioral Health Outpatient BHOP Service Capacity Report and Support Coordination Service Capacity Report, highlighting a rise in Adult Time & Treatment from last month to this month due to capacity constraints. Additionally, there has been an increase in incident reports that require extensive time and care coordination for multiple individuals.

**Deputy Director of Clinical Operations Lyn Tomlinson** provided the Youth Time to Treatment and Support Coordination Service Capacity Report; she noted 73 orientations were processed for individuals requiring services. Additionally, the report indicates that 32% of individuals were offered an appointment within ten business days.

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

**8. Financial Status**

**Financial Chief Officer Elif Ekingen** provided the staff report and an overview of the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports.

**9. Adjournment**

A motion to adjourn the meeting was made by Committee Member Bettina Lawton and seconded by Committee Chair Dan Sherrange. The motion was approved unanimously, and the meeting was adjourned at 5:18 PM.

June 22, 2023

Date Approved

DocuSigned by:

*Sameera Awan*

Clerk to the Board