

**Human Services Council Meeting**  
**Monday, September 17, 2007**  
**Government Center, Conference Rooms 2 & 3**

<b>MEMBER NAME</b>		<b>MEMBER NAME</b>	
<b>Kevin H. Bell, Chairman</b>	Present	<b>Bill Kogler</b>	Present
<b>Colonel Marion Barnwell</b>	Present	<b>Michael Kwon</b>	Excused
<b>Richard P. Berger</b>	Present	<b>Herk Latimer</b>	Present
<b>John Byers</b>	Present	<b>Laura I. McDowall</b>	Present
<b>Robert L. Faherty</b>	Excused	<b>Stephanie Mensh</b>	Excused
<b>Donna J. Fleming</b>	Excused	<b>John Niemiec</b>	Present
<b>Baba Freeman</b>	Present	<b>Dr. Virginia P. Norton</b>	Excused
<b>Robert Gaudian</b>	Excused	<b>J. Jay Volkert</b>	Present
<b>Richard Gonzalez</b>	Excused	<b>Marnie Wightman</b>	Excused
<b>Tom Grodek</b>	Present	<b>Henry Wulf</b>	Present

<b>Staff:</b>	
<b>Verdia L. Haywood, Deputy County Executive</b>	Present
<b>Ken Disselkoen, Department of Systems Management for Human Services</b>	Present
<b>Chip Gertzog, Department of Systems Management for Human Services</b>	Present
<b>Ken Garnes, Department of Administration for Human Services</b>	Present
<b>Ron McDevitt, Department of Administration for Human Services</b>	Present
<b>Deborah Gutierrez, Department of Systems Management for Human Services</b>	Present

**Guests:** William Macmillan, DSMHS

**Other Attendees:** Cynthia Hull, Executive Director of United Community Ministries (UCM)

**Call to order**

**7:30 - 7:40 PM**

Kevin Bell called the meeting to order at 7:35 p.m. Mr. Bell commented on the opening of the Kate Hanley Shelter and Mr. Haywood suggested holding a future council meeting at the site. Mr. Bell welcomed Cynthia Hull, the new Executive Director of UCM in South County. Verdia Haywood announced the appointment of Ken Disselkoen as the Director of Department of Systems Management for Human Services.

**Presentation and Discussion Items**

**7:40 – 9:00 PM**

**Report from the HSC Officers Nominating Committee and HSC Officer Elections – Tom Grodek**

Mr. Bell yielded the chair over to Tom Grodek to handle this order of business. Mr. Grodek noted that no formal nominations were received by the Nominating Committee. The committee did receive one suggestion, however, the individual declined due to other time commitments. The Nominating Committee chose to re-nominate Kevin Bell & Donna Fleming for Chair and Vice-Chair respectively. Herk Latimer motioned to elect both nominees. The motion was seconded and passed unanimously by all council members present.

### **Update on FY 2009 Budget and Budget Guidelines – Verdia Haywood**

Mr. Haywood reviewed the handout titled “Personnel Services Reductions Required to Balance the Budget”. He shared the key points from a presentation to the Fairfax County School Board by the County Executive, Tony Griffin:

- \$120 M shortfall which represents 2 – 2½% of the general fund of the operating budget.
- Calling for zero growth level for FY 2009 budget.
- Fairfax County School Board will not receive an increase for FY 2009 over the FY 2008 budget.
- Projections indicate a downturn in the housing market of 2 – 3 % from last year, which will therefore cause property values and subsequent tax revenues to decline as well.
- Projections for tax revenues for commercial real estate are 6% or less into FY 2009 as compared to 13% FY 2008, due to lower occupancy rates.
- County agencies will reduce personnel services by another 2% in FY 2009.
- Conducting a county-wide review of Lines of Business (LOB) and subsequent recommendations for programs (to maintain, to increase, to reduce, or to cut), similar to the LOB exercise completed by the county approximately 10 years ago.

### **Questions and Answers:**

**Henry Wulf:** In terms of the budget review process, how will the timing of the agencies completing the requested LOB exercise impact the budget review process conducted by the HSC?

**Response:** Mr. Haywood said the process may need to start earlier, however the results of the LOB exercise will take time to become available since County Agency Directors just received notice on Friday, September 14<sup>th</sup>. Mr. Bell commented that this may mean a much more work-intensive budget review process for the Council.

**Kevin Bell:** Will it help the HSC to better understand this budget dilemma by looking at the LOBs work of the HS agencies and proceeding with the work on the HSC Balanced Scorecard (BSC)?

**Response:** Mr. Haywood replied that the BSC work will not be completed prior to the budget review cycle; however the LOBs will be helpful to review. Agencies should be able to identify which programs they could cut program funding, eliminate the program entirely, and reallocate funds to critical programs. In addition, agencies have much better outcomes and measurements than 10 years ago.

**Tom Grodek:** For a working definition, at what level is a LOB?

**Response:** Mr. Haywood noted some examples and Mr. Bell added that each LOB has roughly six or seven programs and activities. General discussion followed with further explanation of LOBs and ICAPS (Inventory of County Activities, Programs, and Services).

### **Follow-up**

- Mr. Wulf requested a timeline for the LOBs process in order to decide how to best structure the council’s budget process.
- Mr. Bell requested that all Boards, Authorities and Commissions related to Human Services to be invited and in attendance to hear the County Executive’s presentation in October.
- John Byers requested the previous ICAPS report for review. Chip Gertzog commented that the Human Services LOB document is roughly 600 pages and Volume 4 out of 5 published volumes. Staff will locate and bring a copy of this document, which may be available on-line, in the DMB reference library, or in the public libraries for Council members to review.

- Mr. Bell requested any documentation from the County Executive's office disseminated before the Council's October 15<sup>th</sup> meeting should be shared with the Council members for them to review it and be up to speed.

**Ending Homelessness Implementation Plan – Verdia Haywood, Bill Macmillan**

Mr. Haywood provided HSC members the “Outline of Proposed Objectives and Draft Charter for the Implementation Plan to Prevent and End Homelessness in the Fairfax-Falls Church Community”. Mr. Haywood stated that the Executive Committee will present the plan to a joint meeting of the Board of Supervisors’ Human Services and Housing Committees on Monday, November 26, 2007, at 1 p.m.

Mr. Haywood reviewed key parts of the document, highlighting the structure and the roles, functions and responsibilities of the various entities making up the Partnership to Prevent and End Homelessness. Best practices around the nation were considered, and Seattle-King County, Washington, was selected as a model because their structure seemed to be the best fit for Fairfax County, but with some adaptations since Fairfax does not have a strong United Way, which played a key role there. The proposal is to formalize the existing collaborative public-private partnership within a governance structure. This would include the establishment of a Governing Board, an Inter-Agency Working Group, a Consumer Advisory Council, an Office to End Homelessness, and a 501(c)3 Foundation to raise and manage community-generated funding.

***Questions and Answers***

***Kevin Bell:*** How much money will be needed, and given the current budget environment, from where will the money for this new office come? Who is responsible for the 501(c)3 fundraising?

***Response:*** Mr. Haywood said that there will need to be more planning on how to make this happen. The core funding of approximately \$250K for the planned office is in the county budget. The foundation will be a separate entity as required by federal IRS regulations for nonprofits.

***Baba Freeman:*** Ms. Freeman expressed concern about using the words “public-private partnership” given recent experiences using the same descriptor.

***Response:*** Mr. Haywood replied that “public-private partnership” was chosen to reflect the essential collaboration of the entire system. Fairfax will have a larger faith-based community involvement than King County, but the challenge will be to get the corporate leaders involved.

***Henry Wulf:*** Will the Office to End Homelessness become the public face of this process since the Governance Board only meets quarterly and the Working Group meets monthly? He also noted his concern that the Executive Director would have two “bosses” by being an employee of Fairfax County and reporting directly to the Governance Board. What would happen if there were opposing positions taken by these two “bosses”? What would happen to the Executive Director?

***Response:*** Mr. Haywood explained that Fairfax County helps facilitate the Governance Board to have authority.

***John Byers:*** Has Tony Griffin blessed this?

***Response:*** Mr. Haywood explained that the plan is under development now and there are 15-20 members on the steering committee. This is built on an already formed informal foundation. This plan is formalizing into a structure what is already in existence informally.

**Kevin Bell:** What about the BOS and the political changes that may occur in the future election? What impact will this have?

**Response:** Mr. Haywood replied that we are always operating in a political environment, and we cannot stop trying to build this collaborative effort.

**John Niemiec:** The Fire Fighters union regularly gets involved in our community and was very active and involved at one time with the United Way of the National Capital Region (NCR), which is now not doing well. He asked about the status of the county's relationship with the United Way and whether the county would promote involvement with them again? He also asked if the plan should be put on the radar of the firefighters, and if he could have some data on homelessness in the county.

**Response:** Mr. Haywood replied that the county is no longer heavily involved with the United Way, but is soliciting bids for the Combined Charitable Contributions program for next year's campaign. He requested that Bill Macmillan provide copies of data and the *Strategic Directions* report. He added that Fire and EMS should be added to the Inter-Agency Work Group.

Additional questions and comments came from various council members with regards to the structure and the size of the Inter-Agency Work Group. There was a lively discussion among Council members, Mr. Haywood, and staff, and notes were taken for items to be considered by the Management and Governance group of the Implementation Executive Committee.

#### **Balanced Scorecard Strategic Planning Update – Verdia Haywood**

Mr. Haywood stated that he would like three members from the HSC to participate on a BSC steering committee for the development of a Human Services BSC. He indicated that volunteers should email their information to Karen Shaban. Additional participants will be solicited by email or phone. Mr. Haywood requested that the council identify county residents who demonstrate a good planning background, knowledge of BSC, an interest in Human Services, and a desire for collaboration and systems thinking to fill a few seats on the BSC steering committee.

#### **Other Business 9:00 – 9:18 PM**

##### **o Approval of Minutes from July 16, 2007**

Approval of the minutes was motioned and approved with two minor corrections noted on pages one and three. Mr. Bell recommended that future minutes should be placed on the website and an email with the link be sent, rather than sending paper copies to everyone. If a council member is not able to access and/or print their own documents, then they can request a paper copy of the minutes be sent to them for review.

#### **Adjournment 9:19 PM**

Next meeting is scheduled for October 15, 2007.

#### **Staff Support Information (also included on updated roster):**

1. **Chip Gertzog:** 703-324-7959 Fax 703-324-7572 E-mail: [Cgertz@fairfaxcounty.gov](mailto:Cgertz@fairfaxcounty.gov)
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