



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, March 28, 2018

5:00 p.m.

- |  |                         |           |
|--|-------------------------|-----------|
| <b>1. Meeting Called to Order</b>  | Suzette Kern            | 5:00 p.m. |
| <b>2. Recognition</b>  | Suzette Kern            |           |
| <b>3. Matters of the Public</b>  | Suzette Kern            |           |
| <b>4. Amendments to the Meeting Agenda</b>   | Suzette Kern            |           |
| <b>5. Approval of the CSB January 24, 2018 and the February 28, 2018 Board Meeting Minutes</b> | Suzette Kern            |           |
| <b>6. Matters of the Board</b>   |                         |           |
| <b>7. Committee Reports</b>  |                         |           |
| A. Behavioral Health Oversight Committee   | Gary Ambrose            |           |
| B. Fiscal Oversight Committee  | Suzette Kern            |           |
| C. Developmental Disabilities Committee  | Sheila Jonas/Jane Woods |           |
| D. Other Reports   |                         |           |
| <b>8. Director's Report</b>  | Daryl Washington        |           |
| <b>9. 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

Fairfax-Falls Church Community Services Board  
February 28, 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; Gary Ambrose; Thomas Burger; Basilio ‘Sonny’ Cachuela Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; Molly Long; Edward Rose; Nancy Scott; Diane Tuininga; and Jane Woods

The following CSB members were absent: Paul Luisada; and Adrienne Walters

The following CSB staff was present: Daryl Washington, Michael Lane, Jean Hartman, Evan Jones; Victor Mealy; Lisa Potter; and Lyn Tomlinson

1. Meeting Called to Order

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

2. Recognition

Melissa Osborne was honored for her years of service and exceptional contributions to the CSB as she moves to a new position providing administrative support to the Deputy County Executive of Health and Human Services for Fairfax County. Suzette Kern read aloud from the plaque presented to Ms. Osborne, adding her own gratitude and sentiments. Gary Ambrose, previous CSB Board Chair, added his thanks noting Ms. Osborne raised the bar for Executive Administrators, eliciting laughter with his description of her as a combination of Wonder Woman and Radar O’Reilly. Ken Garnes, also a previous CSB Board Chair, added his thoughts noting the exceptional support and wise counsel provided by Ms. Osborne during her tenure as CSB Clerk to the Board. Ms. Osborne thanked the Board for their kind words, noting the many valuable contributions of CSB staff and Board members.

3. Matters of the Public

Lynn MacDonald, Chief of Staff, Community Residences, Inc. (CR) distributed literature highlighting the substance abuse services offered via the CARE Regional Crisis Stabilization Program, a CR peer program, and encouraged the information be further distributed.

4. Amendments to the Meeting Agenda

The agenda was provided for review and accepted as presented.

5. Approval of the Minutes

The January 24, 2018 minutes of the Fairfax-Falls Church Community Services Board were presented for review. Daria Akers requested revision to her participation in the Leadership Fairfax meeting. No vote was taken, the minutes will be re-presented at the March CSB Board meeting for approval.

## 6. Matters of the Board.

Edward Rose announced recent contact with a local addiction facility, the Unity Club accompanied by Lyn Tomlinson, efforts are underway to work in partnership for delivery of Substance Abuse (SA) services to benefit a wider community.

Jane Woods reported on the WIN (Welcoming Inclusion Network) meeting held Monday, February 26, 2018, noting very successful attendance, attributing this to the hard work of Jean Hartman, Evan Jones, and involved CSB staff for so effectively publicizing the meeting. Suzette Kern echoed Ms. Woods comments, further noting the attendance of Supervisor Cook.

Molly Long, offering a reminder of her recent employment in a federal position, provided a disclaimer prior to her remarks *“The views I express, in writing or orally, are my own and do not represent the views of the Centers for Medicare & Medicaid Services, the US Department of Health & Human Services, or the United States.”* Ms. Long reported that Health and Human Services (HHS) Secretary Alex Azar has acknowledged the opioid epidemic as one of his top four priorities. The Centers for Medicare & Medicaid Services is also fighting the opioid crisis by working with states on Medicaid substance use disorder waivers as well as proposing Medicare Advantage and Part D drug coverage payment and policies to reduce opioid over utilization.

Dane Tuininga reported progress by the Wellness and Recovery Committee in scheduling of the Annual Wellness and Recovery Conference, including the date, speakers, and catering. The event is anticipated to be held at the Fairfax County Government Center again this year.

Suzette Kern, referencing a request to appoint a volunteer CSB Board member to serve on the Long Term Care Coordinating Council (LTCCC) announced that new CSB Board member Nancy Scott agreed to serve in this capacity.

Ms. Kern also announced that CSB Board Member Gary Ambrose was selected as Fairfax Federation Citizen of the Year. The awards dinner is scheduled for Sunday evening, April 15<sup>th</sup> beginning at 5:30 p.m., at the Waterford Reception Center Springfield. An invitation is forthcoming and will be shared once received.

## 7. Committee Reports

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

Gary Ambrose, reported on two presentations provided at the February meeting including that Communications Director Lucy Caldwell provided information on the many and varied ways that the CSB communicates with the community and Lyn Tomlinson, Assistant Deputy Director Acute and Therapeutic Treatment Services, provided an update on efforts to combat the opioid epidemic noting an increase of 22% in individuals with an opioid use disorder from 2011-2017.

**The next meeting is Wednesday, March 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:

- The Pay Period Metrics report was provided in draft form with proposed revisions. Recommendations for further revisions included retaining some of the prior data for comparison to current data.
- It was determined that the Modified Fund Statement (MFS) will be provided on a quarterly basis for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters. 4<sup>th</sup> quarter data for April will be provided in May. The MFS Year-End report, provided in July, will include the May and June data. Staff will alert the committee to key issues identified.
- Michael Lane provided an update to the CSB FY 2019 Budget submission noting the final amounts provided were included in the FY 2019 Advertised Budget submission.
- Daryl Washington provided an update to the transition of the Infant & Toddler Connection (ITC) program to Department of Family Services/Office of Children (DFS/OFC), that will be finalized July 1, 2018.
- Marta Cruz provided copies of the HR update report in both current and proposed formats. Recommendations for additional revisions included retaining the position titles and adding comparative data related to critical position recruitment. It was further reported that opioid treatment staff recruitment will be added to the report in July 2018.
- Highlights of the Diversion First update includes;
  - An update to recent positions filled at the Adult Detention Center (ADC) and the Jail Diversion program.
  - The second Mobile Crisis Unit (MCU) has begun operating seven days/week
  - Efforts to implement Medical Clearance in the Merrifield Crisis Response Center continue.
- In the Time to Treatment update, lengthy wait times at some sites was acknowledged, Mr. Washington confirmed this is primarily attributed to staff turnover and site preference by the individual.
- The FY 2018 Third Quarter Review included the following highlights:
  - A positive FY 2018 Year End balance was projected, noting this includes the positive balances accumulated in the past few fiscal years. This is primarily attributed to staff vacancies and operating cost savings. A sustained positive balance is welcome as it is anticipated to provide budgetary flexibility in future fiscal years that are expected to include budget reductions.
  - It was reported that CSB Executive Leadership meets monthly with the County Chief Financial Officer and the Deputy County Executive of Health and Human Services to review the budget in collaboration with

the Department of Management and Budget (DMB) to monitor the current financial status and plan for future projections.

- A reminder was offered that the Fiscal Oversight Committee meets monthly to review staff critical shortages, personnel and operating costs, and programmatic issues to ensure efficient fiscal practices.

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

C. *Developmental Disabilities (DD) Committee:*

Sheila Coplan Jonas good meeting

- Dennis Brown and Barbara Wadley-Young both offered statements on the increasing difficulty of managing staff coverage in clinical areas related to the burdensome demands of current regulatory state requirements.
- Housing presentations highlighted the services and supports available to individuals with Developmental Disabilities related to the DOJ settlement agreement.
- Information on the Welcoming Inclusion Network (WIN) kickoff meeting was provided.
- Jean Hartman reported that the Board of Supervisors (BOS) would proclaim March 2018 as Developmental Disabilities Inclusion month at the meeting on February 20, 2018. Ms. Jonas further reported attending the BOS meeting accompanied by Suzette Kern, noting the BOS meeting was well attended.

**The next meeting is Wednesday, April 4 at 5:30 p.m. at the Merrifield Center, Level 1-308A/B.**

D. *Other Matters*

Updates to Ad Hoc Committee Activities were provided as follows:

- *CSB Board Workforce Review Committee:* Jennifer Adeli referred to handouts located in the Board materials noting the data provided was reflective of four key areas including Recruitment, Retention, Compensation, and General Environment. Directing attention to the second section of the handout, Ms. Adeli highlighted the comparative data provided, which indicated changes in the Average General Merit Vacancy Count over a three-year period, clarifying the categories included in appointments and terminations. Gratitude in acknowledgement of the hard work of the staff who contributed to the data collection was extended.
- *CSB Board Member Orientation and Ongoing Education Committee:* Ed Rose, offering a reminder that Mental Health First Aid classes had been considered, reported that as the classes are not designed for modification, perhaps it would be preferable to schedule a presentation by an individual who has attended a training and can offer an overview. Mr. Rose also reported

working with Lucy Caldwell to schedule visits to CSB sites. Ms. Kern offered a reminder that there is some mandatory board member training listed in the CSB Board Member handbook, encouraging members to consult that resource.

- Ken Garnes reported on recent efforts to establish a legislative structure for scheduling visits with General Assembly members. It would be designed to ensure board familiarity with key topics, create a reporting mechanism, and provide a forum for review of visit feedback and member recommendations. To that end, Mr. Garnes distributed charts of the most recent legislative visits and provided a summary of the recommendations that resulted. Suggested preparations for future visits included familiarization with the County lobbying policy, involving county legislative staff, and consideration of CSB communications staff that may assist with tracking and support of legislative efforts.
- Suzette Kern reported on two opportunities to provide budget testimony including:
  - The Human Services Council Community Dialogue, March 8, 2018; Suzette Kern will provide the testimony.
  - Three speaking slots are reserved for the Board of Supervisors, FY 2019 Budget Public Hearings on Wednesday, April 11, 2018. Ms. Kern asked that Board members interested in speaking please contact her, noting the testimony is prepared by CSB staff in collaboration with the speakers.

## 8. Information Items

### *FY 18 – FY 20 Strategic Plan Mid-Year Highlights*

Lisa Potter, offered a reminder that the CSB had just completed the first six-months of a three-year Strategic Plan. Directing Board attention to a handout that provided highlights of accomplishments and strategies for key focus areas, a brief overview was provided. Encouraging further review, a link to the Strategic Plan, embedded in the handout, will be forwarded to the members.

### *FY 2019 Advertised Budget Submission*

Daryl Washington directed attention to the FY 2019 Proposed CSB Budget Highlights handout in the board packet and provided an overview of the proposed budget items, including key dates in the budget process. It was emphasized that the current budget is predicated on approval of the proposed 2.5¢ tax increase. Some discussion ensued.

## 9. Director's Report

Daryl Washington and Michael Lane provided updates to several topics, including the following:

- Mr. Lane provided an overview of the results of the services audit, conducted by contract audit firm MTM Services, that was prompted by the implementation of

- STEP-VA. Four areas were identified as in need of attention including, 1) Collaborative Documentation, 2) Same Day Access, 3) No Show Management, and 4) Utilization Review/Utilization Management. Mr. Lane highlighted each topic, providing some additional details to further explain planning efforts.
- Mr. Washington provided an overview of the identified priorities for FY 2018 and early FY 2019 including the following:
    - *Enhance Compliance*: efforts to strengthen the Compliance Program are anticipated to be long-term, the first stage of which is workforce planning.
    - *Clinical/Business Process Redesign*: increasing efficiencies of service delivery, primarily related to treatment wait times.
    - *Improve Communication*: the staff organizational assessment indicated a need for better communication with staff. Efforts include a new “Getting to Know...” blog article copies of which were provided in the Board materials and scheduled staff dialog meetings across the county.
    - *Opioids*: Mr. Washington commended the team efforts that have resulted in meaningful change to opioid treatment including contracting community treatment beds that has shortened residential time to treatment and Project REVIVE!
  - Referring to a handout describing the creation of the Office of Strategy Management (OSM), Mr. Washington provided further details including the purpose and origin of the Office and further noting the recent adoption of the pronunciation “awesome” for the program acronym.
  - Mr. Washington reported a recent trip to Chesterfield, VA accompanied by Lyn Tomlinson, Marissa Farina-Morse, Mark Blackwell, and Sheriff Stacy Kincaid. A tour of an adult detention facility was provided that included a model for the treatment of opioid abusers during incarceration. Possible replication is under discussion. It was noted that Supervisor McKay and Supervisor Herrity have also toured the facility.
  - CSB Board members who have not already subscribed to CSB News were encouraged to subscribe with subscription support provided by Erin Bloom upon request.
  - Mr. Washington, echoing earlier statements regarding the WIN stakeholders group acknowledged the anticipated success of community, CSB staff, and County Supervisor involvement to come up with creative and innovative ways to address continued Employment and Day service delivery in an equitable and financially responsible manner.
  - At several recent meetings including the Human Services Council and the joint meeting of the BOS and Fairfax County School Board, County Executive Officer, Bryan Hill reported anticipation that Fiscal Year 2020 will present some significant budget challenges. In support of this, Deputy County Executive for Health and

Human Services, Tisha Deeghan has recommended that county agencies review Lines of Business (LOBs) II to plan for some significant fiscal challenges that Fiscal Year.

- Daryl Washington reported hosting a New Employee Orientation along with Michael Lane, Jean Hartman, and Lyn Tomlinson, noting many of the new staff were recently hired Support Coordinators.
- Mr. Washington provided an update to the current legislative session, including two bills currently being monitored due to the anticipated impact to the CSB and the County:
  - Board members were thanked for making calls to members of the House Courts Subcommittee requesting their support in passing *Senate Bill 392 (SB 392)*. This bill permits the court to proceed with a hearing for the involuntary commitment of a juvenile in instances where both parents cannot be notified if, at the hearing, the court determines that a **reasonable effort** was made to serve the petition and notice of the hearing on both parents. If this bill is not passed, this can result in juveniles not receiving the appropriate level of care. It was further reported that this bill passed in committee 8 – 0.
  - The second bill being monitored, was not supported. This bill mandated that the CSB would provide some jail services, but did not allow for adequate flexibility in the services to be provided. This bill was tabled and is unlikely to be seen this session. It was clarified that a bill is rarely readdressed in the same session in which it has been tabled.
- Mr. Washington read from a letter sent by the family of an individual who recently received attention from the Mobile Crisis Unit (MCU). The individual was in crisis and engaged in an escalating event. Fairfax County Police called in the MCU and due to the actions of the MCU staff, Steven Black, Chelsea Sargent and Jeanne Cowan, the situation was ultimately de-escalated and the individual agreed to voluntary commitment. The family expressed deep gratitude to the CSB and to the members of the responding MCU in particular.
- Lisa Potter distributed copies of the FY 2018 Q2 CSB Status Report and Data Definitions encouraging members to contact her with any questions.

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 6:27 p.m.

Actions Taken--

- ◆ The January 24, 2018 meeting minutes were approved.

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Date

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Staff to Board

## ***Behavioral Health Oversight Committee Meeting Notes***

**Date:** January 10, 2018

**Location:** Merrifield Center, First Floor, Room 1-308A/B West

**Board and Associate Members:** CSB Board Chair Suzette Kern; CSB Board Member Captain Basilio ‘Sonny’ Cachuela Jr.; CSB Board Member Diane Tuininga; CSB Board Member Adrienne Walters; Terry Atkinson, Gartlan Advisory Board; Lila Corey, Community Residences, Inc.; Lauren Goldschmidt, ServiceSource, Inc.; Wendy Gradison, PRS, Inc.

**Staff:** Lyn Tomlinson, Assistant Deputy Dir., Acute & Therapeutic Treatment Services; Mark Blackwell, Director Office of Consumer and Family Affairs; Lucy Caldwell, CSB Communications Director; Jean Hartman, Assistant Deputy Director, Community Living Treatment and Supports; Evan Jones, Director, Employment and Day Services; Jean Post, Director Northern Virginia Regional Projects; Connie Price, CSB Housing; Daryl Washington, CSB Deputy Director, Clinical Operations. Also present were other private sector staff as well as members of the public

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Meeting Call to Order	Meeting was called to order at 5:00 p.m.	Suzette Kern	
Opening Remarks Announcements	Suzette Kern, acting in place of absent Chair Gary Ambrose, welcomed all attendees and introduced speaker Vincent Rogers from the Fairfax County Redevelopment & Housing Authority (FCRHA).		
Affordable Housing in Fairfax County	<p>Vincent Rogers, provided an update to current and planned housing efforts, distributing handouts of the PowerPoint presentation prepared for the committee. Some additional information/clarification was offered, the highlights of which include:</p> <ul style="list-style-type: none"> <li>• Stating there is a critical demand for affordable housing in Fairfax County, it was explained there is an emphasis on workforce and senior housing needs. A clarification of the HUD measure for housing need was offered to explain that is is determined by households paying more than 30% of household income on housing costs.</li> <li>• Extremely low income was clarified as 30% of Area Median Income.</li> <li>• Work is ongoing for the first community-wide housing strategic plan.</li> <li>• The housing programs being described serve residents from 0 to 100% median income, it was made clear that the emphasis continues to be on residents with the greatest need, one factor of which is income of those served.</li> <li>• Pointing out that the voucher funding utilization rate is 102%, it was explained that the rate exceeds 100% because funding reserves have been accessed to maintain the highest possible voucher utilization rate.</li> </ul>	Vincent Rogers, Director, Policy, Reporting and Communications (PRC) FCRHA	

## ***Behavioral Health Oversight Committee Meeting Notes***

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• Reporting there have been some significant changes to the voucher program, this was a result of anticipated changes in federal funding. Some of the changes include:               <ul style="list-style-type: none"> <li>○ The County is a Moving to Work Authority, a HUD designation that allows changes to the two federally funded programs, Public Housing and Housing Choice Voucher, based on the needs of the community. This involves identifying households as “work-able” in which at least one family member is able to work or “non-work-able” in which no family member is able to work.</li> <li>○ Clarification to revision of the standard rental subsidy was offered explaining that rental subsidy is assigned based on the number of household members (2 persons per bedroom) noting that the subsidy is not impacted by the number of bedrooms in the home. If a family qualifies for a 2-bedroom subsidy, the subsidy amount remains the same, regardless of the number of bedrooms in the residence.</li> <li>○ It was noted the planned revisions are phased to allow one year or more before the changes are scheduled to take effect.</li> <li>○ Housing wait lists for Housing Choice Voucher and Public Housing have been closed to new applicants for 10 years. It was also reported that there are no term limits for either program, residents remain in a program as needed with opportunities to move through the housing continuum.</li> </ul> </li> </ul> <p>Committee and Associate members engaged in a robust discussion.</p>		
Minutes	<p>The November 8, 2017 Behavioral Health Oversight Committee draft minutes were provided for review. Following review, Diane Tuininga made a motion to accept the minutes as presented, which was seconded and passed unanimously.</p>	Committee Members	
Associate Member Presentations and Concerns	<p>Several Associate Members provided updates to recent agency activities.</p> <ul style="list-style-type: none"> <li>• <i>Lauren Goldschmidt, ServiceSource</i>; reported an upcoming visit from The Commission on Accreditation of Rehabilitation Facilities (CARF)</li> <li>• <i>Wendy Gradison, PRS, Inc.</i>; offered an update to the Psycho-Social Rehabilitation Services Stakeholder Survey. It was reported that the event at the Tysons Recovery Academy in November resulted in valuable feedback from both staff and client focus groups. It was further reported that the event at the Mt. Vernon Recovery Academy was rescheduled for January 25, 2018.</li> </ul>	Associate Members	

## Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• <i>Terry Atkinson, Gartlan Advisory Board</i>; offered several updates including                             <ul style="list-style-type: none"> <li>○ A notice that the Gartlan Advisory Board Meeting had just occurred on Tuesday, January 9<sup>th</sup>;</li> <li>○ Announcement of the Nexus conference scheduled for Monday, March 5, 2018 at Erin D. Berman, Ph.D., clinical Psychologist, with National Institute of Mental Health NNIMH) is scheduled to present. More information will be provided as it becomes available</li> </ul> </li> <li>• Gartlan staff and clients participated in a Holiday Dinner Party at which there were more than 85 attendees. Noting the food was provided by Boston Market at a discounted price, Mr. Atkinson reported the event was well-received with the likelihood of making this an annual event.</li> </ul>		
Matters of the Public	None were presented		
Staff Reports	<p>Lyn Tomlinson offered several updates to include the following:</p> <ul style="list-style-type: none"> <li>• A reminder was offered that Tisha Deeghan assumed her new position as Deputy County Executive of Health and Human Services on Monday, January 8, 2018. Stepping in as acting Executive Director is Daryl Washington. It was further reported that Ms. Tomlinson is now the assigned staff to the Behavioral Health Oversight Committee beginning with this meeting.</li> <li>• The second Mobile Crisis Unit has official work hours of Monday – Friday from 10:00 a.m.- 10:30 p.m. and on Saturday and Sunday from 12:00 p.m. – 8:00 p.m.</li> <li>• Referring to Lines of Business II (LOBs II), Ms. Tomlinson noted results of those efforts included a decision to move the Infant &amp; Toddler Connection (ITC) Program from the CSB to the Office for Children (OFC). Realignment efforts include budgetary and technological alignment, as well as staff communication considerations.</li> <li>• Reporting an overview of the multi-agency Opioid Plan was provided at the Health &amp; Human Services (HHS) Committee meeting on January 9, 2018, a copy of the presentation (PowerPoint) will be provided to the full board. Topics included prevention, community education, treatment, law enforcement involvement, and safe storage and disposal of opioids.</li> </ul> <p>Jean Post distributed a flyer announcing that, as of January 1, 2018, crisis stabilization services for individuals of all ages with developmental disabilities are available through one service provider in Northern Virginia via the REACH (Regional, Education, Assessment, Crisis Services, Habilitation) program.</p>		

## ***Behavioral Health Oversight Committee Meeting Notes***

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 5:46 p.m.	Suzette Kern, CSB Board Chair	

March 14, 2018  
Date Approved



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Prepared by Erin Bloom

## ***Behavioral Health Oversight Committee Meeting Notes***

**Date:** February 14, 2018

**Location:** Merrifield Center, First Floor, Room 1-308A/B West

**Board and Associate Members:** CSB Board member Gary Ambrose; CSB Board Member Captain Basilio ‘Sonny’ Cachuela Jr.; CSB Board Member Diane Tuininga; Peter Clark, Northern Virginia Mental Health Foundation; Gordon Dean, Concerned Fairfax; Lauren Goldschmidt and Theresa Piccolo, ServiceSource, Inc.; Wendy Gradison, PRS, Inc.; Eleanor Vincent, Pathway Homes, Inc.

**Staff:** Lyn Tomlinson, Assistant Deputy Dir., Acute & Therapeutic Treatment Services; Daryl Washington, Acting Executive Director; Mark Blackwell, Director Office of Consumer and Family Affairs; Lucy Caldwell, CSB Communications Director; Evan Jones, Director, Employment and Day Services; Jean Post, Director Northern Virginia Regional Projects.

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Meeting Call to Order	Meeting was called to order at 5:00 p.m.	Gary Ambrose	
Opening Remarks Announcements	Gary Ambrose, welcomed all attendees following which introductions including name, title or agency	Gary Ambrose	
Minutes	As only three of seven members were in attendance, there was no quorum. Acceptance of the January meeting notes was tabled until the March meeting.	Committee Members	
Associate Member Presentations and Concerns	<p>Several Associate Members provided updates to recent agency activities.</p> <ul style="list-style-type: none"> <li>• <i>Lauren Goldschmidt, ServiceSource</i>; reported the Commission on Accreditation of Rehabilitation Facilities (CARF) agency review was completed in January with the results pending.</li> <li>• <i>Wendy Gradison, Psychiatric Rehabilitation Services, Inc.</i>; offered a reminder of several scheduled relocation moves including: <ul style="list-style-type: none"> <li>○ The PRS headquarters will relocate at the end of March.</li> <li>○ The day program will relocate from Tyson’s to Fairfax, further noting a program name change from the currently titled PRS Tysons to PRS Fairfax.</li> <li>○ The Call Center will move from Arlington to be co-located in the new PRS headquarters. This move is scheduled for the end of April to allow sufficient time for confirmation that the phone lines are working without issue as this is a phone and text resource and a seamless transition is essential.</li> </ul> </li> </ul>	Associate Members	

## ***Behavioral Health Oversight Committee Meeting Notes***

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• <i>Eleanor Vincent, Pathway Homes</i>; provided an update to recent activities noting the Consumer Advisory Council is spending some time in Richmond in training and meetings with legislators.</li> <li>• <i>Peter Clark, Northern Virginia Mental Health Foundation</i>; provided information on a recent grant request for assistance with housing for which further resources may be needed. Input was provided by staff and attendees.</li> </ul>		
Matters of the Public	None were presented		
CSB Communications and Community Outreach	<p>Lucy Caldwell provided information on the various efforts to publicize CSB and partner services and supports available to the community. Board and Associate Member feedback and questions were encouraged. Some highlights of the slideshow presentation included:</p> <ul style="list-style-type: none"> <li>• The role of the Communications Team was clarified as support to all CSB staff, the CSB Board, the media, the community, other agencies, partners, and provider partners to broadcast information to the widest community audience.</li> <li>• Efforts are made to ensure that information and literature is provided in a clear, simple, and informative format to appeal to a comprehensive number of community members.</li> <li>• Information is provided to the community in abundant locations and varied formats</li> <li>• Efforts are made to address current trends, areas of community concern or public focus, and to advertise new services and supports in a relatable manner. Efforts may include publications, participation in public groups or forums, creation of or participation in live-streaming and videos, and other various forms of media.</li> </ul> <p>Attendees engaged in a robust discussion.</p>	Lucy Caldwell	
County Opioid Strategy and Funds Allocation Projections Beyond 2018	<p>Lyn Tomlinson provided some context to the Opioid Epidemic reporting a 22% increase in the number of individuals with an opioid abuse disorder between 2011 – 2017. Initially addressed with the establishment of a local Opioid Task Force and the Governor’s Task Force in the Autumn of 2014, involved parties included law enforcement, CSB, Commonwealth Attorney, and community members. Involvement has grown to include schools, Inova, the Chris Atwood Foundation, family members in recovery as well as family members who have lost loved ones, and individuals in recovery. Some results of the Task Forces are highlighted below.</p> <ul style="list-style-type: none"> <li>• Reports submitted to the Board of Supervisors (BOS) in 2015 and again in January 2018.</li> <li>• The 2018 report included two primary goals:</li> </ul>	Lyn Tomlinson	

## ***Behavioral Health Oversight Committee Meeting Notes***

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>○ A reduction in deaths through prevention and harm reduction</li> <li>○ Use data to describe the problem, target intervention, and evaluate the effectiveness.</li> <li>● Five target areas were identified to include:               <ul style="list-style-type: none"> <li>○ Education and Awareness; included in the presentation provided earlier by Lucy Caldwell</li> <li>○ Drug storage and Disposal; planned expansion includes exploring partnerships with pharmacies to provide drug disposal boxes.</li> <li>○ Treatment; includes project REVIVE! With an estimated 1,300 individuals trained, training and Narcan is being offered to inmates discharging from jail and Training of Trainer (ToT) classes for sustainability of the project. Additionally, the BOS awarded \$1.1M to address the opioid epidemic, efforts include expansion of the MAT (Medication Assisted Treatment) program, reduction of wait times for services through contract services, housing for individuals discharging from residential services, working with schools for placement of Substance Abuse Counselors in schools to address an increase in the number of students who admit to using opioids, and collaboration with the Health Department to work with medical providers on opioid prescription reduction.</li> <li>○ Enforcement of Criminal Justice; increased efforts by law enforcement and Commonwealth Attorney's to increase arrests of dealers.</li> <li>○ Data Monitoring; includes the use of data to identify fluctuations in areas of concern, both geographically and behaviorally, to inform staff where services are needed and that services are not duplicative.</li> </ul> </li> <li>● There is a plan to collaborate with Inova and the Arc of Northern Virginia to have a recovery peer made available to individuals hospitalized from an overdose, assisting the individual to connect with services at discharge.</li> <li>● Lucy Caldwell reported collaboration with the County Communications office to further publicize the services available including proposed advertisements on buses and bus stops. Further information will be provided as it becomes available.</li> </ul>		
Staff Reports	<p>Lyn Tomlinson reported a successful Diversion First Stakeholders meeting.</p> <p>Evan Jones distributed flyers to the members highlighting the following two events:</p>		

## ***Behavioral Health Oversight Committee Meeting Notes***

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• A proclamation declaring March 2018 Developmental Disabilities Month will be announced at the BOS meeting on February 20, 2018. It was noted that the proclamation will be preceded by a reception. Attendance was encouraged, further noting that later in the meeting, the FY 2019 Advertised Budget would be submitted by the new County Executive, Bryan Hill.</li> <li>• The establishment of the Welcoming Inclusion Network (WIN) Stakeholders Group, resulting from input received from the community meetings that were conducted Summer of 2017. This is planned to be an ongoing group with the first meeting scheduled for Monday, February 26, 2018 at 6:30 p.m.in rooms 2/3 at the Government Center.</li> </ul> <p>Attendance at both events was highly encouraged.</p> <p>Daryl Washington offered a reminder that the Infant &amp; Toddler Connection program will be transitioned to be included in services offered by the Department of Family Services (DFS)/Office for Children (OFC). This realignment was identified in the Lines of Business II (LOBs II) process as ITC services closely align with DFS/OFC services, including working closely with Fairfax County Public Schools (FCPS). The official transition will be effective July 1, 2018.</p> <p>Mr. Washington also reported on some changes to the Department of Administration of Human Services (DAHS) affecting the CSB, including the following:</p> <ul style="list-style-type: none"> <li>• Formal assignment of DAHS staff to the Health and Human Service agencies to which they have been deployed. Some of the support services provided to the CSB by DAHS staff include fiscal and billing, human resources, and some administrative staff. The reorganization of DAHS will be official July 1, 2018.</li> <li>• The establishment of the Office of Strategy Management. This new agency will coordinate cross agency projects and initiatives.</li> <li>• The Office to Prevent and End Homelessness (OPEH) is nearing the end of the 10-year plan to end homelessness. Future planning includes continuing to address homelessness and those at risk of homelessness in the county as well as assuming some new projects including housing and working with individuals with disabilities served by the CSB.</li> <li>• A 15-year plan has been developed to create a centralized process for entry into homeless shelters in the community. This process will provide one contact when seeking placement in a shelter. The implementation of the new process is anticipated to occur in the next few months. More information will be provided as it becomes available.</li> </ul>		

## **Behavioral Health Oversight Committee Meeting Notes**

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 6:20 p.m.	Gary Ambrose, Chair	

March 14, 2018

Date Approved



Prepared by Erin Bloom

# CSB Fiscal Committee Meeting Notes

**Date:** February 16, 2018

**Attending:** Captain Basilio 'Sonny' Cachuela Jr, Chair; Jennifer Adeli; Gary Ambrose; Ken Garnes; Suzette Kern, and Bettina Lawton

**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 January 19, 2018 meeting as presented.

### Financial Status

Michael Lane and Robyn Fontaine provided financial status updates, some highlights of which include:

- *Pay Period Metrics*
  - A draft copy of the Pay Period Metrics report, with proposed revisions, was provided. An overview of the proposed revisions was provided in explanation of what information was retained and which removed. Following discussion, further revisions were requested, to include:
    - Some prior financial information should be provided to allow comparison to current data. A reminder was offered that the Modified Fund Statement would provide the proposed data, with reductions in revenue highlighted and explained.
    - It was further requested that the Modified Fund Statement would be provided to the committee for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters providing data through March. To monitor year end activities, the Modified Fund Statement will be provided in May to provide data through April with year End data provided in July.
    - Staff will also advise the committee of any key issues or anything atypical that might occur between May and June.
  - As of Pay Period 02, there were 122 vacant general merit positions, 22 over the Vacancy Breakeven Point.
- *FY 2018 Third Quarter Review*
  - Directing attention to copies of the FY 2018 Third Quarter Review provided in the committee materials, an overview was provided, noting the following:
    - Although reporting a significant projected YE balance, it was clarified that the balance includes accumulated reserves and special project funding. In consideration of this, the FY 2018 ending balance is projected to be approximately \$12.5M.
    - Talking points will be prepared for the full board for clarification of the projected balance. Included in the talking points will be an explanation

# CSB Fiscal Committee Meeting Notes

regarding the classification of the CSB as a Special Fund Agency that allows accumulation of unspent reserve funds.

- *FY 2019 Budget Submission Update*
  - In follow up to previous updates, Michael Lane distributed copies of the finalized CSB FY 2019 Budget Submission report, reporting that the final amounts are included in the FY 2019 Advertised Budget submission to the BOS on February 20, 2018. A further briefing will be provided to the full Board at the meeting on Wednesday, Feb. 28<sup>th</sup>.

## ITC – Infant & Toddler Connection

Daryl Washington distributed a document related to the transition of Infant & Toddler Connection (ITC) to the Department of Family Services/Office for Children (DFS/OFC). The document, which provides information related to the program move, will be provided to Board members in preparation for advising their District Supervisor or responding to inquiries.

## Human Resources (HR) Update

Marta Cruz directed attention to the HR update forms noting that both a Current and a Proposed format were provided for committee review and feedback. Recommendations included a request to include two months of comparative data related to critical position recruitment and to continue to provide the titles of the critical positions that is helpful in tracking positions filled in the designated critical areas. In addition, Opioid staff recruitment will be added to the update report beginning July 1.

- Position Status:
  - As of February 10, 2018, the number of vacant general merit positions was 115, a decrease of 7 from the previous period.

## Diversion First

Daryl Washington noting recent Diversion First recruitment efforts were included in the critical position recruitment HR Update report, additional highlights included:

- Positions recently filled include three Behavioral Health Specialists hired at the Adult Detention Center, a second nurse that is currently being onboarded, and multiple Peer Support Specialists that are being added to the Jail Diversion Team.
- The second Mobile Crisis Unit is now functioning seven days/week.
- It was noted that there is a 32% increase in Emergency Custody Orders (ECO's), with continued increase anticipated.
- Implementation of medical clearance in the MCRC (Merrifield Crisis Response Center) continues to be a key focus. Staff is working with Supervisor Cook and Inova to develop a plan for moving the service from CHCN (Community Health Care Network) on the fourth floor of the Merrifield Center to Emergency Services, located on the first floor and offering an opportunity to provide medical clearance where the individual is initially seen, rather than being escorted through the building to obtain the medical clearance.

## Time to Treatment

## CSB Fiscal Committee Meeting Notes

Mr. Washington directed attention to charts included in the meeting materials, offering an overview of the data to include:

- Acknowledging some lengthy wait times illustrated in the charts, it was confirmed that longer wait times are a combination of site preference and staff turnover, compounded by recruitment of appropriately credentialed and licensed clinical staff.
- Strategic planning staff is assisting with a procedure to identify numbers of individuals affected by the wait times at each site.
- Noting there is a goal of no more than 1-2 hours wait time for assessment and approximately 2-3 days for an initial appointment, the extensive wait times recorded at some sites is primarily attributed to the difficulty in recruitment and retention of appropriately licensed clinical staff.

An engaged discussion ensued.

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

- Further revision of the Modified Fund Statement
- Further revision of the HR Update

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

- Prepare Talking Points to illustrate the FY 2018 projected ending balance total including the impact of the reserves and special projects funding.
- FY 2019 Budget Submission, final funding requests

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

Fiscal Oversight Committee meeting

Friday, March 16, 2018, 9:00 am

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