



# 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, May 23, 2018  
5:00 p.m.

- |   |                                     |           |
|---|-------------------------------------|-----------|
| <b>1. Meeting Called to Order</b>   | Suzette Kern                        | 5:00 p.m. |
| <b>2. Matters of the Public</b>   | Suzette Kern                        |           |
| <b>3. Amendments to the Meeting Agenda</b>  | Suzette Kern                        |           |
| <b>4. Approval of the April 25, 2018 CSB Board Meeting minutes</b>  | Suzette Kern                        |           |
| <b>5. Matters of the Board</b>  |                                     |           |
| <b>6. Committee Reports</b>   |                                     |           |
| A. Behavioral Health Oversight Committee  | Gary Ambrose                        |           |
| B. Fiscal Oversight Committee   | Basilio 'Sonny' Cachuela, Jr.       |           |
| C. Developmental Disabilities Committee   | Sheila Jonas/Jane Woods             |           |
| D. Other Reports  |                                     |           |
| • CSB Board Officer Nominating Committee  |                                     |           |
| • FY 2019 Human Services Issue Paper  |                                     |           |
| <b>7. Action Items</b>  |                                     |           |
| A. SAMHSA Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis Grant Application | D Washington/L Yager/L Bell         |           |
| B. DOJ, Office of Justice Programs, BOJ Assistance for FY 18 Justice and MH Collaboration Program Grant Application   | D Washington/M Farina-Morse/L Yager |           |
| C. Justice and Mental Health Collaboration Program Grant Application Request  | D Washington/M Farina-Morse/L Yager |           |
| D. CSB Board Compliance Committee Charter – Approval  | Suzette Kern                        |           |
| E. Establishment of CSB Ad Hoc Fee Policy Review Committee  | Michael Lane                        |           |
| F. Approval of CSB Board Policy Revisions   | Suzette Kern                        |           |



# Community Services Board

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8. **Director's Report**

- *Springfield Site Closure*

Daryl Washington

Michael Lane

9. 1. **Closed Session:**

1. ***Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, pursuant to Va. Code § 2.2-3711 (A)(1); and***
2. ***Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Va. Code § 2.2-3711(A)(8); and***
3. ***Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Va. Code § 2.2-3711(A)(29).***

10. **Adjournment**

# Fairfax-Falls Church Community Services Board

April 25, 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’ Cachueta Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; Molly Long; Edward Rose; Nancy Scott; Diane Tuininga; Adrienne Walters; and Jane Woods

The following CSB members were absent: Paul Luisada

The following CSB staff was present: Daryl Washington; Michael Lane; Lara Larson; Victor Mealy; Lisa Potter; Lyn Tomlinson; and Laura Yager

## 1. Meeting Called to Order

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

## 2. Introduction

CSB Board Chair Suzette Kern and Board members welcomed County Executive Bryan Hill to the meeting. Mr. Hill provided some brief background information, noting the primary focus of his first few months has been the FY 2019 Advertised Budget, offering a reminder that it is scheduled for approval May 1, 2018. Announcing that the *FY 2019 Budget Markup Process and FY 2020 Budget Plan Recommendations* was recently published on the county website, Mr. Hill encouraged all present to read the document, noting that it provides in-depth and concise guidance to the Advertised Budget. Acknowledging that FY 2020 is anticipated to provide substantial fiscal challenges, Mr. Hill noted a need to begin identifying fiscal efficiencies for the FY 2020 Advertised Budget. Mr. Hill also shared that the Board of Supervisors and County staff are beginning development of a county-wide strategic plan, further noting that this plan will provide a base for all county agency strategic plans, thereby supporting development of collaborative goals to benefit the citizens of Fairfax County.

## 3. Matters of the Public

None were presented.

## 4. Amendments to the Meeting Agenda

The agenda was provided for review and approved as presented.

## 5. Approval of the Minutes

Draft minutes of the March 28, 2018 meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no suggestions for revision were offered, Bettina Lawton made a motion for approval, which was seconded and passed.

## 6. Matters of the Board.

Suzette Kern offered a reminder that she, Bettina Lawton, and Jennifer Adeli testified before the Budget Public Hearings before the Fairfax County Board of Supervisors (BOS) on Wednesday, April 11, 2018.

Ms. Kern shared with the Board that Sunday, April 15, 2018, Gary Ambrose received the 2017 Fairfax County Citizen of the Year Award from the Fairfax County Federation of Citizens Association at the Sixty-Eighth Annual Awards Banquet.

## 7. Committee Reports

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

Gary Ambrose provided details of the April meeting, including the following:

- Offering a reminder of two proposals presented to Committee and Associate members at the March meeting, Mr. Ambrose reported the responses as noted:
  - Committee and Associate Members unanimously declined to change the meeting recurrence to bi-monthly,
  - Associate Members enthusiastically supported an offer to present an overview of their agency opportunities, challenges, strategic goals, and operations each month. Members were asked to contact Board Clerk Erin Bloom to schedule a meeting for their presentation.
- Heather Peck with the Laurie Mitchell Empowerment and Career Center provided the initial Associate Member presentation, accompanied by three colleagues and an individual receiving services. These individuals included Mary Peterson, an individual receiving services, who testified to the impact on her life from receiving employment supports; Carlton Vanlowe, a peer employed at the Center, provided insight into the provision of pre- and post-employment services; Gauri Malaviya, who noted the value of her experience as an individual receiving services that led to her becoming a Peer Employment Specialist; and Hong Nguyen, a support staff member with a disability, who reported the impact of the services provided on both the service recipient and staff.
- Members were encouraged to read the minutes of the April meeting to learn more about the informant provided.

**The next BHOC meeting is scheduled Wednesday, May 9, 5:00 p.m. at the Merrifield Center, Level 1-Room 308A/B.**

### B. *Fiscal Oversight Committee:*

Captain Basilio ‘Sonny’ Cachuela, Jr provided the update to the April meeting, some highlights of which included:

- There is a projected Year End balance of \$19M that includes one-time funding for Employment & Day, Opioids, and contractual obligations. It was further noted that the positive balance is anticipated to be beneficial in FY 2019.
- One-time non-recurring requests include the Springfield transition, relocation, and configuration of space. Additional information related to the Springfield site closure will be provided by Michael Lane, scheduled later in the agenda.
- Michael Lane reported preparation planning is underway for anticipated legislative approval of Medicaid Expansion.

- Michael Lane provided an update to MTM and the implementation of STEP-VA requirements same-day access and time-to-treatment, noting ongoing monthly meetings to identify efficiencies.
- The job advertisement for the Fiscal Manager was placed Saturday, April 21 and will remain open for three weeks. Captain Cachuela has agreed to participate in the second-round interview panel.
- As of April 14, 2018, there were 106 Vacant General Merit Positions, a continued decrease in vacancies. A reminder was offered that approval of the third quarter will provide 22 new positions in addition to the 19 positions included in the FY 2019 budget, impacting the number of Vacant General Merit positions.
- Daryl Washington provided a Diversion First update report, some highlights of which include:
  - Jail Based and Jail Diversion staff have 5 vacancies out of 40 positions, noting 15 hires have occurred in the last year.
  - Efforts are ongoing to arrange for individuals discharged from the ADC (Adult Detention Center) and in need of mental health services, to be transported to Northern Virginia Mental Hospital (NVMHI) rather than the much longer trip to Western State Hospital in southern Virginia.
  - A new lead CIT (Crisis Intervention Team) officer with the Fairfax County Police Department has just started in the MCRC (Merrifield Crisis Response Center).
- The Time to Treatment update included notice of an overall decrease in adult wait times at all listed locations except for Reston and an increase in youth wait times attributed to a need for a Spanish speaking therapist.

**The next meeting is Friday, May 18, 9:00 a.m. at the Pennino Building, Room 836A.**

*C. Developmental Disabilities (DD) Committee:*

Sheila Coplan Jonas provided highlights of the April meeting including:

- Agency representatives were encouraged to consider joining the committee as non-voting Associate Members.
- Attendees introduced themselves, including a brief synopsis of the services offered. Ms. Jonas noted the introductions highlighted the myriad services available to assist the needs of individuals in the DD population.

**The next meeting is Wednesday, June 6 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B.**

*D. Other Matters*

Ken Garnes, offering a reminder of a prior discussion proposing revision to preparations for the legislative session, noted that efforts are ongoing to identify the areas that are in need of revision and planning. Mr. Garnes further noted that CSB workforce planning includes communication staff to assist with CSB Board legislative preparations. More information will be provided as it becomes available.

## 8. Action Item

### A. *CSB Officer Nominating Committee*

Suzette Kern, noting the CSB Bylaws require three board members serve on the officer nominating committee, proposed appointing the following board members to the FY 2019 CSB Officer Nominating Committee; Ken Garnes, Captain Basilio ‘Sonny’ Cachuela, Jr, and Gary Ambrose. A motion was offered, seconded, and passed.

CSB Board members interested in serving as a CSB Board officer were asked to contact any of the three members appointed to the nomination committee prior to the May 24<sup>th</sup> CSB Board meeting. A reminder was offered that approval of new officers is offered for vote at the June board meeting.

## 9. Information Item

### A. *FY 2019 – FY 2020 CSB Community Services Performance Contract*

Lisa Potter directed Board attention to the Action Item included in the Board materials and provided highlights of the FY 2019 – FY 2020 Biennial Community Services Performance Contract process. Ms. Potter further provided an overview of the estimated timeline, including projected due dates, highlighting the scheduling related to CSB Board meetings. Board members and staff discussed the required CSB Board and BOS procedures.

## 10. County Opioid Task Force / Opioid Services Update

Lyn Tomlinson provided a PowerPoint presentation offering an overview of recent CSB efforts to combat the Opioid Epidemic. Noting a more in-depth update is planned to precede a future Board meeting, Ms. Tomlinson reported recent attendance at the National Council for Behavioral Health *Natcon18 Conference*, noting that the up-to-date data received at the conference impacted this presentation. Highlighted CSB efforts included

- Most opioid overdoses occur in the home, prompting the Surgeon General to issue the first advisory in 10 years, emphasizing the importance of the overdone-reversing drug naloxone, knowing how to use it and keeping it at hand.
- Overdose demographics have broadened to include more diverse racial groups and expanded to a wider range of ages. On a related note, HIV, Hepatitis C, and Substance Exposed infant births are increasing.
- Some CSB efforts include expanded MAT (Medication Assisted Treatment). Additionally, an ITC (Infant and Toddler Connection) pediatrician sent a letter to area pediatricians with an alert to the increase of substance exposed infants, including signs of exposure and available resources.
- Noting that Diversion efforts are also ongoing, it was reported that Detox Diversion staff go into the community between the hours of 3:00 p.m. and 1:00 a.m. and law enforcement can also drop off individuals at the Chantilly Detoxification Center, as is done at the MCRC (Merrifield Crisis Response Center).
- A plan is being developed to include Narcan/naloxone administration training in Mental Health First Aid (MHFA) training, including the distribution of Narcan to successful participants. It was further reported that some pharmaceutical companies

will be donating Narcan to the National Council for distribution to their members, of which the CSB is one, for further distribution to their clients.

- It was noted the Opioid Task Force is comprised of CSB staff, Law Enforcement, other government agencies, private providers, schools, individuals in recovery, and family members who have lost someone to the epidemic.
- Other efforts include a video recently published by Sharon Bulova highlighting the ways to get involved in combating the opioid epidemic throughout Fairfax County, and a panel of national experts, highlighting state-wide efforts to address the opioid epidemic, was convened by former Virginia Secretary of Health and Human Services William Hazel. Erin Bloom was asked to forward webpage links for both events to the Board.

## 11. Director's Report

Daryl Washington provided several updates to recent and planned CSB activities including the following:

- Michael Lane provided a brief overview of the FY 2019 – FY 2020 budget noting the proposed tax rate was published as 2¢ instead of the 2.5¢ that was initially advertised. Two additional items of note included the Health and Human Services Innovation Fund, still in development, and the Welcoming Inclusion Network (WIN) and Employment & Day funding. Additional information on these items will be provided as it becomes available.
- Providing an update to the closure of the Springfield site including the relocation of services, Mr. Lane reported monthly meetings with Will Williams and Patrick McConnell for continued development of project plans, with a reminder that the lease expires December 31, 2018. Sites under consideration include Merrifield, South County, and Gartlan. Acknowledging that transportation and site preference are key factors, it was further acknowledged that anticipated facility revisions will need to be considered. Mr. Washington added an update noting the regular meetings being held with clients and family members, further noting there will be ongoing meetings to provide transparency into the progress and planning of the move. Board members and staff engaged in robust discussion. The board requested that Mr. Washington follow up with a written plan to the board on how and when clients will be involved in the process going forward.
- Providing an update to the Virginia state budget, Mr. Washington reported anticipation of approximately \$270K to implement STEP-VA. It was also announced that the Department of Behavioral Health and Disability Services (DBHDS) has hired a new Commissioner, Dr. Hughes Melton, former Chief Deputy Commissioner with the VA Dept. of Health, anticipating an announcement soon.
- The CSB Spirit of Excellence Awards Ceremony is scheduled for April 26, 2018 at the Government Center Board Auditorium, preceded by a reception at 9:30 a.m.
- It was reported that Thursday, April 26 and Friday April 27, visitors from Illinois will be visiting to examine Diversion First practices and participate in discussion of diversion practices. Beginning with a tour of the Merrifield Center, the visit will conclude with a tour of the Adult Detention Center.

- There will be a Diversion First Stakeholders meeting on Monday, May 7th at the Government Center from 7:00 p.m. – 9:00 p.m. in rooms 4 & 5.
- Jean Hartman’s position has been advertised well in advance of her retirement date in recognition of the need for a well-planned transition.
- CSB staff accompanied by staff from the Sheriff’s office are scheduled to tour The Healing Place on May 14, 2018 to learn more about their diversion practices.
- The Director of Housing for Fairfax County will be providing an update to the Health and Human Services meeting on May 8th. The Housing Director has offered to provide an update to the Board upon request as well. Suzette Kern stated that an update to the board would be helpful and asked Mr. Washington to follow up.
- Referencing the Organizational Assessment, Year 2, that was completed by approximately 400 staff, Mr. Washington provided highlights of the results to include:
  - *Leadership*; areas of improvement include communication, transparency, and compliance and training.
  - *Staff Development*; requests for more time and opportunities for training, and more opportunities for cross-agency collaboration.
  - *Work Relationships*; reporting great team support and collaboration, greater support and guidance is requested from the leadership team.
  - Action steps for the leadership team include focused review of the feedback to develop a plan of tangible steps for improvement in the hope of a significant difference in the feedback received in year 3 of the survey.
  - A detailed discussion followed with questions from board members asking for clarification on the results presented.

## 12. Closed Session

At 6:32 p.m. a motion was offered, seconded, and passed to meet in closed session Regarding written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege pursuant to Va. Code §2.2-3705.1(2), and discussion of information relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Va. Code §2.2-3705.1(12).

The Board reconvened the open session at which time a motion was offered, seconded and passed, that in accordance with Virginia Code Section 2.2-3712, the CSB Board certify that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered in Closed Session.

## 13. Other Matters

Suzette Kern proposed the formation of an Ad Hoc Compliance Committee with a goal of establishing a Standing CSB Board Compliance Committee. A one-time meeting is planned for the Ad Hoc Committee, the purpose being, to review the previously drafted charter, define the scope and membership, and establish a timeline to quickly establish a standing

CSB Board Compliance Committee. Board members interested in serving on the Ad Hoc Committee were asked to please notify Board Clerk Erin Bloom.

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 6:34 p.m.

Actions Taken--

- ◆ The March 28, 2018 CSB Board meeting minutes were approved.

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Date

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Staff to Board

DRAFT

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

**Date:** April 11, 2018

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

**Board and Associate Members:** Chair, Gary Ambrose; CSB Board Member Captain Basilio ‘Sonny’ Cachuela Jr.; CSB Board Member Diane Tuininga; Peter Clark, Northern Virginia Mental Health Foundation; Lauren Goldschmidt, ServiceSource, Inc.; Wendy Gradison, PRS, Inc.; Heather Peck, Executive Director Laurie Mitchell Empowerment and Career Center; Bill Taylor and Gordon Dean, Concerned Fairfax.

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

**Associate Member Presenters:** Laurie Mitchell Empowerment and Career Center, Heather Peck, Executive Director; Mary Peterson, Carlton Van Lowe, Gauri Malaviya, and Hong Nguyen

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Meeting Call to Order	Meeting was called to order at 5:04 p.m.	Gary Ambrose	
Opening Remarks Announcements	<p>Gary Ambrose welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including name and relationship to the Committee.</p> <p>Mr. Ambrose provided an update on two items proposed at the March meeting, as noted below:</p> <ul style="list-style-type: none"> <li>• Committee and Associate Members were polled at the March meeting to find out if there was any interest in revising the meeting schedule from monthly to bi-monthly. Members in March and at this meeting were unanimous in declaring no interest in revising the meeting schedule.</li> <li>• Associate Members responded very positively when polled to determine interest in providing agency presentations at monthly meetings. To that end, Associate Members were encouraged to contact Board Clerk Erin Bloom to register an agency presentation as available/preferred.</li> </ul>		
Meeting Notes	As there was no quorum, the March 2018 BHOC Meeting notes were tabled until the May 2018 meeting.	Committee Members	
Associate Member Presentations and Concerns	<ul style="list-style-type: none"> <li>• <i>Wendy Gradison, Psychiatric Rehabilitation Services (PRS)</i>; offering an update to the scheduled relocation of the PRS Day Program from Tysons to Fairfax, noted the move had only been delayed one week, further noting a successful program move this past week. An open house is planned and</li> </ul>	Associate Members	

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

Topic	Action	Responsible Party	Due Date
	<p>more information will be provided as it becomes available. PRS headquarters also recently moved to a new location and will be joined on April 30 by the Call Center and PRS Crisis Link.</p> <ul style="list-style-type: none"> <li>• <i>Lauren Goldschmidt, ServiceSource</i>; announced that recipients of the CSB Spirit of Excellence and Honors Awards included staff from LMECC and Lead Employment Development Specialist, Emily Wilson.</li> </ul>		
Matters of the Public	None were presented		
Laurie Mitchell Empowerment and Career Center - LMECC	<p>Heather Peck, provided a brief overview of the Laurie Mitchell Empowerment and Career Center, highlighting that ServiceSource has been a key supporter of LMECC, adding that ServiceSource is the number 1 non-government organization supporting peer run programs in Northern Virginia, further noting that ServiceSource is a primary source of funding for LMECC. Following introduction, a panel of speakers provided a variety of insights and information including the following:</p> <ul style="list-style-type: none"> <li>• Mary Peterson, an individual receiving services through LMECC, provided insight into the therapeutic and employment supports she has received resulting in increased confidence and improved employment options.</li> <li>• Carlton Vanlowe, provided information on Peer IPS (Individual Placement and Support) Supported Employment. Mr. Vanlowe reported that two IPS goals have been met including integration of services, through collaboration with involvement in BHOP (Behavioral Health Outpatient) meetings, and follow along employment, explaining that this offers an individual the option of having an Employment Specialist ‘shadow’ them at their place of employment for up to a year.</li> <li>• Gauri Malaviya, provided some background of her experiences with LMECC as an individual receiving services, explaining how this experience led her to her current job as an employment specialist. Ms. Malaviya then read aloud from several statements provided by employment service recipients illustrating the various supports and services provided to help locate and maintain successful employment.</li> <li>• Hong Nguyen, a staff support member with a disability, listed the various ways that employment and emotional supports are provided through LMECC, noting that this work enriches the life of the individual receiving the services as well as the staff member providing the services.</li> </ul> <p>Committee and Associate Members and staff engaged in robust discussion.</p>	Heather Peck and Colleagues	

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

Topic	Action	Responsible Party	Due Date
	<p>Ms. Peck, thanking the committee for the opportunity to speak, concluded the presentation with a reminder that employment is the number one intervention for individuals living in shelters, involved in the criminal justice system, and for those struggling with mental health and substance abuse challenges.</p>		
Staff Reports	<p>Lyn Tomlinson highlighted recent activities including the following:</p> <ul style="list-style-type: none"> <li>• An update to the Springfield site closure was provided, reporting there is a lease extension through December 31, 2018. Current transition efforts include analysis and discussion with individuals receiving services, family members, and staff related to relocation and reassignment. Location options for transitioning individuals includes Merrifield or South County for youth and Gartlan or Merrifield for adults. There is a meeting for individuals and family members as well as other interested parties on Thursday, April 12, 2018.</li> <li>• It was announced that County Executive Bryan Hill will be at the Merrifield Center for a facility tour on Wednesday, April 25, following which, he will stop in at the CSB Board meeting.</li> <li>• To follow through with the priority of communication, CSB Staff Dialogues are ongoing at multiple CSB locations.</li> <li>• Associate Member, Chris Atwood Foundation provides REVIVE! training to the public. Ginny Atwood, recently notified the CSB that 103 trained persons have reported successfully using Narcan to save a life. On a related note, CSB staff has reported hearing from a number of family members trained in the use of Narcan, reporting they have successfully saved a life. Of further note, Operation Medicine Cabinet Cleanout is scheduled for Saturday, April 28 from 10:00 a.m. to 2:00 p.m. at several locations including police sub-stations. Flyers listing the drop-off sites were distributed, with a recommendation to further distribute the flyers. A reminder was offered that the West Springfield station has ongoing medication drop off.</li> <li>• Former Virginia Health and Human Services Secretary Bill Hazel will host an opioid event at George Mason University (GMU) on Thursday, April 19. This regional effort will include a panel of national experts, followed by workgroups in the afternoon. Noting registration is closed, additional information will be provided as it becomes available, including if the event was/will be filmed and if it may be made available to those who could not attend.</li> <li>• Addressing efforts at achieving business best practices, it was reported that Collaborative Documentation will be piloted in May at the Reston-NW Center and Centralized Scheduling will be piloted at the Gartlan site for adults and at the South County location for youth.</li> <li>• The Spirit of Excellence and Honors Award Ceremony, noted earlier in the meeting, is scheduled for Thursday, April 26 at 10:00 a.m. at the Government Center.</li> </ul>		

## Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• Lucy Caldwell, announcing some upcoming events of interest, distributed some flyers, encouraging attendees to further distribute the information. Event highlights include:                             <ul style="list-style-type: none"> <li>○ <i>A Fairfax City Community Conversation About Opioids</i> on Thursday, April 19, 7:00 p.m. – 9:00 p.m.</li> <li>○ <i>An Honest Conversation with the Community About the Opioid Crisis</i>: Saturday April 28, 1:00 p.m. – 5:00 p.m. in Herndon.</li> <li>○ <i>Safely Dispose of Unused Medications</i>: To follow up with information provided earlier by Ms. Tomlinson on <i>Operation Medicine Cabinet Cleanout Day</i>, a flyer was distributed that listed multiple alternatives for disposing of medication including permanent drop off locations, deactivation kits, and some other information.</li> </ul> </li> </ul> <p>Mr. Ambrose concluded the meeting with several remarks including:</p> <ul style="list-style-type: none"> <li>• Gratitude was offered to the speakers from the Laurie Mitchell Empowerment and Career Center for the enlightening and informative presentation.</li> <li>• An announcement that, as of December 31, 2017, Diversion First has been in operation for two years and in that time, has diverted 778 persons.</li> </ul> <p>The next BHOC meeting is Wednesday, May 9, 2018. The agenda includes a presentation on a visit by CSB staff, Sheriff Stacy Kincaid and others to Chesterfield, VA to learn about the innovative actions they are using to address the opioid epidemic.</p>		
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 6:00 p.m.	Gary Ambrose, Chair	

May 9, 2018  
Date Approved

  
 Prepared by Erin Bloom

# CSB Fiscal Committee Meeting Notes

**Date:** April 20, 2018

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

**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 March 16, 2018 meeting as presented.

### Financial Status

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

- *Modified Fund Statement and Key Takeaways*
  - A \$152K Cost of Living Increase from DBHDS (Department of Behavioral Health and Developmental Services).
  - A negative balance of approximately \$1M in Program/Client Fees is attributable to a billing delay resulting from an administrative review of support documentation.
  - The projected Year End budget variance of approximately \$19M includes the Board of Supervisor's (BOS) Adopted FY 2017 Carryover for one time funding items Employment and Day services, Opioid Epidemic, contractual obligations, and Onetime needs assessment. A reminder was offered that this balance includes funds that have accumulated since 2013. This positive balance is anticipated to be needed in FY 2020 projected to present substantial fiscal challenges.
- *Pay Period Metrics*
  - As of PP 07, there were 107 Vacant General Merit positions.
- *One-time Requests*
  - Includes funds to reconfigure space at Merrifield or Gartlan to accommodate the relocation of CRSP (Community Readiness and Support Program) following the closure of the Springfield site.
- *Third Quarter Approval (BOS) – April 24th*
  - Noting 3<sup>rd</sup> quarter budget approval will be April 24<sup>th</sup>, items include positions for Opioid Treatment/Medication Assisted Treatment, and Peer Specialists, some of which will be positioned to address post-opioid abuse/overdose clients.

### Springfield Update

Michael Lane provided an update on efforts to relocate several programs from the Springfield site, due to the expiration of the building lease. Client preference and transportation needs, as well as staff preference, are paramount in determining the most beneficial relocation site. Executive and Leadership staff meets monthly with staff, clients and family members to provide updates and listen to feedback related to planning and goals. Scheduled for Monday, May 19, 2018 the first meeting will be attended by Michael Lane, Jean Hartman, Lyn Tomlinson, Will Williams, Patrick McConnell and other Leadership staff. In addition to the relocation of Youth

# CSB Fiscal Committee Meeting Notes

and Adult Outpatient services will be Community Readiness and Support Program (CRSP). Relocation of CRSP includes space requirements that will be a primary indicator of where to relocate the program.

## Medicaid Expansion Update

Michael Lane provided an update to current preparation plans for Medicaid Expansion in anticipation of possible passage by the VA Legislature. Plans include:

- Recognition of approximately 600 individuals already receiving services that will become eligible for Medicaid, an increase from 19% to 24% of the CSB adult population. Staff is working to estimate the number of new individuals with Medicaid that may seek services.
- The impact to service cost can only be estimated after a new listing of Medicaid covered services is provided, as there are anticipated to be newly eligible services, while some previously eligible services may no longer be covered.
- If Medicaid Expansion does pass, CSB and DFS (Department of Family Services) staff will collaborate to broadly publicize the new eligibility guidelines.

## MTM Update

Michael Lane offered a reminder of the MTM audit in October 2017, conducted to assist with STEP-VA implementation and to identify and increase efficiencies. To address recommendations, monthly meetings between MTM and CSB staff have been scheduled.

Referring to the April 18<sup>th</sup> meeting, Michael Lane provided an overview to include:

- Collaborative Documentation will be piloted at the Reston site with training scheduled for May 10, 2018. It was emphasized that this will benefit staff with documentation completion at the session, while benefiting the client by including them in the creation of the session record.
- Same Day Access update includes ongoing efforts to reduce the amount of time an individual spends in assessment with a goal of reducing the current average of 11 hours to two hours.
- The implementation of Centralized Scheduling will begin at Gartner and South County in early May. Education will be provided to business staff for scheduling requirements to relieve clinicians of this task.
- No-Show Management Policy development is underway with a goal of providing encouragement and support to clients to achieve consistent attendance. Of primary importance is hiring Engagement staff; a clinical, specialized staff position that will reach out to clients by way of text, email, mail, etc. Informatics staff is working to adapt Credible to assist with implementation and tracking of this effort.
- Updating recent efforts for Utilization Management, a reminder was offered that a manager has been hired to assist with the Authorization and Pre-Authorization of managed care services to clients across the system. Noting the recommended use of the DLA-20 (Daily Living Activities) Functional Assessment tool, DMAS (Department of Medical Assisted Services), DBHDS (Department of Behavioral Health and Developmental Services), and the CSB are in discussion regarding use of the tool that includes proprietary training by MTM.

## Financial Staff Recruitment Update

# CSB Fiscal Committee Meeting Notes

Mr. Lane further provided an update to the recruitment of a Fiscal Manager, noting that the job advertisement will be placed Saturday, April 21 and is scheduled to run for three weeks. Captain Cachuela will participate in the second-round interview panel. It was further noted that a second advertisement to hire a Revenue Cycle Manager will be placed as the first ad did not result in any qualified candidates.

## Human Resources (HR) Update

Marta Cruz directed attention to the HR Update Report form, noting the addition of Compliance & Risk Management positions in the April Critical Area Vacancy table. Additional highlights included:

- As of April 14, 2018, the number of vacant general merit positions was 106. A reminder was offered that following BOS approval of the third quarter, it is anticipated that 22 new positions will be provided to the CSB, increasing the number of vacant general merit positions.
- Ms. Cruz provided an overview of the Vacancies in the Critical Areas table, providing details of some of the fluctuations.
- It was noted that experienced staff are sought for Emergency Services (ES), further noting that only when ES staff have been highly trained are they recruited to join the Mobile Crisis Unit.
- Daryl Washington reported that staff has been instructed to 'over-hire' to address high staff turnover in an effort to limit critical vacancies and hard-to-fill positions.

## Diversion First

Daryl Washington provided an update to recent activities, some highlights of which include:

- The vacancy status with Jail Based and Jail Diversion staff is five out of 40 positions, a 12.5% vacancy rate, noting 15 hires have occurred in the last year.
- Ongoing efforts for recruitment of new positions are in the areas of Medical Clearance and Transportation.
- Abbey May is working with Inova related to Medical Clearance efforts,
- Efforts are ongoing to arrange for individuals discharged from the ADC in need of mental health services, to be transported to Northern Virginia Mental Hospital (NVMHI) rather than the much longer transport to Western State Hospital.
- Emergency Services continues to be very busy with an increase in Emergency Custody Orders (ECO's) and Temporary Detention Orders (TD's); further noting that continued growth is anticipated.
- A new lead CIT (Crisis Intervention Team) officer with the Fairfax County Police Department has just started in the MCRC (Merrifield Crisis Response Center).

## Time to Treatment

Daryl Washington directed committee attention to the handouts included in the meeting materials, provided highlights including:

- Adult wait times have decreased at all locations except for Reston.

## CSB Fiscal Committee Meeting Notes

- Youth wait times reflect an increase for a Spanish speaking therapist at Merrifield, Reston, and Springfield and increased wait times at Merrifield and South County with decreases at Springfield and Reston for an English-speaking therapist.
- Acknowledging some of the higher wait times, Mr. Washington offered a reminder that the loss of a psychiatrist has a larger impact on wait times, due to the smaller numbers of psychiatrists on staff.
- Noting the Client Count provided in the Wait Times to Treatment table Mr. Washington explained that the number provided was a 'point in time' number as efforts continue to access the Time to Treatment data from the CSB Electronic Health Record, Credible.

Captain Cachuela concluded the meeting with a request that the committee provide feedback to him on the full agenda, noting that this occasionally necessitates a longer meeting. Noting no further business to come before the committee, the meeting was adjourned at 10:34 a.m.

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

### Issues to Communicate to CSB Board:

Impact to CSB, including revenue impact, should Medicaid Expansion pass the VA Legislature.

### Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, May 18, 2018, 9:00 am

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

SAMSHA Community Programs for Outreach and Intervention with Youth and Young Adults at Clinical High Risk for Psychosis Grant Program (Short Title: CHR-P)

Issue:

Board approval for Fairfax-Falls Church CSB to apply for, and if awarded, to accept funding from SAMHSA that will provide the opportunity to expand services to youth and young adults who are clinically high risk for psychosis.

Recommended Motion:

I move that the Board approve applying for and accepting, if awarded, funds totaling \$400,000 for this SAMSHA grant.

Background:

SAMSHA announced the availability of grants to expand services to youth and young adults who are clinically high risk for psychosis and issued a Request for Proposal (RFP) in April of 2018. This project will identify youth and young adults, not more than 25 years old, at clinical high risk for psychosis and provide evidence-based interventions to prevent the onset of psychosis or lessen the severity of psychotic disorder, with expectations that the program will: (1) improve symptomatic and behavioral functioning; (2) enable youth and young adults to resume age-appropriate social, academic, and/or vocational activities; (3) delay or prevent the onset of psychosis; and (4) minimize the duration of untreated psychosis for those who develop psychotic symptoms.

This program will be integrated with the current Turning Point Coordinated Specialty Care program. There were over 200 young people turned away from Turning Point in the past two years, due to not meeting the strict entrance criteria of that program, that would benefit from a CHR-P program. The integration of services presents the opportunity to provide stepped care, starting with least intensive evidence-based treatment and offer evidence-based treatment of higher intensity, as clinically indicated. Funding will support 1FTE Clinical Coordinator, 1.5 FTE Behavioral Health II positions, .2 Child Psychiatrist. Additional funds will be used for training, evaluation required by the funder, and program consultation.

Timing:

Board action is requested on May 23, 2018 as the grant submission deadline is June 11, 2018.

Fiscal Impact:

Grant funding in the amount of \$400,000 is being requested from SAMHSA. A match is required such that in years 1, 2, 3 the CSB must provide \$1 for each \$3 of federal funds. In year 4, the CSB must provide \$1 for each \$1 of federal funds.

This grant requires recipients to utilize third party and other revenue from the provision of services and “grant funds only for services to individuals who are not covered by public or commercial health insurance programs, individuals for whom coverage has been formally determined to be unaffordable, or for services that are not sufficiently covered by an individual’s health insurance plan.” This clinically high risk program would need to bill third party providers from the start of the grant award.

Creation of Positions:

If awarded, this grant 1FTE Clinical Coordinator, 1.5 FTE Behavioral Health II positions, .2 Child Psychiatrist.

Staff:

Daryl Washington, CSB Executive Director  
Laura Yager, Director of Systems Transformation  
Lori Bell, M.S. Manager Employment and Day Services

Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance for a FY 18 Justice and Mental Health Collaboration Program Grant Application

Issue:

Board approval for the Fairfax-Falls Church Community Services Board to apply for and, if awarded, accept funding from, the Department of Justice, Office of Justice Program, Bureau of Justice Assistance (BJA) for a Justice and Mental Health Collaboration Grant.

Recommended Motion:

I move that the Board approve applying for and accepting, if awarded, funds totaling \$750,000 for a Justice and Mental Health Collaboration Grant.

Background:

The Justice and Mental Health Collaboration Program supports innovative cross-system collaboration to serve individuals with mental illnesses or co-occurring mental health and substance abuse disorders who come into contact with the justice system. BJA seeks to fund projects to facilitate collaboration among the criminal justice and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for this population. This BJA funding supports and aligns with the *Stepping Up* Initiative, a national movement that includes Fairfax County, to reduce the number of people with mental illnesses and co-occurring mental health and substance abuse disorders in jails. Funding will support 2/2.0 FTE Behavioral Health Specialist I positions to work with people who have been diverted or who are transitioning out of jail with community supports to help them with medication compliance, life skills, adherence to treatment and appointments and other approaches to build success in the community and reduce recidivism. Additional funds will be used for evaluation and implementation manual development, required by the funder. This proposal seeks to expand and diversify funding for Fairfax County's Diversion First efforts. The grant announcement is available here:

[https://www.bja.gov/ProgramDetails.aspx?Program\\_ID=66](https://www.bja.gov/ProgramDetails.aspx?Program_ID=66).

Timing:

Board action is requested on May 23, 2018. The proposal is due May 29, 2018. This grant project, if awarded, will begin on January 1, 2019 through December 31, 2021.

FISCAL IMPACT:

Grant funding in the amount of \$750,000 is being requested from the Department of Justice, Office of Justice Programs, and the Bureau of Justice Assistance to fund the Justice and Mental Health Collaboration Program. A required local match of 20 percent will be met with in-kind resources. This grant does allow for the recovery of indirect

costs; however, because of the highly competitive nature of the award, the CSB will not include indirect costs as part of the application. This action does not increase the expenditure level in the Federal-State Grant Fund, as funds are held in reserve for unanticipated grant awards.

CREATION OF NEW POSITIONS:

There are 2/2.0 FTE new grant positions associated with this award. The County is under no obligation to continue funding this position when the grant funding expires.

Enclosed Documents:

Attachment A: Grant Summary

Staff:

Daryl Washington, CSB Executive Director

Marissa Farina-Morse, CSB Service Director Diversion First

Laura Yager, Director of Systems Transformation

**Justice and Mental Health Collaboration Program  
Summary of Grant Proposal**

<b>Grant Title:</b>	Justice and Mental Health Collaboration Program
<b>Funding Agency:</b>	U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
<b>Applicant:</b>	Fairfax-Falls Church Community Services Board (CSB)
<b>Funding Amount:</b>	Federal funding of \$750,000; a required local match of 20 percent will be met with in-kind resources.
<b>Proposed Use of Funds:</b>	This grant project 2/2.0 FTE Behavioral Health Specialist I grant positions will be established to serve individuals with mental illness or co-occurring substance use disorders who have been diverted or who are transitioning out of the jail to offer basic support to help with successful life in the community. Some of the functions will include medication management assistance, life skills, and assistance to maintain a place to live, transportation, and supports that would present barriers to success in the community and to prevent recidivism.
<b>Performance Measures:</b>	<ol style="list-style-type: none"> <li><b>1-</b> Assure utilization of evidence-based assessment and screening tools focused on identification of mental illness, assessing risk and need, suicidality, and that help identify individual service needs which will inform grant-funded staff service needs.</li> <li><b>2-</b> Assure tracking systems obtain relevant data related to individuals served by staff and demonstrate effectiveness of interventions that help support people considered high risk for recidivism. Utilize a third party evaluator to reduce bias in data collection.</li> <li><b>3-</b> Provide specialized services by grant funded that enhance the success of people served and improves social determinant outcomes related to work, life, and social connectedness as well as reduce recidivism.</li> <li><b>4-</b> Assure compliance with all grant requirements to include reporting, budget expenditures and all administrative processes.</li> <li><b>5-</b> Develop a required Planning and Implementation Guide, to be completed within 6 months of project approval.</li> <li><b>6-</b> Develop of policies and practices to support this effort and help sustain change after the funding period ends.</li> </ol>
<b>Grant Period:</b>	January 1, 2019 – December 31, 2021

Justice and Mental Health Collaborative Program Grant Application Request

Issue:

Board approval for the Fairfax-Falls Church Community Services Board to apply for and accept funding from the Department of Justice, Office of Justice Program, Bureau of Justice Assistance for an Adult Drug Court Discretionary Grant.

Recommended Motion:

I move that the Board approve applying for and accepting, if awarded, funds totaling \$500,000 for the Adult Drug Court Discretionary Grant.

Background:

Board authorization for the Fairfax-Falls Church Community Services Board (CSB) to apply for and accept \$500,000 if awarded a grant, from the Department of Justice (DOJ), Office of Justice Program Bureau of Justice Assistance to fund the Adult Drug Court Discretionary Grant. A local match of 25% is required. The total requested budget is \$500,000 with a minimum 25% in-kind match.

The Adult Drug Court Discretionary Grant Program seeks to provide financial and technical assistance to develop and implement drug courts that effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, sanctions and incentives, and transitional services in a judicially supervised court setting with jurisdiction over substance-misusers to include addressing the opioid epidemic. BJA is accepting applications for FY 2018 grants to either establish new drug courts or enhance existing drug court programs using evidence-based principles and practices, as well as statewide level grants. BJA also supports courts that integrate the National Association of Drug Court Professionals (NADCP) adult drug court standards into existing drug court services. Funding will support 1/1.0 FTE Behavioral Health Specialist III position to operate a Drug Court, coordinate recovery support services, supervision and data collection/evaluation. This proposal seeks to expand and diversify funding for Fairfax County's Diversion First efforts.

Grant funding in the amount of \$500,000 is being requested from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to fund the Drug Court Discretionary Grant Program. A required local match of 25 percent will be met with in-kind resources. This grant does not allow for the recovery of indirect costs and it will not be requested. This action does not increase the expenditure level in the Federal-State Grant Fund, as funds are held in reserve for unanticipated grant awards.

Timing:

Board action is requested on May 23, 2018. The proposal is due June 5, 2018. This grant project, if awarded, will begin on January 1, 2019 through December 30, 2022.

Enclosed Documents:

Attachment A: Grant Summary

Staff:

Daryl Washington, CSB Acting Executive Director

Marissa Farina-Morse, CSB Service Director Diversion First

Laura Yager, Director of Systems Transformation

**Adult Drug Court Discretionary Grant  
Summary of Grant Proposal**

Please note: the actual grant application is not yet complete; therefore, this summary has been provided detailing the specifics of this application.

- Grant Title:** Adult Drug Court Discretionary Grant
- Funding Agency:** U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
- Applicant:** Fairfax-Falls Church Community Services Board (CSB)
- Funding Amount:** Federal funding of \$500,000; a required local match of 25 percent will be met with in-kind resources.
- Proposed Use of Funds:** This grant project will support the implementation of an Adult Drug Court in Fairfax County Circuit Court. It will support the use of evidence-based principles and practices by a multidisciplinary team responding the offenses and treatment needs of program participants diagnosed with substance abuse. The grant will support collaboration between law enforcement, justice and CSB systems in increasing diversion opportunities. A 1/1.0 FTE Behavioral Health Supervisor grant position will be established to manage the cross-system policy and practice efforts including recovery support services, supervision and data collection/evaluation.
- Performance Measures:** Establish a drug court in Fairfax County.
- Fund 1, S-26 Behavioral Health Supervisor to support operations and clinical practices in the court.
- Serve a total of 25 individuals annually in the drug court program, for a total of 100 individuals potentially being served over the duration of the grant period.
- Implement required evidenced-based practices developed by the National Association of Drug Court Professionals (NADCP).
- Develop and track outcomes aligned with best practices for drug courts.
- Grant Period:** January 1, 2019 – December 30, 2022

Request for approval of CSB Board Compliance Committee Charter

Issue

Request approval of a CSB Board Compliance Committee Charter. The CSB Board Compliance Committee is already established in the CSB Board Bylaws.

Recommended Motion

I move that the CSB Board approve the CSB Board Compliance Committee Charter as presented.

Background

As outlined in the CSB Bylaws, the Compliance Committee is established as a standing Committee of the Board. The proposed charter defines the Committee's purpose, membership, responsibilities, and expected outcomes.

Timing

Immediate.

Board Member/Staff

Suzette Kern. Chair

G. Michael Lane, Deputy Director, Administrative Operations

Cynthia Tianti, Deputy County Attorney

Luann Healy, Director, Office of Compliance and Risk Management

Attachment

CSB Board Compliance Committee Charter

# CSB Board Compliance Committee Charter

## D R A F T

### **Mission:**

The Compliance Committee provides oversight and direction to the CSB Compliance Program. Working closely with the CSB Executive Director and Compliance Officer, and legal counsel, the committee assists the CSB Board in meeting its statutory responsibilities as outlined in the Code of Virginia, section 37.2-504.

### **Committee Composition:**

The Compliance Committee is a standing committee of the CSB comprised of the members of the CSB Board Executive Committee. The Compliance Committee Chair will be the current CSB Board Chair or designee.

### **Responsibilities and Duties:**

The CSB is committed to conducting its operations consistent with the best interests of its clients, employees, contractors, vendors, community partners, and others. To help meet this commitment and the provisions of CSB Board Policy #2300, Corporate Compliance Program, this Committee will:

- Meet on a monthly basis, or as needed, to receive reports from the CSB Compliance Officer or other appropriate staff.
- Sufficient information shall be provided to the Committee to provide confidence to the Committee that controls and processes are in place in to ensure that CSB program services are adhering to the highest standards of accountability.
- The committee will be briefed in a timely manner of any identified compliance concerns.
- Review plans for ongoing and future compliance initiatives.
- Provide continuous review and oversight of the CSB Corporate Compliance program.
- Conduct a periodic evaluation of the CSB Corporate Compliance program.

### **Outcomes:**

- A corporate compliance program is in place and functioning to ensure the CSB is compliant with laws, regulations, policies, and procedures in all areas of operation.
- The CSB Board is sufficiently informed of compliance related issues to allow it to meet its statutory responsibilities.
- Board level decisions and governance regarding compliance are enhanced.

Establishment of Ad Hoc Fee Policy Committee

Issue

The CSB Executive Committee is proposing the establishment of an Ad Hoc Fee Policy Committee and the selection of its members for the 2018-2019 fee related review work.

Recommended Motion

I move that the CSB Board establish an Ad Hoc Fee Policy Committee comprised of three members as recommended.

Background

As outlined in the CSB Bylaws, Ad Hoc Committees may be established by the full Board as needed. Those Committees may be established to address any issue for which the full Board determines that the subject matter or issue cannot be adequately addressed by the Standing Committees. The members of each Ad Hoc Committee shall elect one of their members as Chair for a one-year term.

CSB Board Policy 2120, Reimbursement for Services, requires the annual review of fees and the provision of guidance on the system that provides subsidies and various payment methods based on the ability to pay and addresses delinquent accounts based on County policy. In addition to conducting a review of the Board Policy 2120, the Ad Hoc Fee Policy Committee reviews staff proposals on the Ability to Pay Scale, the Fee and Subsidy Related Regulation 2120.1, and the Fee Schedule, and makes recommendations. The Ad Hoc Fee Policy Committee then brings forward to the full Board a recommendation to post changes for public comment.

Timing

Request approval at the September 26<sup>th</sup> CSB Board meeting to prepare deliverables and meet the review deadlines.

Board Member/Staff

Suzette Kern, Chair

Lakeisha Kennedy-Flores, Service Director, Business Operations

G. Michael Lane, Deputy Director, Administrative Operations

CSB Board Policy Revisions

Issue:

Approval to post for public comment, updated Board Policies.

Timing:

Immediate

Recommended Motion:

I move that the Board approve posting for public comment, the updated CSB Policies #1108 and #1400, as presented.

Background:

The CSB Policies noted below are revised and ready to be issued for public review and comment:

- 1108 – Performance Evaluation of Executive Director
- 1400 – Executive Director

A final opportunity for comment will also be provided at the June 15 CSB Board meeting prior to requesting Board approval.

Board Member

Suzette Kern, CSB Board Chair

Enclosed Documents:

- 1108 – Performance Evaluation of Executive Director
- 1400 – Executive Director

Policy Number: 1108  
Policy Title: Performance Evaluation of  
Executive Director Date Adopted: November 20, 2013

### Purpose

The Board is required by Virginia Code §37.2-504(A)(B) to participate in the annual performance evaluation of the Executive Director. This policy defines ~~To define~~ the procedures used for the evaluation of the Executive Director.

### Policy

The ~~Board Executive Committee~~ shall prepare an annual evaluation of the Executive Director using the following procedures.

### Procedure

1. All discussions and materials related to the evaluation are considered confidential. Board discussions are held in closed meetings in accordance with the Virginia Freedom of Information Act.
2. In May, Board members receive a copy of the performance evaluation forms, including a self-assessment, the Executive Director's annual goals and objectives annotated to include accomplishments and other relevant material. The Board also receives an oral report from the Executive Director. Afterwards, without the Executive Director being present, Board members share their individual comments and evaluation of the Executive Director's performance.
3. The Board Chair prepares the written evaluation based on comments received from the full Board. The Chair then submits the written evaluation to the Executive Committee and then to the full Board for final approval in June.
4. In June, the Executive Committee, prepares its performance expectations of the Executive Director. - The annual performance expectations will include:
  - ~~Linkage~~ hyperlink to the CSB strategic plan, in conjunction with the Executive Director, prepares
  - mutually agreed upon special focus areas, including expected outcomes, for the coming fiscal year developed by the Executive Director, and
  - board specific expectations. annual goals and objectives for the following fiscal year to be submitted to the Board for its approval and the County Executive for final approval.

5. ~~No later than July 15, the Chairman prepares the written evaluation based on comments received from the full Board. The Chairman then submits it to the full Board for review and comment, and to the Executive Committee for final approval.~~
6. No later than ~~July 31~~June 30, the Chair~~man~~ shares the written evaluation with the County Executive or the Deputy County Executive, ~~who signs the evaluation and records his comments.~~

~~The Board will receive a copy of the evaluation of the Executive Director as approved by the County Executive.~~

DRAFT

Policy Number: 1108  
Policy Title: Performance Evaluation of  
Executive Director  
Date Adopted: TBD

### Purpose

The Board is required by Virginia Code §37.2-504(A)(B) to participate in the annual performance evaluation of the Executive Director. This policy defines the procedures used for the evaluation of the Executive Director.

### Policy

The Board shall prepare an annual evaluation of the Executive Director using the following procedures.

### Procedure

1. All discussions and materials related to the evaluation are considered confidential. Board discussions are held in closed meetings in accordance with the Virginia Freedom of Information Act.
2. In May, Board members receive a copy of the performance evaluation forms, including a self-assessment, the Executive Director's annual goals and objectives annotated to include accomplishments, and other relevant material. The Board also receives an oral report from the Executive Director. Afterwards, without the Executive Director being present, Board members share their individual comments and evaluation of the Executive Director's performance.
3. The Board Chair prepares the written evaluation based on comments received from the full Board. The Chair then submits the written evaluation to the Executive Committee and then to the full Board for final approval in June.
4. In June, the Executive Committee, prepares its performance expectations of the Executive Director. The annual performance expectations will include:
  - a hyperlink to the CSB Strategic Plan,
  - mutually agreed upon special focus areas, including expected outcomes, for the coming fiscal year developed by the Executive Director, and
  - board specific expectations.
5. No later than June 30, the Chair shares the written evaluation with the County Executive or the Deputy County Executive.

Approved \_\_\_\_\_

Secretary

\_\_\_\_\_ Date

Policy Adopted: March 1995  
Revision Adopted: April 26, 2000  
Revision Adopted: May 23, 2001  
Revision Adopted: May 25, 2005  
Revision Adopted: January 28, 2009  
Revision Adopted: February 25, 2009  
Policy Readopted: November 20, 2013

DRAFT

Policy Number: 1400  
Policy Title: Executive Director  
Date Adopted: TBD

## Purpose

To state the authority of the Board as it relates to the Executive Director, as well as the authority and responsibilities of the Executive Director.

## Policy

The Board will participate with Fairfax County government in the appointment of an Executive Director, to whom it will delegate the authority and responsibility for the overall management of the Fairfax-Falls Church Community Services Board (CSB) in accordance with Board policies. The Board will participate with Fairfax County government in the annual evaluation of the performance of the Executive Director.

The Executive Director is responsible for the following functions:

1. Provides overall leadership and professional direction to the clinical operations of a large-scale health care system which provides and coordinates a system of community-based supports for individuals and families in Fairfax County and the cities of Fairfax and Fall Church who are affected by developmental delay, developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

~~Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.~~

2. Provides overall leadership and professional direction to the administrative operations of the agency.

3. ~~Manages the fiscal, physical and human resources of the agency:~~

- Revenues must be consistently monitored and expenditures adjusted to stay within budget.
- Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and Managed Care Organizations (MCO's) as well as direct client payments.
- Serves as the appointing authority for all positions with full responsibility for hiring, promotion, separation, discipline and grievances. The staff consists of numerous professionals including psychiatrists.
- Responsible for operations at all locations.
- ~~and directly responsible for the leasing of all housing units.~~
- Negotiates and manages all major service-related contracts.

4. Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.
4. Serves as the chief staff person to a sixteen-member board of directors operating under the administrative policy board model in Virginia.
5. Serves as the chief liaison to elected and appointed officials at the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church).
6. Builds and maintains a network of relationships with other public and private agencies, consumers and family members, as well as numerous advocacy and professional organizations.
7. Ensures that a comprehensive corporate compliance program is in place and functioning so that to make certain the CSB is compliant with laws, regulations, policies and procedures in all areas of operation.
8. ~~Develops and maintains a comprehensive quality improvement program.~~
9. Participates in various planning, coordinating and advocacy functions at the state, regional and local level.

The Executive Director has overall responsibility for managing the CSB but may delegate any or all of these functions.

In performing all of the above, the Executive Director will ensure that the CSB Board is informed sufficiently, and in a timely manner, to allow the Board to fulfill its statutory responsibilities for oversight and governance as set forth in Virginia Code §37.2-504(A)(B).

Approved

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Secretary

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Date

Policy Adopted: September 1979  
 Revision Adopted: March 1995  
 Revision Adopted: March 29, 2000  
 Revision Adopted: June 25, 2003  
 Revision Adopted: February 18, 2009  
 Policy Readopted: March 25, 2009  
 Policy Readopted: November 20, 2013  
 Policy Revised: TBD

Policy Number: 1400  
Policy Title: Executive Director  
Date Adopted: TBD

### Purpose

To state the authority of the Board as it relates to the Executive Director, as well as the authority and responsibilities of the Executive Director.

### Policy

The Board will participate with Fairfax County government in the appointment of an Executive Director, to whom it will delegate the authority and responsibility for the overall management of the Fairfax-Falls Church Community Services Board (CSB) in accordance with Board policies. The Board will participate with Fairfax County government in the annual evaluation of the performance of the Executive Director.

The Executive Director is responsible for the following functions:

1. Provides overall leadership and professional direction to the clinical operations of a large-scale health care system which provides and coordinates a system of community-based supports for individuals and families in Fairfax County and the cities of Fairfax and Fall Church who are affected by developmental delay, developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders
2. Provides overall leadership and professional direction to the administrative operations of the agency:
  - Revenues must be consistently monitored and expenditures adjusted to stay within budget.
  - Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and Managed Care Organizations (MCO's) as well as direct client payments.
  - Serves as the appointing authority for all positions with full responsibility for hiring, promotion, separation, discipline and grievances. The staff consists of numerous professionals including psychiatrists.
  - Responsible for operations at all locations.
  - Negotiates and manages all major service-related contracts.
3. Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.
4. Serves as the chief staff person to a sixteen-member board of directors operating under the administrative policy board model in Virginia.

5. Serves as the chief liaison to elected and appointed officials at the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church).
6. Builds and maintains a network of relationships with other public and private agencies, consumers and family members, as well as numerous advocacy and professional organizations.
7. Ensures that a comprehensive corporate compliance program is in place and functioning so that the CSB is compliant with laws, regulations, policies and procedures in all areas of operation.
8. Participates in various planning, coordinating and advocacy functions at the state, regional and local level.

The Executive Director has overall responsibility for managing the CSB but may delegate any or all of these functions.

In performing all of the above, the Executive Director will ensure that the CSB Board is informed sufficiently, and in a timely manner, to allow the Board to fulfill its statutory responsibilities for oversight and governance as set forth in Virginia Code §37.2-504(A)(B).

Approved \_\_\_\_\_

Secretary

\_\_\_\_\_ Date

Policy Adopted:	September 1979
Revision Adopted:	March 1995
Revision Adopted:	March 29, 2000
Revision Adopted:	June 25, 2003
Revision Adopted:	February 18, 2009
Policy Readopted:	March 25, 2009
Policy Readopted:	November 20, 2013
Policy Revised:	TBD