



Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Suzette Kern, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 1 - Room 308 A/B

Wednesday, October 24, 2018, 5:00 p.m.

1. **Meeting Called to Order** Suzette Kern 5:00 p.m.
2. **Matters of the Public** Suzette Kern
3. **Amendments to the Meeting Agenda** Suzette Kern
4. **Approval of the minutes for the September 26, 2018 CSB Board Meeting** Suzette Kern
5. **Director's Report** Daryl Washington
 - Springfield Site Closure
 - WIN Update
6. **Matters of the Board**
7. **Committee Reports**
 - A. Behavioral Health Oversight Committee Gary Ambrose
 - B. Compliance Committee Suzette Kern
 - C. Developmental Disabilities Committee Sheila Jonas/Jane Woods
 - D. Fiscal Oversight Committee Basilio 'Sonny' Cachuela, Jr.
 - E. Other Reports
 - CSB Board Retreat Summary Suzette Kern
8. **Action Items**
 - A. Approval of Proposed Changes to FY 2019 CSB Fee Related Documents LaKeisha Flores
9. **Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).**
10. **Adjournment**

Fairfax-Falls Church Community Services Board

September 26, 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.; Rachna Sizemore Heizer; Sheila Coplan Jonas; Bettina Lawton; Edward Rose; Nancy Scott; Diane Tuininga; Adrienne Walters, and Jane Woods

The following CSB members were absent: Ken Garnes

The following CSB staff was present: Daryl Washington; Mike Goodrich; Evan Jones; LaKeisha Kennedy-Flores; Elizabeth McCartney; Victor Mealy; Linda Mount; Jerome Newsome; and Lyn Tomlinson

Guests: Lisa Potter

Meeting Called to Order

Suzette Kern called the meeting to order at 5:02 p.m.

1. Recognition

Suzette Kern, acknowledging Lisa Potter’s recent acceptance of the position as Director of the Diversion First Program, presented Ms. Potter with a certificate. Reading aloud from the certificate Ms. Potter’s many contributions and accomplishments to the CSB and to the Board were highlighted. Ms. Kern added her own sentiments and thanks, praising Ms. Potters’ thorough professionalism and broad support of the Board. Following which Ms. Potter offered her thanks for the opportunity to work with the Board, emphasizing the members’ commitment to the individuals served by the CSB.

2. Legislative Presentation

Claudia Arko, Fairfax County Legislative Director, provided an overview of County Legislative Office operations. Highlights included:

- Ms. Arko reported involvement in the development of the State Legislative Program, noting the CSB participates in this process through their work on the Human Services Issues paper, an annual process.
- Noting the Board of Supervisors (BOS) is very interested and active on legislative issues, taking a position on many of the bills during the general assembly session, Ms. Arko reported the Legislative Office took positions on approximately 250 bills last year. A reminder was offered that among these was a bill submitted by the CSB that was shepherded by the Legislative Office through the submission process to eventual approval by the General Assembly.

- A Brief overview of the county Lobbying Policy was provided. Ms. Arko offered a reminder that the Legislative Office requests notification of communication between the Board and members of the General Assembly, noting this is a valuable tool that can inform her office of the interests of the Legislators as the legislative sessions begin. It was further noted that communication includes Board member visits with Legislators, tours of CSB facilities, etc.

3. Matters of the Public

None were presented.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Following acknowledgement that no recommendations were forthcoming, the agenda was accepted as presented.

5. Approval of the Minutes

Draft minutes of the August 22, 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.

Daria Akers spoke about an article recently sent to Board members that highlighted the shortage of state mental health hospitals for youth. Ms. Akers related her familiarity with this topic, confirming the information provided in the article, and noting the hospital bed crisis, an ongoing topic of Board discussion, is also affecting youth in VA.

Diane Tuininga, encouraging attendance, offered a reminder of the 17th Annual Wellness and Recovery Conference scheduled for Friday, October 12, 2018, 8:00 a.m. – 3:00 p.m. at the Fairfax County Government Center. Breakfast and a light lunch will be provided. The morning agenda includes a featured speaker and discussion, with several sessions offered in the afternoon.

Rachna Sizemore Heizer reported a Mental Health and Wellness Conference on Saturday, September 29, 2018 at Fairfax High School from 8:00 a.m. to 1:30 p.m. hosted by Fairfax County Public Schools, noting the event includes a teen summit.

Ms. Heizer further reported attending a recent WIN (Welcoming Inclusion Network) meeting noting her primary interest and support for two of the established workgroups that address two topics including 1) employment resources for individuals with developmental disabilities and 2) inclusion.

Ms. Heizer provided a further report on a new policy recently developed by the VDOE (Virginia Department of Education) that will allow high school students with disabilities that are passing grade level classes to receive credits and qualify for a standard diploma, noting that this will provide a pathway to further education and greater opportunities for employment.

Jane Woods, also reporting on the recent WIN meeting, noted the enthusiastic contributions and positive achievements of the workgroups.

Ms. Woods also announced that SPAN (Suicide Prevention Alliance Network) is seeking volunteers to serve on the council, noting that they meet quarterly at Merrifield. Interested Board members were directed to reach out to Jane for further information.

Suzette Kern, offered a reminder of the recent airing of a streaming program, *Inside Scoop*, hosted by Board Vice Chair Bettina Lawton. Ms. Kern reported that several CSB staff members including Daryl Washington, Lyn Tomlinson, Georgia Bachman, Evan Jones, Victor Mealy, and Jim Gillespie were interviewed by Ms. Lawton, providing basic and valuable information about the CSB.

7. Committee Reports

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

Gary Ambrose, reported two speakers presented information at the September meeting and provided highlights of each to include:

- Wendy Gradison provided background and history of PRS, Inc. noting the populations served include individuals with mental illness, substance use disorders, mild intellectual disabilities, and individuals on the autism spectrum. Services provided include education for living healthier lives, personal recovery, and community integration through programs that include Recovery Academy Day Program, BeWell, PRS CrisisLink, Community Housing, Coordinated Specialty Care Programs, Employment Services, and Community Support Services. Of particular note is the level of collaboration between PRS, CSB's, and other community partners to deliver integrated services. Mr. Ambrose noted the well-presented graphical outcomes and metrics provided by PRS.
- Marlene Blum, co-Chair with Partnership For a Healthier Fairfax (PFHF) presented background information, describing the group as a diverse community coalition of stakeholders that includes government agencies, community based organizations, schools, health care providers, businesses, faith communities, and individuals. The last four years have been spent in development of a five-year plan of action (CHIP, Community Health Improvement Plan) that collects data and encourages community feedback and involvement to identify areas of advocacy for improving quality of life for all residents of Fairfax County and the cities of Fairfax and Falls-Church. Attendance at the next meeting was greatly encouraged, announcing that it is scheduled to be held Wednesday, October 24, 2018 from 2:00 p.m. – 4:00 p.m. at the Stacy C. Sherwood Community Center in Fairfax City.

The next BHOC meeting is Wednesday, October 10, 5:00 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

B. *Compliance Committee*

Suzette Kern provided details of the recent meeting noting the role and expectations of the committee were clarified, to include

- Understanding the process for effectively managing risk,
- Ensuring compliance with external regulations and internal rules and procedures,
- Managing contracts,

- Establishing a process for timely Board notification of potentially significant events,

To address the possible need for a closed session at each meeting, a standing item will be added to the agenda,

Ms. Kern provided an update to the software demonstration of ComplyTrack, noting the program remains under consideration for possible use. Noting that the committee is made up of Executive Committee members, Ms. Kern encouraged attendance by all interested Board members.

The next meeting is Friday, October 17, at 4:00 p.m. at the Merrifield Center, Level 1 - Room 308 A/B, West.

C. Developmental Disabilities (DD) Committee:

Sheila Jonas, offering a reminder that there was no September meeting, provided several updates to include:

- Ms. Jonas reported attendance at a recent LogistiCare meeting, offering a reminder that LogistiCare is the sole Medicaid transportation source for the DD population. Discussions at the meeting included installing cameras inside and outside the vehicles. The next LogistiCare meeting agenda includes Medicaid Expansion and Cover Virginia a new health care coverage for adults ages 19-64.

The next meeting is Wednesday, October 3 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

B. Fiscal Oversight Committee:

Captain Basilio 'Sonny' Cachuela, Jr., provided an overview of the August meeting, highlights included:

- Jerome Newsome provided an overview of the Business Intelligence (BI) tool, Yellowfin, that works with Credible, the CSB's Electronic Health Record (EHR) to provide a graphical interpretation of data called Key Performance Indicators (KPI). The information provided will inform leadership of operational trends, efficiencies, and inefficiencies. There is a two-year rollout plan that has been implemented in Emergency Services and Detox, followed by planned implementation in Adult and Youth Outpatient.
- At three months into the Fiscal year, the financial status is good. The FY 2019 projections and the modified Fund Statement will be provided in the October financial reports.
- Mr. Washington provided additional information on the projected impact of Medicaid Expansion, noting discussions with DMB are ongoing.
- A reminder of the Budget 101 Board Member Training/Workshop directly preceding the October 24th CSB board meeting was offered.
- It is anticipated that the new Chief Financial Officer will start at the CSB in late October or early November.

- As of September 15, 201, the vacant general merit positions totaled 139. It was noted that the vacant position count includes new positions awarded July 1, 2018.
- Further discussions included the FY 2020 Budget in Concept, the Springfield Mental Health Center closure and transition, and Diversion. Captain Cachuela noted that further information on these topics will be provided in the Director's Report later in the meeting.
- Offering a reminder of the development of the FY 2018 End of year report, Ms. Kern noted one final revision to be incorporated, following which, the report will be transmitted to the Board of Supervisors and the Mayors of the cities of Falls Church and Fairfax.

The next meeting is Friday, October 19 at 9:00 a.m. at the Pennino Building, Room 836A

D. *Other Reports*

Suzette Kern offered a final reminder of the CSB Board Member Retreat, Saturday, September 29, 2018, noting that the preliminary manual had been emailed to the members. Review of the documents was greatly encouraged.

Ms. Kern, on behalf of Ken Garnes, offered an update to the most recent Ad Hoc Legislative Committee Meeting attended by Ms. Kern, Mr. Garnes, and CSB legislative staff Elizabeth McCartney. Requesting feedback from members, Ms. Kern reported the key issue areas for the development of talking points were determined to include Medicaid Expansion, Step-VA, the Opioid Epidemic, and DD Waivers. Ms. McCartney will develop draft talking points and email them out to the members for initial review and feedback. Ms. Kern offered a reminder that the talking points would be included in the folders that are prepared for members to share with legislators. Jennifer Adeli and Daria Akers asked that information on the Hospital Bed Shortage be included, which prompted Ms. Kern to confirm that enclosed literature will also include a variety of CSB topics to include Diversion First, affordable housing, and the CSB Annual Report. Five folders will be provided to each member from Board Clerk Erin Bloom, unless a different number is requested.

Ms. Kern directed attention to the General Assembly assignments handout provided in the meeting materials and requested that members alert Ms. Bloom with any assignments swapped between members.

8. Information Item

A. *CSB Board Review and Approval of the Human Services Issue Paper*

Elizabeth McCartney, directing attention to the copy of the FY 2019 Human Services Issues Paper in the board materials, provided an overview of the most recent revisions. Ms. Kern requested that all data (numbers) provided in current reports be reviewed to ensure agreement in all data. Ms. McCartney highlighted some areas including recent revisions to emphasize the concern over the impact of Medicaid Expansion, further noting that the two new legislative positions have been removed from the Issues Paper and submitted separately.

9. Action Item

A. *Public Review and Comment of Proposed changes to FY 2019 CSB Fee Related Documents*

Gary Ambrose provided an overview of the process for reviewing and updating the Fee Related documents, noting four meetings of the Ad Hoc Fee Policy Committee, attended by CSB staff LaKeisha Kennedy-Flores, and CSB Board Members Suzette Kern, Jane Woods, and Mr. Ambrose.

Mr. Ambrose made a motion to approve posting the proposed changes to the fee related documents for public review and comment, which was seconded and approved.

B. *CSB FY 2020 Budget in Concept*

Mike Goodrich provided an overview of the Budget in Concept approval process noting that the attachment provides conceptual numbers, further noting that upon adoption, the actual numbers will be added with the information scheduled to be published in February 2019. Ms. Kern requested more informal (layman's) language be used in future Budget in Concept documents. Board members and staff engaged in robust discussion.

Captain Cachuela made a motion to approve the FY 2020 Budget in Concept as presented, which was seconded and approved.

10. Director's Report

Daryl Washington provided updates to agency activities, some highlights of which include:

- Handouts provided in the meeting materials included the following:
 - Heat Maps: using data from Credible and the County GIS system, maps illustrating the concentrations of individuals served, by CSB site, have been developed. It was noted that each map illustrates a different service area. Copies of these maps were requested to be included in the Board Retreat Manuals, noting further that each members' District Supervisor may find this document helpful. Diane Tuininga and Edward Rose inquired if it may be possible to clearly identify the areas of the cities of Fairfax and Falls Church in future iterations.
- The Deeds Commission, SJ47, will be touring the Northern Virginia Mental Health Institute and the Merrifield Center on October 1, 2018. Erin Bloom was asked to email visit information to the members.
- Additionally, the Commissioner of the Department of Behavioral Health and Developmental Services (DBHDS) will be visiting the Gartlan Center on Thursday, October 18, 2018
- The Drug Court docket will launch in early October.
- The Electronic Health Record in the Sheriff's Department has been implemented. Once running smoothly, an interface will be developed to allow the both the CSB's and the Sheriff's EHR programs to communicate.
- Recent activities related to the closure of the Springfield Mental Health Center include:

- Meetings with individuals continue. Matters discussed include providing information on local food resources.
- Behavioral Health Outpatient (BHOP) Adult has successfully completed their move to Merrifield.
- The final move is the CRSP (Community Readiness and Support Program). It is scheduled for late October or early November, including time to advise the regulatory authorities of planned program changes.
- The CSB was awarded two Department of Justice Grants, one is for improving data sharing related to Diversion First efforts, the other assists with the launch of the Drug Court docket, reported earlier in this report.
- On Monday, September 24, 2018, persons from Texas, Ohio, and Massachusetts visited the Merrifield Center and the Adult Detention Center, reviewing the Diversion First program.
- The Board of Supervisors approved the Community Services Performance Contract (CSPC) on Tuesday, September 25, 2018.
- Paul Gilding and Joel Rothenberg with DBHDS, are both scheduled to retire this fiscal year and within 30 days of each other. Mr. Washington noted some changes to the CSPC process is anticipated.
- Drawing attention to the FY 2018 4th Quarter and Year End Status Report in the meeting materials, Mr. Washington highlighted some of the information to include:
 - The total number of individuals served increased. A reminder was offered that a reduction is anticipated for next quarter reflecting the transfer of the Infant & Toddler Connection (ITC) to Department of Family Services (DFS).
 - Emergency Services and Support Coordination numbers served have increased. It was further noted that the percentage of individuals seen within one hour has increased, attributed to implemented business operation efficiencies.
 - There continues to be a significant increase in Emergency Custody Orders (ECO's), as anticipated.
 - Noting an increase in the number of individuals with a Primary Care Provider (PCP). Mr. Washington confirmed increased efforts to encourage and assist individuals with enrollment in Medicaid and selection of a PCP, noting the anticipated impact of Medicaid Expansion.
- Evan Jones reported the recent award of a SAMHSA (Substance Abuse and Mental Health Services Administration) grant for the CHRP (Clinically High Risk for Psychosis) program. Clarifying that the program addresses youth *at risk* of an initial psychotic episode, the grant provides \$400K annually. Mr. Jones offered further clarification noting that the Turning Point program, which addresses youth who have *already experienced* their first psychotic episode, will work in concurrence with CHRP.

11. CLOSED SESSION

At 6:49 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring

the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 7:25 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session. Immediately following, a motion to adjourn was offered, seconded and carried.

Actions Taken--

- ◆ The August 22, CSB Board Meeting minutes were approved
- ◆ The Board approved to post for public review and comment, proposed changes to FY 2019 CSB fee related documents
- ◆ The Board approved the FY 2020 Budget in Concept as presented,

Date

Staff to Board

Behavioral Health Oversight Committee Meeting Notes

Date: September 12, 2018

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

Board and Associate Members: Chair, Gary Ambrose; CSB Board member Daria Akers; CSB Board Chair Suzette Kern; CSB Board member Diane Tuininga; Terry Atkinson, Gartlan Center Adv. Bd.; Cathy Benn, Second Story; Peter Clark, No. VA. Mental Health Foundation; Lauren Goldschmidt/Emily Wilson (CSB Supported Employment), ServiceSource, Inc; Lisa Goodwin, RPSV Recovery Program Solutions of VA; Wendy Gradison/ Mary B Brown, PRS, Inc.; Trudy Harsh, the Brain Foundation; Deanne Mullins/Lisa Jackson Wardlaw, Community Residences, Inc.; Amy Rushton, Dominion Hospital; Allana Taylor, National Counseling Group; Eleanor Vincent, Pathway Homes

Staff: Lyn Tomlinson, Deputy Dir. Clinical Services; Mark Blackwell, Director Office of Consumer and Family Affairs; Lucy Caldwell, CSB Communications Director; Evan Jones, Director, Employment and Day Services.

Guests: Marlene Blum and Susan Sanow, Partnership for a Healthier Fairfax (PFHF); Armin Aflaki, CSB-Youth Council

Topic	Action	Responsible Party	Due Date
Meeting Call to Order	Meeting was called to order at 5:00 p.m.	Gary Ambrose	
Opening Remarks Announcements	Gary Ambrose welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation. Mr. Ambrose, offering a reminder of the September 18 th retirement of Laura Yager, reported that Ms. Yager, with her typical enthusiasm and commitment, has agreed to host her final Diversion First Stakeholder's Meeting on Monday, September 17 th .		
Meeting Notes	The May 9, June 13, and the July 11, 2018 meeting notes were offered for a final review. Acknowledging that no recommendations were forthcoming, the minutes for all three months were accepted as presented.	Committee Members	
Associate Member Reports, Updates, and Concerns	<ul style="list-style-type: none"> • Lisa Goodwin reported RPSV celebrated Recovery Month with a picnic attended by more than 100 people. • Alanna Taylor noted National Counseling Group celebrated 25 years of service, remarking she has the pleasure of working in the first office established by the agency. • Peter Clark, noting the Wellness and Recovery Group met just prior to this meeting, offered a reminder of the Annual Wellness and Recovery Conference <i>Embrace Our Best Selves</i>, scheduled for October 12 noting that registration and additional information is available on the NVMHF website. • Lauren Goldschmidt offered a reminder that a fourth employment Specialist had recently been hired 	Associate Members	

Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<p>to provide supported employment and supported education. Additionally, it was reported that ServiceSource was awarded a contract by DARS (Department for Aging and Rehabilitative Services) to provide pre-employment transition services to youth ages 14-22.</p> <ul style="list-style-type: none"> • Trudy Harsh reported that The Brain Foundation and community partners operates nine 4-bedroom houses in Fairfax County, providing homes to 36 individuals. Partners include Pathway Homes, this CSB, and PRS. It was further reported that due to recent changes in Mental Health Skill Building eligibility requirements, Pathways could no longer support 13 of the 20 tenants that are currently supported. Deanna Mullins and Eleanor Vincent also contributed to the conversation regarding the changes to the eligibility requirements, following which Lyn Tomlinson agreeing to review the circumstances further and report back to the committee. • Armin Aflaki provided information on the Youth Council, noting a recent meeting with high school students at which the students volunteered to lead and develop advocacy projects to increase community awareness of mental health concerns and reduce youth drug use. The next meeting of the Youth council is Thursday, September 20, 2018 from 7:00 p.m. – 9:00 p.m. at the Merrifield Center. Further information will be distributed to the Board once available. • Eleanor Vincent provided an overview of recent agency activities reporting that they are providing services to approximately 1000 individuals in Fairfax County, noting that Pathway Homes continues to receive state funding in support of continuing to provide permanent supported housing. • Terry Atkinson provided an overview of a recent meeting of the Advisory Board at which it was reported by Fairfax County Police Captain Matt Owens that three officers were recently certified to administer, and will carry, Naloxone, further reporting that during the previous week, one of the officers successfully stabilized an individual experiencing an overdose, who was then hospitalized. • Amy Rushton reported on recent activities of Dominion Hospital. Recent events related to adolescent services included the recent start-up of a school refusal program related to the Adolescent Partial Hospitalization Program in Falls Church. Ms. Rushton confirmed the Adolescent Partial Hospitalization Program in Chantilly is still operating, but does not yet have a school component. Related to adult services, is the recent implementation of a trauma program in outpatient services, with plans to expand the program to inpatient services. 		
Matters of the	None were presented		

Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
Public			
Psychiatric Rehabilitative Services, Inc. (PRS)	<p>Wendy Gradison introducing herself and Mary Brown noted the distribution of literature that accompanied the slideshow presentation as well as a pen sporting the new PRS logo at each seat. Directing attention to the slide show, Ms. Gradison and Ms. Brown alternated narration of each slide providing an overview and some additional information of each slide. Highlights of the presentation include:</p> <ul style="list-style-type: none"> • Ms. Gradison provided background and information about the mission of PRS, Inc. • Ms. Brown noted an essential step in the recovery process is the consistent evaluation and re-evaluation of services provided and outcomes. • Providing an overview of the PRS Programs, Ms. Gradison noted they serve approximately 1,000 individuals annually. Some additional information included: <ul style="list-style-type: none"> ○ FY 2018 CrisisLink handled approximately 30,000 incoming calls, 13,000 CareRing (outreach) calls, 3,000 follow up calls to individuals who are actively suicidal or who have recently suffered a traumatic event. Additionally, there were almost 1,600 unique textline conversations with nearly 60,000 text messages exchanged. • Funding resources include local, state, and federal government, Northern Virginia CSBs, Fairfax County CCFP (Consolidated Community Funding Pool), VA Department of Aging and Rehabilitative Services (DARS), Medicaid, the six MCOs contracted in Virginia, the DC Rehabilitation Services Administration, and private donors. Referral sources are varied to include the individuals, family members, and other providers. • It was reported that the Mt. Vernon Recovery Academy is not at capacity, while the Fairfax Academy is near capacity, noting there is not currently a waitlist. Referral sources are primarily from the CSB Case Managers. • Results of an annual survey emphasized that employment is a key factor in recovery. <p>All attendees engaged in robust discussion.</p>	Wendy Gradison and Mary Brown	
Partnership for a Healthier Fairfax (PFHF) overview of the Community	<p>Marlene Blum and Susan Sanow provided an update to activities of PFHF and an update to development of CHIP, strongly encouraging feedback and comment from the attendees, noting an online opportunity to provide comment was available on their website. Following distributed of literature to include slides, a workgroup goals and objectives document, and an invitation to the upcoming October meeting, attention</p>	Wendy Gradison and Mary Brown	

Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
Health Improvement Plan (CHIP)	<p>was directed to the slideshow presentation, the highlights of which included.</p> <ul style="list-style-type: none"> • PFHF was established nearly 10 years ago, in response to the Fairfax County Health Department eliciting community support in development of a five-year plan of action (CHIP). The community coalition stakeholders included government agencies, community based organization, schools, health care providers, businesses, faith communities, and individuals. • Noting that CHIP 1.0 identified seven priority issues, Ms. Blum highlighted two primary priority issues including Healthy & Safe Physical Environments and Access to Health Services. • Anticipated to be finalized in Fall 2018, CHIP 2.0 identified eight goals with 21 key objectives, including three primary priority issues including Healthy Eating, Healthy Environment and Active Living, and Behavioral Health. It was emphasized that stakeholder and community involvement is critical to a successful and effective implementation of CHIP 2.0. • Further details for the next PFHF meeting, scheduled for October 24, 2018 at the Stacy C. Sherwood Center, Fairfax City will be distributed once available. <p>An involved and robust discussion ensued.</p>		
Staff Reports	<p>Lyn Tomlinson, Evan Jones, and Lucy Caldwell provided an overview of recent activities, including:</p> <ul style="list-style-type: none"> • Lyn Tomlinson, offering a reminder that she and Daryl Washington are relatively new in their positions, provided an update to recent hiring activities including, <ul style="list-style-type: none"> ○ Mike Goodrich as Deputy Director for Administrative Operations ○ Barbara Wadley-Young as Assistant Deputy Director for Community Living Treatment & Supports, effective Monday, September 17, 2018 ○ Interviews for Ms. Tomlinson’ previous position, Assistant Deputy Director Acute & therapeutic Treatment Services are scheduled for the end of September. • Ms. Tomlinson offered a reminder of a new initiative titled A Day in the Life, in which executive and leadership staff accompany a staff member on a typical day. Ms. Tomlinson reported her first ‘Day’ was in August with Detox staff noting interaction with staff and individuals. Further ‘Days’ include visits at the ADC (Adult Detention Center), Crisis Care, and Support Coordination. • Noting the Board of Supervisors (BoS) proclaimed September as Suicide Prevention Month, PRS and CSB were present for the event, it was further noted that there are numerous suicide prevention supports on the CSB website. <ul style="list-style-type: none"> ○ The CSB continues to launch jail-based programs in partnership with the Sheriff’s office for individuals with substance use disorders. Of primary concern is a successful discharge/re- 		

Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<p>entry to the community. Ms. Tomlinson, Col. Mark Sites, and Mark Blackwell attended a meeting of the Re-entry Council seeking collaborative efforts addressing this concern, further noting that the director for Probation & Parole for District 29 reached out to offer support and partnership. Further outreach efforts will be directed to faith based organizations, businesses, and community members.</p> <ul style="list-style-type: none"> ○ A flyer was distributed offering details of a Family Reunification event sponsored by Probation & Parole District 29, on Monday, Sep. 17th highlighting the efforts being made to support re-entry to the community. ● Youth & Family Services successfully transitioned from Springfield on Friday, Sep. 7th. Staff and individuals were greeted with a welcome event. Further plans include Behavioral Health Outpatient (BHOP) moving on Friday, Sep. 14th and the Community Readiness and Support Program (CRSP) is scheduled to move to Merrifield in October. ● Evan Jones announced the CSB was awarded a SAMHSA (Substance Abuse and Mental Health Services Administration) grant to operate a Clinically High Risk for Psychosis (CHRP) program. Related to the Turning point program, this addresses youth <i>at risk</i> of a psychotic episode and provides \$4000K annually for four years. ● The Radical Change for Affordable Housing (RAD) waitlist opened Tuesday, July 10th and will remain open for two weeks, closing on Monday, July 23rd. The grant is effective September 28, 2018. Mr. Jones further noted the efforts of Lori Bell and Laura Yager were instrumental in a successful submission of the grant request. ● Mr. Jones further noted that the Turning Point program has a new director, Amanda Davis. ● Lucy Caldwell offered a reminder of the Second Recovery Resource Open House, Wednesday, September 26, 2018 from 3:00 p.m. – 6:00 p.m. to allow Board members to attend. Programs include the launch of MAT (Medication Assisted Program) clinic; Recovery Unplugged, national addiction treatment program; a parent panel for children in recovery from mental health and substance use, Been There, Done That; and, a peer panel that includes resources offered at the CSB’s Recovery & Wellness Centers. Snacks will be provided. Members were encouraged to share the event information and encourage others to attend. ● The Give an Hour Healthy Minds Fairfax program is hosting a private screening of the documentary <i>Into the Light</i> on Thursday, Sep. 20, 2018 from 6:30 p.m. – 9:00 p.m. including a presentation by the founder of Give an Hour. The partnership provides no-cost mental health services to income eligible children and youth between the ages of 5 to 21. Flyers were distributed and attendees were asked to publicize the event and encourage others to attend. ● A flyer was distributed for the Wellness & Recovery Conference, October 12, 2018, mentioned 		

Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<p>earlier in the meeting.</p> <ul style="list-style-type: none"> • A recent addition to the literature provided to clients is a rack card created by Lyn Tomlinson and Abbey May. The information details the resources provided in Emergency Services and will be widely distributed at all CSB sites. • Mark Blackwell provided information on the NAMI (National Alliance on Mental Illness) Walk, September 22, 2018 beginning at 4951 Lake Brook Drive, Glen Allen, 23060. This event is followed by a Recovery Rave <i>Recovery Unhooked</i> 8:00 p.m. – Midnight at the student center at George Mason University. <p>The next BHOC meeting is Wednesday, October 10, 2018 at 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B</p>		
Adjournment	<p>Mr. Ambrose, thanking the attendees, encouraged Associate Members to reach out with ideas, recommendations, and requests to increase the value of the BHOC meetings, noting they should contact Erin Bloom or Mr. Ambrose directly.</p> <p>There being no further business to come before the Committee, the meeting was adjourned at 6:39 p.m.</p>	Gary Ambrose, Chair	

October 10, 2018

Date Approved



Prepared by Erin Bloom

Fairfax-Falls Church Community Services Board
Compliance Committee
September 19, 2018

The Compliance Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present: Suzette Kern, Chair; Gary Ambrose; Captain Basilio ‘Sonny’ Cachueta Jr.; Ken Garnes; and Edward Rose

The following staff was present: Daryl Washington, Luann Healy, and Cindy Tianti

1. Meeting Called to Order

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

2. Review of Meeting Notes

Meeting notes of the July 18, 2018 Compliance Committee were provided for review and revision. Following the adoption of a clarifying statement, Edward Rose made a motion to accept the notes as revised, which was seconded and accepted.

3. Meeting Agenda Review

Following a recommendation from Ken Garnes, the agenda was revised to remove specific sub-topics, resulting in the standing agenda item “Current Areas of Concern”, for which the discussion topics will be determined at each meeting. Additionally, it was decided to add Risk Management as a standing agenda item. The committee also decided that all future meetings would be announced to include a closed session.

4. Tracking Software Update

Luann Healy and Cynthia Tianti provided an update to the contract review and approval process for County review of compliance software packages under consideration. Committee members expressed their surprise as they had assumed that the software purchase had been completed and that was why they had received a detailed overview of the software capabilities at the July meeting. Committee members strongly requested that contract status be clearly conveyed prior to any discussion or demonstration of contracted processes, software programs, vendor partnerships, etc.

Following this update, committee members requested some follow-up information be provided at the October Compliance Committee meeting to cover the interim period during the contract approval process. Requested information includes:

- Provide a description of the mechanisms utilized to identify events that should be brought to the attention of the Board, prior to becoming a significant event. Include a description of how events are identified as meeting the threshold for reporting, i.e. risk, vs. high risk.
- Describe what criteria will be used to determine what events are tracked, how, and which staff are responsible for event entry.
- Explain the reporting responsibility of other compliance reporting areas that may include Finance, Human Rights, IT/HIPAA, Utilization Management, Clinical, etc.

- Provide an overview of the staffing plans and needs of the Compliance Program (November 2018 Compliance Meeting).

At the October Compliance Committee meeting, Ms. Healy and Mr. Goodrich will provide the Committee with an overview of the proactive processes currently in place to review compliance events and how they are handled, including future plans for Board notification. Ms. Healy provided an overview of the risk issue evaluation process.

5. High Risk Areas

This topic was included in the tracking software update just above (Item 4).

6. Current Areas of Concern

Information on the ARTS (Addiction and Recovery Treatment Services) program was provided explaining that the ARTS program provides Medicaid reimbursement for substance use disorder services. Confirming that CSB is licensed to provide ARTS, compliance with the ARTS regulations is required. Compliance efforts include development of a workplan, appropriate staffing, and administration of program requirements that include a multi-dimensional assessment within 24-hours of admittance to the program.

There being no further business to come before the Executive Committee, the meeting was adjourned at 4:56 p.m.

Actions Taken –

- Notes of the July 18, 2018 Compliance Committee meeting were reviewed and accepted.
- Sub-topics were removed from agenda item #6.
- Risk Management was added as standing agenda items.
- Decision made to announce all future Compliance Committee meetings agendas with a closed session.

October 17, 2018

Date Approved



Staff to the Board

Fairfax-Falls Church Community Services Board
Developmental Disabilities Committee

October 3, 2018

The Developmental Disabilities Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

Committee and Associate Members in Attendance: Sheila Coplan Jonas, Co-Chair; Jane Woods, Co-Chair; Daria Akers, CSB Board Member; Thomas Burger, CSB Board Member; Rachna Sizemore Heizer, CSB Board member; and Nancy Scott, CSB Board Member; Bethany Barr, Melwood (previously Linden Resources); Dennis Brown, ServiceSource; James Campbell, Community Systems, Inc. (CSI); Rikki Epstein, the Arc of No. VA; Susan Keenan, Community Living Alternatives (CLA); Andy Miller, Lutheran Family Service of Virginia, Inc. (LFSVA); Zanelle Nichols, ECHO; and April Pinch-Keeler, MVLE; Stephen Toth, ServiceSource, Family and Friends;

Staff in Attendance: Barbara Wadley-Young, Joseph Rajnic, Shelia Peters-Lee, Denise Sequeira, and Lyn Tomlinson

Guests in Attendance: Sharon Denisar, Fairfax County Public Schools (FCPS); Steven Carter, SD Carter Enterprises, LLC.; and Rebecca Keith, Compassionate Care

1. Meeting Called to Order

Sheila Jonas called the meeting to order at 5:30 p.m.

2. Welcome and Introductions

Attendees were welcomed following which, all attendees including staff and Committee and Associate Members announced name, position, and agency affiliation.

3. Approval of the Agenda and Minutes

As no changes to the October 3, 2018 agenda were recommended, Jane Woods made a motion to accept the agenda as presented, which was unanimously endorsed.

The notes for the June 6, and the August 1, 2018 Developmental Disabilities Committee meetings were presented for Committee review. As no revisions were recommended, Daria Akers made a motion to accept the notes for both months as presented., which was unanimously endorsed.

4. Matters of the Public

None were presented.

5. Matters of the Committee

Associate members asked to present information during their respective presentations, scheduled for later in the meeting.

6. Staff and Agency Updates

Lyn Tomlinson provided an update to recent activities, noting the following:

- A reminder of the VACSB (Virginia Association of Community Services Boards) Conference was offered, noting that several CSB staff are in attendance.
- Reporting on recent feedback from the organizational assessment survey regularly provided to CSB staff, it was noted that Executive Staff was asked to be more communicative and accessible. To address these results, some initiatives have been developed, one of which is 'A Day in the Life'. This initiative involves an Executive Staff member spending a day with staff in a single service area to observe and gain a broader understanding of daily staff labors and interactions with individuals receiving services. Ms. Tomlinson reported spending her first 'Day' at Detox, noting it was a powerful means of better understanding the work of front line staff and the individuals served. Subsequent 'Days' are planned with Support Coordination in November 2018 and Employment & Days Services in December 2018.
- Reminders of some recent personnel changes included a reminder that Barbara Wadley-Young is the new Assistant Deputy Director of Community Living & Treatment Supports. Additionally, it was noted that Mike Goodrich recently started as Deputy Director of Administrative Operations.

Barbara Wadley-Young reported that she will be scheduling visits with community partners/contractors in Employment & Day and Support Coordination services, in echo of community partner visits being conducted by Daryl Washington.

Shelia Peters-Lee, in the absence of Victor Mealy provided an update to Support Coordination Services:

- There are 2,307 individuals on the current wait list. These include 605 Priority 1, 1,174 Priority 2 and 528 Priority 3 individuals. It was noted that individuals considered Priority 1 receive initial review for DD Waiver slots as they become available.
- In collaboration with FCPS and DARS (Department of Aging and Rehabilitative Services) the process to transition the 2019 Special Ed Graduates has begun. There are 98 students assigned to four current Support Coordinators, this includes 20 students with Developmental Disabilities and 78 students with Intellectual Disabilities, with six individuals still to be assigned. Projections for total 2019 graduates is 173 students not including 15 waiver slots already assigned. Noting smaller numbers in previous years, Ms. Peters-Lee clarified that some decrease is anticipated, attributed to individuals who move: out of the area, decline services, do not qualify in eligibility determination, etc.
- Current recruitment efforts include filling 14 Support Coordinator positions to meet increasing service demands and DBHDS regulatory requirements.

Denise Sequeira, noting Evan Jones attendance at the VACSB Conference, provided an update to Employment & Day Services:

- 97 of the June 2019 graduates have been placed in Employment & Day Services, most of whom were enrolled in the more intensive day program.

- There are 156 individuals enrolled in the Self-Directed Services Program, with eight individuals in consideration.
- Current hiring efforts include a part-time Data Management staff member for Self-Directed Services that will be shared equally, 20 hours each, with Residential Services.

Joseph Rajnic, Acting Service Director for Assisted & Community Residential Services provided an update on recent activities:

- Meetings with residential service contractors are ongoing.
- Results from the Department of Medical Assistance (DMAS) Home and Community Based Provider self-assessment survey are anticipated soon. Preliminary feedback indicated that 95%+ of Virginia providers did not meet compliance requirements for Part I of the survey, attributed to individual rights and freedoms, noting this refers to the HCBS Settings Rule.
- Current staff vacancies in Residential Services include two group home Program Managers, six direct support staff, one Program Coordinator; and the part-time data supports position shared to be shared with the Self-Directed team.

Barbara Wadley-Young noted Jean Post's attendance at VACSB. Ms. Wadley-Young distributed several handouts, providing an overview of each, to include:

- Welcoming Inclusion Network (WIN) Update, attendees were encouraged to visit the related websites, the links for which are provided on the back of the handout. The next meeting of the WIN Stakeholders Group is Tuesday, November 13, 2018 at the Herrity Building.
- Inclusion Drives Innovation Event; Monday, October 22, 2018 in observation of National Disability Employment Awareness Month, and also inspired by WIN events.
- Upcoming Events Announcement/Reminder:
 - Fairfax County Disability Employment Awareness Month Proclamation, to be received by Lori Stillman for WIN and the Disability Services Board Tuesday, October 16, 2018, Fairfax County Government Center,
 - Inclusion Drives Innovation – Creating an Inclusive Workforce in Fairfax County Monday, October 22, 2018, Fairfax County Government Center,
 - Moving On to Life in the Community – A Resource Fair for Students with Disabilities; Wednesday, October 17, 2108, Lake Braddock Secondary School.

Acknowledging that there appears to be a pervasive misunderstanding of the differences between Intellectual Disabilities and Developmental Disabilities, it was noted that some additional training may be helpful in educating the public including businesses and law enforcement.

Ms. Wadley-Young reported ongoing involvement with the County Long-Term Care Cross-Agency Planning group addressing integrated supports related to retirement of older adults with developmental disabilities. Acknowledging that this is one of the four options identified by the WIN Stakeholders Group, ongoing discussions involve various agencies including the

Health Department, Department of Family Services, and staff with Fairfax county Public Library, Therapeutic Recreation and Parks.

7. Associate Member Presentations

Sheila Jonas introduced the assigned speakers, reporting that the plan to invite Associate Members to provide a brief overview of their agencies was developed as a means of familiarizing board and committee members with the various services available in the community. Highlights of each five-minute presentation is provided below:

1. Susan Keenan, Executive Director with Community Living Alternatives provided some background information noting their residential facilities include one ICF (Intermediate Care Facility), 11 group homes with no more than four individuals in each, and six individuals through in-home supports. Efforts to develop community relationships include attendance at sporting events (Washington National games), contact with neighbors, etc. The recent re-convening of a family advisory committee in which family members are heavily involved in the care of the individuals was mentioned. Additionally, Ms. Keenan announced that CLA has recently implemented an Electronic Health Record. Lastly it was noted that the CLA team received a 2018 Spirit of Excellence Award.
2. James Campbell, Executive Director with Community Systems, Inc.-VA. provided an overview of the agency, noting CSI provides services in four states including Connecticut, Delaware, Massachusetts, and Virginia. In VA, approximately 117 persons are served in primarily apartment settings of 1-2 persons per home. Noting some changes in state regulations, Mr. Campbell reported adding some staff resources in the areas of quality management, nursing, and program directors as well as a recognized need for staff who specialize in customized rate application. Addressing some challenges related to recruitment and hiring in VA, Mr. Campbell noted a primary challenge is the lack of a statewide workforce development plan for people providing services to individual with developmental disabilities, particularly at the Direct Support Professional (DSP) level.
3. Dennis Brown with ServiceSource provided some agency background information, noting they serve an estimated 16,000 individuals nationally in Delaware, Florida, North Carolina, and Virginia. Highlighting community partnerships, Mr. Brown noted the individuals served have a variety of disabilities, including behavioral health and developmental disabilities, further noting services provided to seniors in 14 County Senior Centers. Additional funding sources include Medicaid, Ability One, DARS (Department of Aging and Rehabilitative Services) and grant funding emphasizing the savings to the county through these efforts.
4. Norma Israel with Resources for Independence of Virginia (RIVA) provided an overview of agency services to include seven group homes serving approximately 37 individuals, approximately 18 individuals are receiving sponsored residential services, and an estimated 50-60 individuals are provided in-home supports. Additionally, RIVA recently expanded services to provide Independent Living for approximately seven individuals. Further noted was a small day program that serves approximately 14 individuals. There are plans to continue to expand services.
5. Steven Carter of SD Carter Enterprises, LLC reported they currently have four homes providing independent living and in-home supports, with plans to open a day program in

Chantilly in November. In addition to in-home supports, there are 36 individuals being served through the BI (Building Independence) Waiver that promotes independent living. Mr. Carter, reporting on the success of the program, partially attributed it to an extensive training program for DSP's that provides 95% tuition reimbursement for clinical education specific to the services provided and received through Community College. Among the challenges identified was locating appropriate and affordable housing in Fairfax County.

8. Announcements

Jane Woods, Sheila Jonas

- Acknowledging that there are two agencies present who have asked for Associate Membership, Compassionate Care and SD Carter Enterprises, LLC, nominations were tabled until the CSB Bylaws can be modified to include Associate Membership nominations in months other than June.
- Ms. Wadley-Young, referring to a set of handouts provided at the meeting, highlighted each event, encouraging attendance or involvement as desired.
- Ms. Jonas read aloud from a farewell/thank you note received from Jean Hartman, former Asst. Deputy, following her retirement in August.
- Jane Woods directed attention to a handout included in the meeting packet, encouraging Associate Membership in this worthwhile group. N4A is designed for those who serve or seek to serve older Virginians.

There being no further business to come before the Committee, the meeting was adjourned at 7:12 p.m.

Actions Taken –

- The June 6, 2018 DD Committee meeting notes were accepted as presented.
- The August 1, 2018 DD Committee meeting notes were accepted as presented.
- Nominations for Associate Membership were tabled to address procedure as recorded in the CSB Bylaws.

Date Approved

Clerk to the Board

CSB Fiscal Committee Meeting Notes

Date: September 21, 2018

Attending: Chair, Basilio 'Sonny' Cachuela, Jr.; Members; Ken Garnes; Suzette Kern; Bettina Lawton; and Ed Rose.

Staff: Daryl Washington, Lyn Tomlinson, Mike Goodrich; Robyn Fontaine, Marta Cruz, Jerome Newsome

Summary of Information Shared/Decisions:

Business Intelligence Dashboard

Jerome Newsome provided an overview of a new Business Intelligence (BI) tool, Yellowfin, that works with Credible, the CSB's Electronic Health Record (EHR) to provide a graphical interpretation of data called Key Performance Indicators (KPI). The information provided will inform leadership of operational trends that will highlight efficient and inefficient business processes. There is a two-year rollout planned, with Informatics staff overseeing the implementation by service area, working with directors, supervisors and managers in each area. First efforts, in Emergency Services and Detox, begin this month. Adult and Youth Outpatient are the next areas planned for implementation. It was noted that the BI reports may be used in conjunction with existing reports generated by the CSB Office of Strategy & Performance Management, already in use for informing the Board of CSB operations status. A robust discussion ensued.

Review of meeting notes

Committee members reviewed and accepted the notes of the August 17, 2018 meeting as presented.

Financial Status

Robyn Fontaine, directing attention to the financial documents included in the meeting materials, provided an overview of the data provided. highlights included:

- Pay Period Metrics are as projected at approximately \$100K with growth anticipated.
- A reminder was offered that the first FY 2019 projections will be included in the October financial reports.
- Referring to the FY 2019 Fiscal Notes, Ms. Fontaine provided an overview of the information provided, providing additional information in response to member questions.
- Daryl Washington distributed a handout offering additional information related to the anticipated Medicaid Expansion shortfall. Committee members and staff discussed the anticipated impact to the CSB. It was noted that discussions with Department of Management and Budget (DMB) are ongoing.

Administrative Operations Report

FY 2020 Budget in Concept

- Mike Goodrich provided an update to the proposed FY 2020 CSB budget in concept noting that some of the items include funding requests for Diversion First,

CSB Fiscal Committee Meeting Notes

Support Coordination, opioid treatment including the continued purchase additional treatment beds, MAT (Medication Assisted Treatment) expansion, and support to extend funding for the BeWell program through December. It was noted this will be submitted to the full CSB Board for approval at the September 26, 2018 CSB Board meeting.

Budget 101 before Board Meeting in October

- A reminder was offered that Joe Mondoro, Fairfax County Chief Financial Officer, will provide a Budget 101 workshop training for Board Members on Wednesday, October 24th at 4:00 p.m., directly prior to the October CSB Board meeting.

Financial Positions Update

- A candidate has been identified for the Chief Financial Officer position and the hiring process has begun. The anticipated hire date is late October or early November.
- Hiring for several Financial Specialist II and I positions is ongoing.

Human Resources (HR) Update

Marta Cruz reviewed the HR update report including the following:

- The total Vacant General Merit positions, as of September 15th, was 139.
- Efforts are ongoing to fill the vacancies in the critical areas identified on the handout.
- CSB Human Resources is involved in a pilot program for onboarding new staff. Responding to survey results indicating the onboarding process is too time consuming, duplicative, and inefficient, the pilot program automates many of the functions into an online workflow. The automation provides a smoother and more efficient process for completing much of the paperwork generated during the hiring process, minimizing the face-to-face time previously needed to complete onboarding. It was noted this program is scheduled to roll-out county-wide in Spring 2019.

Clinical Operations Report

Springfield Update

- Daryl Washington provided an update to the Springfield Mental Health Center move noting that two of the three service lines had successfully transitioned to Merrifield. Behavioral Health Outpatient (BHOP) moved on Friday September 14th. The Community Readiness and Support Program (CRSP) is scheduled to move in early November. It was further noted that monthly meetings for staff and client relocated from Springfield will be ongoing to address any transitional challenges.

Diversion First Update

- The CSB has recently begun participation with the Veteran's Docket
- The Drug Court is anticipated to launch soon.
- Lyn Tomlinson is in Middlesex, MA to observe the Matador Program, that implements the use of MAT in jail.
- Marissa Farina-Morse has had some success working in collaboration with first responders and Emergency Services to reduce contact with identified high-utilizers of CSB services.

CSB Fiscal Committee Meeting Notes

- Providing additional information on the Veteran's Docket, Mr. Washington noted efforts to launch the Docket include grant management, coordination of services, and preparations for data collection. Mr. Washington further noted the efforts of Robyn Fontaine, Lyn Tomlinson, and Marissa Farina-Morse greatly contributed to the progress made towards launching the Veteran's docket.
- Efforts to establish medical clearance at the MCRC (Merrifield Crisis Response Center) are ongoing. Acknowledging the efforts to establish the service have been ongoing for some time, it was reported that some remaining challenges include hiring/contracting staff for the 12:00 p.m. to 12:00 a.m. shift
- It was also reported that some 'space' challenges have become apparent as Diversion First activities expand. Staff is meeting with an architect to consider modification of existing space to better accommodate the increase in services.

Time to Treatment

- A review of the graphical data highlighted a significant gap at some locations between individuals assessed and individuals with a first treatment appointment. The possible reasons for this disparity was discussed, noting that at the smaller sites a significant increase in wait time can be explained with the loss of even one clinician. It was further noted that there was an overall decrease in wait time for both youth and adults. Committee members requested that the row titles on the bar charts for both youth and adult be modified to match to ensure consistency in the data provided.

Billing Function Briefing

Daryl Washington and Mike Goodrich provided an update to recent billing activities reporting that billing will be outsourced to a vendor. Current billing staff will be reallocated to other financial positions in the CSB. This change is anticipated to be in place by the end of the year.

There being no further business to come before the Committee, the meeting was adjourned at 10:40 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Retitling of Time to Treatment bar charts, matching titles for the adult and youth data.

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, October 19, 2018, 9:00 am

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

Community Services Board

Board Retreat Notes

Saturday, September 29, 2018

9:00 a.m. – 4:00 p.m.

Merrifield Center, Room 1-308 A/B/C

Participants:

Suzette Kern, Daryl Washington, Mike Goodrich, Lyn Tomlinson, Jennifer Adeli
Nancy Scott, Rachna Sizemore Heizer, Adrienne Walters, Gary Ambrose, Bettina Lawton, Ed Rose,
Sheila Coplan Jonas, Captain Basilio Cachuela, Jr., Ken Garnes, Diane Tuininga, Daria Akers

Facilitator:

Kimberly Gladis

1. Governance & Advocacy

- FOIA Briefing
 - Closed meetings - best practice is to collect materials at the end of the meeting
 - **FOLLOW UP:** Board level discussion on how to handle materials at the end of closed meetings
- Statutory Responsibilities
 - Only two mandatory services currently:
 - Emergency Services
 - Case Management Services
 - Key focus for the board is on the components that are not currently in practice
 - Review & evaluate
 - Plan is to bring in service directors to present to the Board on a rotational basis to serve as the opportunity for the Board to 'review and evaluate' services
 - Will be adding a Closed Session to the agenda for every Board Meeting and Exec Committee and Compliance Committee Meeting
 - MOUs
 - Staff is currently setting up a process to identify the actual status of these agreements - Board will develop a method of review and evaluation
 - Contracts/MOUs
 - Define process for Staff decision to bring forward risk areas to the Board
- Board Member Responsibilities
 - Suggestion - Develop Board orientation recommendation sheet for what to communicate to Supervisors
 - Example: CSB dashboard, recommend communicating with Supervisor or a staff member to understand what the Supervisor is interested in hearing about
 - What information do we want all Supervisors to have?
 - Need to cultivate the next level of Board leadership
 - Proposing 2 additional Board responsibilities to the chart
 - Preparing and submitting an annual end of year report
 - Review & submit capital improvement plan

- **FOLLOW UP:** Decide on how to handle the Capital Improvement Plan and document

2. Board Operations

- Board Member Orientation & Training
 - Reminder of what training is available and what is required
 - New Member Orientation Suggestions
 - Need for additional training on the on-site programs
 - Provide notebook in advance for time to review prior to orientation
 - Annual field trip to the sites
 - Provide a quick start guide of what is critical to know before starting
 - Check in 3 to 6 months after orientation
 - Possible round table with newer Board members
 - Better use of mentors
 - Program Site Visits
 - Attendance has been an issue in the past
 - Suggestion: Set up site visit at every site every 2 years
 - Group agreed weekdays are best, possibly combine multiple locations in similar geographic area where it makes sense
 - Consider holding Board meetings at the various sites to combine the meetings with site visits
 - What areas of training for Board Members is needed?
 - Suggestions provided by Board Members via sticky notes in the meeting
- Legislative Function
 - Approving the talking points in general
 - Agreed to re-prioritize the points and enhance the language in several areas
 - Board agreed upon the following prioritization for the Talking Points document:
 - Medicaid Expansion
 - Step VA
 - Psychiatric Bed Shortage
 - Opioid Epidemic
 - DD Waiver
 - Areas where write-ups need to be enhanced
 - Suzette to provide her notes to Staff
 - If Board Members have additional recommendations, provide to Staff
- Community Partner Feedback & Communications
 - Group agrees that it is imperative to collect feedback from associate members
 - **FOLLOW UP:** Will set up an ad hoc committee to work through the 'how'
 - Staff requests that the Board consider timing of these feedback activities

3. Strategic Plan Overview

- Current Strategic Plan period is from August 1, 2017 to June 30, 2020
- Board responsibility to approve any Strategic Plan changes
- Staff provided a report out on the progress of the Strategic Plan to date

4. State Performance Contract

- **FOLLOW UP:** Include in future Board Meeting agenda and discuss at Executive Committee Meeting

- Discussion on option of posting State Performance Contract for public comments without numbers earlier to alleviate Staff time crunch each year
- NOTE: The last two years there have been no public comments provided

5. Compliance

- Compliance Committee will be revisiting the charter

BREAK – LUNCH

6. Key Agency Initiatives Review

- Medicaid expansion
- DD waiver redesign - new service model -WIN
- Opioid epidemic
- Step VA
- Diversion First
- BeWell - Integration of primary health care - future of BeWell
- Sheriff Office
- Hospital bed shortage
- Veteran's Docket

FOLLOW UP ITEM SUMMARY:

<u>Area</u>	<u>Follow Up</u>	<u>Owner</u>	<u>Timeframe</u>
FOIA	Board level discussion on how to handle materials at the end of closed meetings		
Board Member Responsibilities	Decide on how to handle the Capital Improvement Plan and document		
Feedback	Set up an ad hoc committee to work through how to collect feedback from associate members		
State Performance Contract	Include in future Board Meeting agenda and discuss at Executive Committee Meeting – timing of posting for public comments		
Miscellaneous	Review & update Priority Populations Guidelines		
	Identify baseline recidivism data to compare Diversion First rates & clarification on numbers	L. Tomlinson	
	Daryl to send the Farley Study and VALHSO slides	D. Washington	

CSB Easel Pad Chart Notes

Saturday, September 29, 2018

Governance & Advocacy

- I saw that we should be maximizing involvement of consumers/family members. I'd love to hold town halls or other community-focused meetings.

Board Operations

- Are the Priority Populations Guidelines no longer a Board policy? (Gary)
- Is increased funding need for STEP-VA a result of increase in number of clients or expansion of services?
- How do STEP-VA requirements for July 1, 2019 & July 1, 2021 vary from what we do now as a CSB?

Training

- Can the training website info be sent out via email? Please send it out with a reminder of what needs to be done.
- Training on meeting with delegates
- Need work session on Regional programs (Jean)
- Priority Populations Guidelines
- State Performance Contract
- Maybe annual refreshes

Talking Points

- How 'grossly underfunded' is MAT? (opioid epidemic). Legislators will likely ask for a number.
- DD Waivers - Mention DOJ requirements - not just doing this to be nice

Misc.

- It would be helpful to be provided with or told to bring mini post its to flag parts of this manual and keep better track of the items discussed

Request for Approval of FY 2018 Fee Policy Related Documents

Issue:

Updates to Reimbursement for Services Policy 2120, Ability to Pay Scale, Fee Schedule, and Fee and Subsidy Related Procedures Regulation 2120.1.

Timing:

If approved by the CSB Board, the Fee Schedule will be forwarded to the Board of Supervisors for their review. Following CSB Board approval, changes to Board Policy 2120 and Regulation 2120.1 will become effective December 2018. The changes to the Fee Schedule and Ability to Pay Scale will not become effective before February 1, 2019.

Recommended Motion:

I move the Board approve the proposed Fee and Subsidy Related Procedures Regulation 2120.1, Reimbursement for Services Policy 2120, Ability to Pay Scale, and Fee Schedule.

Background:

At the CSB Board's Ad Hoc Fee Policy Committee meeting on September 12th, members voted to approve staff proposals as amended by the committee, and recommended that the CSB Board post the proposed Reimbursement for Services Policy 2120, Ability to Pay Scale, Fee Schedule, and Fee and Subsidy Related Procedures Regulation 2120.1 for public comment. At its meeting on September 26th, the CSB Board approved the release of the proposed changes for public review.

The recommended changes include:

- Separating the CSB Guidelines for Assigning Priority Access from the Fee Policy
- Synchronization of the Ability to Pay Scale income levels with Federal Poverty income guidelines released each January.
- Updating the Fee Schedule to integrate ARTS services; clarify service names; add Mental Health Peer Support services; specify new psychiatric appointments and individual therapy less than 52 minutes; itemize assessment types; and maximize Medicare reimbursement opportunities.
- Updates and clarifying edits to the Fee and Subsidy Related Procedures Regulation 2120.1.

No comments were received during the public review period prior to the October 24th CSB Board meeting.

If approved by the CSB Board, the Fee Schedule will be submitted to the Board of Supervisors for review on December 4, 2018. Following Board of Supervisors review, staff will inform clients,

conduct staff training, and make adjustments in the Electronic Health Record, resulting in an effective date not sooner than February 1, 2019 for both the Fee Schedule and the Ability to Pay Scale. Changes to the Board Policy and Fee Regulation however will become effective in December 2018.

Fiscal Impact:

The fee related documents provide the CSB with uniform mechanisms to maximize revenues from clients, Medicaid, Medicare, and other health insurance plans. The FY 2018 current budget plan for the CSB includes \$18.6 million in estimated fee revenues.

Board Members and Staff:

Gary Ambrose, CSB Board Member
Suzette Kern, CSB Board Chair
Jane Woods, CSB Board Member

Staff: LaKeisha Flores, Business Operations Director

Enclosed Documents:

Summary of Proposed Changes to CSB 2018- 2019 CSB Fee Related Documents
Policy 2120 – Reimbursement for Services
Regulation 2120.1 – Fee and Subsidy Related Procedures
CSB Fee Schedule – Eff. 2/1/2019
Ability to Pay Scale