



# 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, November 28, 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 October 24, 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 Bettina Lawton
  - C. Developmental Disabilities Committee Sheila Jonas/Jane Woods
  - D. Fiscal Oversight Committee Basilio 'Sonny' Cachuela, Jr.
  - E. Other Reports Suzette Kern
    - CSB Board Volunteers, Legislative Testimony Suzette Kern
    - CSB Board Bylaws Review/Establish Ad Hoc Bylaws Review Committee Suzette Kern
8. **Action Items**
  - A. Approval of 2019 CSB Board Meeting Schedule Suzette Kern
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

## October 24, 2018

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Suzette Kern; Chair; Jennifer Adeli; Gary Ambrose; Thomas Burger; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; Edward Rose; Nancy Scott; and Diane Tuininga

The following CSB Board members were absent: Daria Akers; Basilio 'Sonny' Cachuela Jr; Rachna Sizemore Heizer; Adrienne Walters; and Jane Woods

The following CSB staff was present: Daryl Washington; Mike Goodrich; Evan Jones; Victor Mealy; Lyn Tomlinson; and Barbara Wadley-Young

Guests: Valentine Tata, Cri (Choice. Respect. independence)

### 1. Meeting Called to Order

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

### 2. Matters of the Public

Valentine Tata, provided an update to recent activities of Community Residences, Inc. including a name change to CRi. Mr. Tata emphasized a recent grant award from DBHDS in the amount of \$2.8M for the establishment of four residential facilities in Northern Virginia for individuals transitioning out of the Training Centers.

### 3. Amendments to the Meeting Agenda

The meeting agenda was provided for review with acknowledgement of a revision applied prior to the meeting for an item proposing recurrent posting of the Community Services Performance Contract. Edward Rose made a motion to accept the agenda as presented, which was seconded and approved.

### 4. Approval of the Minutes

Draft minutes of the September 26, 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.

### 5. Director's Report

Daryl Washington, Lyn Tomlinson, and Mike Goodrich provided updates to agency activities, some highlights of which include:

- Staffing updates included:
  - Jessica Burriss was hired as CSB Chief Financial Officer, beginning Monday, October 29, 2018. It was confirmed that Ms. Burriss will be involved in the

Fiscal Oversight Committee and will attend the November 28, 2018 CSB Board Meeting.

- Georgia Bachman was promoted to the position of Assistant Deputy of Acute & Therapeutic Treatment Services, also beginning October 29<sup>th</sup>.
- Lyn Tomlinson provided an update to the Springfield Mental Health Center move reporting that two of the three programs have successfully transitioned to Merrifield, further noting that the final program move of CRSP (Community Readiness and Support Program) is scheduled for Friday, November 2, 2018.

Daryl Washington provided several updates to include

- As previously announced, the S. Hughes Melton, Commissioner of the Department of Behavioral Health and Developmental Services (DBHDS) visited the Joe and Fredona Gartlan Mental Health Center and the Merrifield Center on Thursday, October 18, 2018. An overview of multiple services and programs was provided during the visit. The Commissioner shared some plans for the future including proposed revisions to service delivery and funding mechanisms. Thursday afternoon, October 18<sup>th</sup>, the Commissioner toured the Northern Virginia Mental Health Institute, completing his tour of Northern Virginia CSBs on Friday, October 19<sup>th</sup> with tours of the Arlington and Prince William County CSBs.
- The 2019 Pathways to Wellness Conference was held the previous week, noting the great success of the conference.
- Offering a reminder that the Board of Supervisors (BOS) declared October as Disability Inclusion Employment Awareness Month in Fairfax County, a new initiative was launched. Fairfax County Human Resources Director Cathy Spage and Deputy County Executive of Health and Human Services, Tisha Deeghan, are collaborating on plans to address the need for more inclusive employment practices in Fairfax County.
- A report on the October 2018 VACSB (Virginia Association of Community Services Boards) conference reported key topics of discussion included Medicaid Expansion and STEP-VA emphasizing projected statistics and funding methodology
- SJ-47/The Deeds Commission presided over a conference in the Northern Virginia area on October 1, 2018 addressing jail services and community services at which Daryl Washington, in attendance, was invited to speak. Mr. Washington provided information on the topics of STEP-VA and Medicaid Expansion funding.
- The next WIN meeting is scheduled for Tuesday, November 13, 2018. Preceding this meeting is a scheduled briefing to Supervisor Cook on Thursday, November 8<sup>th</sup>. Following which, a briefing will be provided to the Fiscal Oversight Committee at the meeting November 9, 2018.

#### 6. Matters of the Board.

Sheila Jonas offered thanks to Ken Garnes and CSB staff for their efforts in putting the legislative folder together noting the information was provided to Delegate Kaye Kory resulting in a request to partner with the Board and CSB staff on matters including Medicaid Expansion. Gary Ambrose, Suzette Kern, and Ken Garnes also stated approval of the legislative packets highlighting the presentation, the information provided, and

predominantly noting the timeliness indicating an earlier start date contributed to the usefulness of the packets. Ms. Kern noted the particular usefulness of the ‘heat maps’ that illustrate the areas of highest need and service delivery in the county.

Nancy Scott reported attending her first Affordable Housing Advisory Committee meeting representing the Fairfax-Falls Church Community Services Board.

Diane Tuininga echoed Mr. Washington’s previous comments on success of the 2019 Pathways to Wellness Conference, noting over 200 persons attended. Mr. Ambrose added his thanks to everyone who contributed to the success of the conference.

Suzette Kern, on behalf of Jane Woods, requested participation in updating the CSB Board Bylaws to relax the requirements for Associate Member nominations, specifically eliminating the requirement limiting voting to January or July. It was further noted that the Bylaws will be fully scrutinized to identify any other areas that may need revision. Review and recommended revisions to the Bylaws will be added to the November Executive Committee agenda, preceding any needed Board action.

## 7. Committee Reports

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

Gary Ambrose, reported differentiation in the agenda, noting that the presentations were offered by CSB staff and a board member as highlighted below.

- Lyn Tomlinson provided an overview of Medicaid Expansion including funding and staffing challenges, noting that overall, this initiative is a positive change for Virginia.
- Suzette Kern provided an update to the CSB Board Retreat highlighting an outreach initiative for soliciting information and feedback from Associate Members and community partners on the CSB programs and service delivery.

**The next BHOC meeting is Wednesday, November 7, 5:00 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.**

### B. *Compliance Committee*

Suzette Kern, provided an update to the October meeting activities including:

- Ongoing discussion to identify purpose and procedures of the committee.
- An update to the ComplyTrack contract process was provided, noting it is still in the review phase.
- Mike Goodrich offered a table of current MOUs/MOAs (Memorandums of Understanding or Agreement). Committee members requested several revisions to the table including adding a column for a brief description of contracted service(s). Further, the committee requested a report on the methodology utilized in identifying areas of concern to be delivered at the November meeting.
- Members also requested that, at the November meeting, staff provide a written list clarifying Risk Management factors used to categorize issues of concern that meet the threshold of Board. notification.

- The contract for the third-party billing company, AdvantEdge, has been signed, noting an anticipated implementation date in late December 2018. Staff will continue to provide updates to the committee as implementation proceeds.
- Ms. Kern has taken initial steps to review and update the Compliance Committee Charter, noting a need to include Risk Management.

**The next meeting is Friday, November 14, at 4:00 p.m. at the Merrifield Center, Level 1 - Room 308 A/B, West.**

*C. Developmental Disabilities (DD) Committee*

Sheila Jonas, provided an update to the October meeting to include:

- Four Associate Member agencies and one prospective Member provided brief program descriptions for their respective agencies, noting the presentations included a success story that clearly illustrated the impact of the services each provide.
- Noting several ongoing initiatives related to inclusion and life in the community, Ms. Jonas confirmed attendance at the Board of Supervisors proclamation of October as *Fairfax County Disability Employment Awareness Month*.

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

*B. Fiscal Oversight Committee*

Ken Garnes, noting Captain Basilio ‘Sonny’ Cachuela, Jr., could not be present, provided an overview of the October meeting, highlighting the following:

- A review of the Modified Fund Statement illustrated the revenue and expenses for first quarter FY 2019. Initial projections indicate a significant fund balance is anticipated, noting this is early in the Fiscal year and adjustments are anticipated.
- An overview of the FY 2018 adopted budget carryover was provided noting the following reserves were established, revised, or continued, including Medicaid Replacement Fee, Opioid Use Epidemic/MAT (Medication Assisted Treatment), Diversion First, DD Medicaid Waiver Redesign and Capital Project for CSB Facilities Improvements and Renovations (CIP).
- The FY 2020 Budget request summary included Diversion First, the impact of the anticipated shortfall related to Medication Expansion, Opioid Use Epidemic, Support Coordination, DD Employment & Day/WIN, STEP-VA, Contract and Lease Rate Adjustments and revenues from the cities of Fairfax and Falls Church.
- Marta Cruz provided the Human Resources update noting continued challenges related to critical vacancies. Several efforts to address these challenges have been developed including a request to hire a recruiter, and reducing onboarding paperwork.
- Lyn Tomlinson provided an update to the following topics:

- In collaboration with Inova, efforts continue for moving Medical Clearance services nearer to the MCRC (Merrifield Crisis Response Center) on the lower level of the Merrifield Center. The contract remains under review with a January 2019 start date anticipated.
- The Drug Court has launched, but no individuals have been assigned to date, noting this was anticipated. Further updates will be provided.

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

#### D. *Other Reports*

Suzette Kern provided an overview of the September CSB Board Member Retreat. Directing attention to the retreat summary provided in the materials, Ms. Kern itemized the identified Action Items as follows:

- FOIA; processing materials distributed at a Closed Session. Agreement to process materials following practices of Board of Supervisors, as researched and reported by Mike Goodrich and Cindy Tianti.
- Board. Member Responsibilities; Board handling of the Capital Improvement Plan. Agreement to present this matter as an Information Item going forward annually on the Board meeting agenda. Ms. Kern will reflect this change on the Board Member Statutory Responsibilities chart.
- Feedback; members were polled for interest in volunteering on an Ad Hoc Committee to address solicitation of feedback from Associate Members and Community Partners.
- Community Services Performance Contract (CSPC); noting recurring timing challenges in posting the CSPC for public comment, typically delayed by release of final financial data, it was determined that a request for Board approval for recurrent posting of the CSPC without the financial data will be presented at the October Board meeting (Agenda Item 8B).
- Miscellaneous;
  - Board request for clarification and update to the Priority Populations Guidelines renewal process.
  - A recommendation was made to solicit suggestions to improve future retreats.
- Ms. Kern displayed a copy of the FY 2018 Annual Report encouraging members to broadly share the report.

#### 8. Action Item

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

Gary Ambrose directed attention to the Agenda Item as well as the accompanying documents and provided an overview of the process for reviewing and updating the Fee Related documents, offering thanks to CSB staff LaKeisha Kennedy-Flores, and CSB Board Members Suzette Kern, Jane Woods. Mr. Ambrose reviewed the

recommended changes emphasizing the care taken in balancing the importance of revenue generation with impact to clients.

Mr. Ambrose made a motion to approve the proposed changes noting no recommendations were received during the public review and comment period. The motion was seconded and approved.

*B. Community Services Performance Contract Recurring Approval to Post for Public comment.*

Ms. Kern, noting review of this item was provided earlier in the meeting, yielded the floor to Bettina Lawton who made a motion to approve recurrent posting of the Community Services Performance Contract without the updated financial and performance data in observance of the Commonwealth's deadline, which was seconded and approved.

**9. CLOSED SESSION**

At 6:09 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 6:21 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 September 26, CSB Board Meeting minutes were approved as presented.
- ◆ The Board approved revisions made to the October agenda.
- ◆ The Board approved the proposed changes to the FY 2019 CSB fee related documents.
- ◆ The Board approved the recurrent posting of the Community Services Performance contract without the financial or performance data.
- ◆ Staff to provide update to Priority Populations Guidelines review and revision.

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Date

Staff to Board

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

**Date:** October 10, 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 Chair Suzette Kern; CSB Board Member Diane Tuininga; Terry Atkinson, Gartlan Center Adv. Bd.; Peter Clark, No. VA. Mental Health Foundation; Lisa Goodwin, RPSV Recovery Program Solutions of VA; Wendy Gradison, PRS, Inc.; Lisa Jackson Wardlaw, Community Residences, Inc.; Amy Rushton, Dominion Hospital; Bill Taylor, Concerned Fairfax; Eleanor Vincent, Pathway Homes

**Staff:** Lyn Tomlinson, Deputy Dir. Clinical Services; Mark Blackwell, Director Office of Consumer and Family Affairs; Jean Post, Northern Virginia Regional Projects Office

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.		
Meeting Notes	Draft notes of the September 12, 2018 meeting were offered for a final review. Acknowledging that no recommendations were forthcoming, the notes were accepted as presented.	Committee Members	
Associate Member Reports, Updates, and Concerns	<ul style="list-style-type: none"> <li>• Peter Clark, offered a reminder of the upcoming Wellness Conference, October 12, 2018, beginning at 8:00 AM at the Government Center. Noting there are 213 people registered, tickets are still available to the event, reported to be an exceptional program.</li> <li>• Amy Rushton reported continued growth of the school refusal program, encouraging a visit and a ‘like’ on their Facebook page.</li> <li>• Wendy Gradison noted satisfaction with the press coverage of the Month of Suicide Awareness last month, particularly in the Connections Newspapers</li> <li>• Lisa Goodwin provided a flyer for RPSV that provides some information on the agency and services, encouraging a visit to the agency website that is noted on the flyer. Additionally, Ms. Goodwin provided information on the Holiday Dinners provided at the Recovery Centers.</li> <li>• Bill Taylor reported a successful NAMI Northern Virginia Walk on September 21, 2018.</li> <li>• Terry Atkinson, reported on the October 9, 2018 Gartlan Advisory Board meeting, noted an excellent presentation by Jeanne Comeau (NAMI) on HIPAA limitations and value.</li> </ul>	Associate Members	

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

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• Eleanor Vincent encouraged attendance at the Help the Homeless 5K Walk on Saturday, October 20, 2018 in Fairfax City, noting that more information is available on the agency website.</li> </ul>		
Matters of the Public	None were presented		
Presentation & Discussion Medicaid Expansion	<p>Lyn Tomlinson distributed a handout on Medicaid Expansion and the subsequent revenue shortfall that is anticipated. Noting the welcome implementation of Medicaid Expansion, Ms. Tomlinson highlighted some information including:</p> <ul style="list-style-type: none"> <li>• CSBs statewide will absorb \$1.6M of the planned \$11M reduction in FY 2019 and will absorb an additional \$4.3M of the planned \$25M statewide reduction.</li> <li>• Unknowns include:               <ul style="list-style-type: none"> <li>○ Possible state assistance to address the anticipated shortfall.</li> <li>○ The number of persons who will enroll in Medicaid.</li> <li>○ It is anticipated that the total revenue generated in FY 2019, requiring a 100% recapture rate, will be \$915K, emphasizing that a 100% recapture rate is highly unlikely.</li> </ul> </li> <li>• Noting some concern with the methodology used by DBHDS (Department of Behavioral Health and Developmental Services) to determine the amounts of the reductions, the following highlights were provided:               <ul style="list-style-type: none"> <li>○ DBHDS estimated eligibility without consideration of the individual's income, noting that income must be less than 138% of the federal poverty level.</li> <li>○ Enrollment efforts include increasing public knowledge on the changes to Medicaid and the implementation of Medicaid Expansion. Additionally, eligible individuals are encouraged to enroll, with efforts including hosting enrollment events on CSB sites.</li> </ul> </li> <li>• Another change to Medicaid coverage is ARTS (Addiction Recovery Treatment Services), a licensed service that provides substance use disorder treatment. Significantly challenging requirements for ARTS include a required medical assessment that must be provided within 24 hours and a requirement that services must now be provided by licensed/licensed eligible staff, noting the ongoing challenges in recruitment, retention, and rate of pay.</li> <li>• Jean Post reported ARTS concerns of CSBs statewide were discussed at the October VACSB Conference, noting that further discussion of ARTS, STEP-VA, and Medicaid Expansion general fund</li> </ul>	Staff	

## Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<p>reductions were scheduled at the October Regional Management Group, attended by CSB Executive Directors across the Northern VA Region.</p> <ul style="list-style-type: none"> <li>• Ms. Tomlinson will provide further information regarding the impact of Medicaid Expansion on eligibility of individuals receiving case management services.</li> </ul> <p>Suzette Kern provided an update to the recent CSB Board Member Retreat, noting a new Board initiative to connect with community partners soliciting feedback on the CSB. To support this initiative, an Ad Hoc Committee will be established to format communication and identified goals. Ms. Kern asked that recommendations and suggestions be emailed to her at <a href="mailto:Suzette.Kern@gmail.com">Suzette.Kern@gmail.com</a> until the committee is established. Ms. Tomlinson confirmed a post-services survey is currently in place and is used to affect changes where needed.</p>		
Staff Reports	<p>Lyn Tomlinson provided an overview of recent activities, including:</p> <ul style="list-style-type: none"> <li>• A reminder of the successful Recovery Open House in September, with thanks offered for all who attended.</li> <li>• An overview of the MAT (Medication Assisted Treatment) Open House from 12:00 pm. – 2:00 p.m. conducted earlier today, noting the program has moved to a medical office on the Lower Level (Merrifield Center). Also available is Integrated health care for 1.5 days weekly.</li> <li>• There is a current process to streamline paperwork through elimination of duplicative and non-essential documentation, ensuring that regulatory, licensure, human rights, etc. requirements are being followed. Staff will be alerted as efficiencies are identified and paperwork is eliminated.</li> <li>• Proposed changes to CSB fee related documents remain posted for public comment through October 23<sup>rd</sup>.</li> <li>• DBHDS Commissioner, Hughes Melton, is scheduled for a tour of CSB Sites including the Merrifield Center and the Joe and Fredona Gartlan Mental Health Center on Thursday, October 18, 2018.</li> <li>• Attendance at a recent meeting to discuss future uses of the Massey Building located near the Fairfax County Courthouse and Adult Detention Center (ADC).</li> <li>• A recent visit to Middlesex, MA to view their jail-based MAT program that includes a community-based peer program and a fully integrated behavioral and primary health program. Ms. Tomlinson noted this review was of particular value as the city demographics are very similar to Fairfax County offering tremendous insight into the effectiveness of the combined programs.</li> <li>• Ms. Tomlinson encouraged attendance, if available, at a screening of a film tonight at the Government Center from 7:00 p.m. – 9:00 p.m. The film, <i>Written Off</i>, features the story of a young</li> </ul>		

## Behavioral Health Oversight Committee Meeting Notes

Topic	Action	Responsible Party	Due Date
	<p>man with Opioid Use Disorder. If members are interested, but unable to attend this evening's screening, please advise Ms. Tomlinson who will arrange for an additional screening.</p> <p><b>The next BHOC meeting has been moved forward a week to accommodate the holidays to Wednesday, November 7, 2018 at 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B.</b></p>		
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 5:46 p.m.	Gary Ambrose, Chair	

November 7, 2018

Date Approved



Prepared by Erin Bloom

Fairfax-Falls Church Community Services Board  
Compliance Committee  
October 17, 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; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; and Edward Rose

The following Committee members were absent: Captain Basilio ‘Sonny’ Cachuela, Jr.

The following staff was present: Daryl Washington, Mike Goodrich, Luann Healy, Cindy Tianti, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:00 p.m.

2. Review of Meeting Notes

Meeting notes of the September 19, 2018 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Gary Ambrose made a motion to approve the notes as presented, which was seconded and approved.

3. Tracking Software Update

Luann Healy and Cynthia Tianti provided an update to the contract review and approval process noting the process is ongoing.

4. High Risk Areas

This topic was included in the tracking software update just above offering a reminder that any new process is considered high risk at implementation (Item 3).

5. Current Areas of Concern

Mike Goodrich, referring to reported incidents, noted that of the 70 reports in September, only 36 met the threshold of reporting to the state and the involved MCO (Managed Care Organizations). It was clarified that only incidents occurring in programs licensed by the Department of Behavioral Health and Developmental Services (DBHDS) are reported. Ms. Healy, reported that as this is the first month of the recently implemented DBHDS regulations, the reports are likely to increase, before decreasing, as staff becomes familiar with the new regulations. It was further reported that there are three ratings for incidents. The ratings span from #1 for minor incidents that are internally tracked, #2 for psychiatric admissions, and other new regulation implementations, to #3 for serious incidents including deaths and suicide attempts.

Daryl Washington noting the new regulations are concerning, largely based on the size of the CSB, reported a review of the new regulations is underway to identify regulations that do not add value to client care and negatively impact staff time. Advocacy for waivers related to the regulations that meet this criterion will be pursued with DBHDS Commissioner, S. Melton Hughes.

Mike Goodrich and Daryl Washington offered a reminder that some time ago, the CSB discontinued working with a number of developmental disability provider vendors based on poor performance. DMAS has recently initiated a review of records related to working with these vendors that is anticipated to involve the CSB. It was further reported that it is likely the CSB will not be able to produce requested records related to working with these vendors, further reporting this may result in a finding/citation.

## 6. Risk Management

Review of the provided list of Memorandums of Agreement and Understanding resulted in several revision recommendations to the list including:

- Add a brief description of the contracted service (Comments column),
- Development of a method to illustrate the areas of concern for each MOU/MOA on the list, and
- That the list should be provided for review when circumstances dictate, noting the information will be included in the Risk Management report.

Mike Goodrich distributed a handout and provided an overview of the information that clarified identification and processing of compliance matters. Luann Healy clarified areas that are typically considered high-risk including a brief description of how risk assessment is determined.

Directing attention to page 2 of the handout, Mike Goodrich highlighted that the information provided details of current matters of compliance that were discussed at the monthly internal committee meeting. It was reported that the internal meeting discussions will identify which areas meet the threshold of CSB Board notification at the next CSB Board Compliance Committee meeting. Ms. Kern asked that staff further develop this area in writing to serve as a more complete definition of the process/procedures to be used in identifying issues of concern to be presented to the Board. The definition should include:

- how often the Executive leadership meets with Directors,
- how high/medium risk areas are identified,
- what criteria are used to determine if an issue warrants early notification to the board,
- how the board is notified,
- any other relevant information.

Ms. Lawton expressed concern at information missing from the provided list including expiration dates, noting that the Board is responsible by statute for oversight of some MOUs/MOAs. Requesting a reporting mechanism, it was noted that some information related to these documents may require a Closed Session.

Members and staff engaged in robust discussion.

Mr. Washington provided information related to Meaningful Use standards, a federal program that requires an Electronic Health Record (EHR) be implemented by medical facilities including behavioral health providers. Integral to the standards is the ability of EHR's to share information, noting the successful use of this program results in incentive payments. In the interest of transparency, it was reported that there are occasional audits related to the incentive payments that requires verification of information sharing that may, on occasion, result in a payback.

Members were informed that the contract with the third-party billing company AdvantEdge has been signed, noting the implementation is expected in late December 2018. Efforts to initiate data sharing towards the implementation of billing are ongoing, including an on-site visit tentatively scheduled for early November. Members requested that updates include reporting if the implementation is on target, or if any glitches have been experienced.

Ms. Kern noted a need for review and possible revision of the Compliance Committee Charter, offering to make first efforts.

There being no further business to come before the Compliance Committee, the meeting was adjourned at 5:08 p.m.

Actions Taken –

- Notes of the September 19, 2018 Compliance Committee meeting were reviewed and approved.
- Members requested that comments illustrating the contracted services be added to the MOU/MOA list
- Members requested ongoing updates related to the third-party billing contract until the service has been successfully implemented.
- Members requested staff further develop Board notification of Risk Management concerns in writing for presentation at the November Compliance Committee Meeting.

November 14, 2018

\_\_\_\_\_  
Date Approved



\_\_\_\_\_  
Staff to the Board

# CSB Fiscal Committee Meeting Minutes

**Date:** October 19, 2018

**Attending:** Members; Jennifer Adeli; Gary Ambrose; Ken Garnes; Suzette Kern;

**Absent:** Chair, Basilio 'Sonny' Cachuela, Jr.; Members Bettina Lawton and Edward Rose

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

## Summary of Information Shared/Decisions:

### Review of meeting minutes

Committee members reviewed and accepted the minutes of the September 21, 2018 meeting as presented.

### Financial Status

Robyn Fontaine distributed a revised Modified Fund Statement (MFS) noting the format had been revised to simplify and clarify the data provided. Highlights of the data included:

- FY 2019 projections were included in the MFS as stated at the September meeting.
- An overview of the FY 2018 Carryover Actions was provided some highlights are:
  - The Medicaid Replacement Fee includes FY 2019, estimated at \$700K and FY 2020 at an estimated \$2.5M. In order to provide a projected Recovery Rate for Medicaid billing, a baseline will need to be established, anticipated to require a revenue cycle of 60-90 days.
- There is a projected reduction in Medicaid revenue of approximately \$1M attributed to Medicaid Expansion revenue projections and remaining ITC (Infant & Toddler Connection) funds still to be moved to DFS (Department of Family Services) following the move of the ITC to program to DFS.
- Projected End of Year balance is approximately \$13.5M.

### Administrative Operations Report

Mike Goodrich provided an overview of recent administrative activities to include:

#### FY 2020 Budget Update

- This information was included in Ms. Fontaine's Financial Status Report.

#### FY 2020 Budget Submission Update

- The requested budget items for the FY 2020 Budget Submission have an estimated total cost of \$20M including a requested 17 Full Time positions. Also included were projections for Recovered Costs, Contract and Lease Rate Adjustments, and Revenue from the Cities, further reporting that Compensation and Fringe Benefits are in development.

#### CIP – Capital Improvement Projects

- Priorities remain mostly unchanged. Plans include participation with the Office of Strategy Management (OSM).
- Mr. Washington added that, in recognition of the \$5M dollar appropriation for Special Projects/Facilities Improvements for renovation of Boys Probation at Woodburn Place Crisis Care Program, some revision of CIP priorities may occur to include priority treatment for mold at Crossroads, and facility updates, including ADA compliance accommodations, to Cornerstones, A New Beginning, and Fairfax Detoxification. Additional requests may include establishment of Intermediate Care Facilities (ICF) for individuals with Developmental Disabilities.

# CSB Fiscal Committee Meeting Minutes

- Additional requests not currently on the CIP, but with a possible affect/impact the SB include consideration of a public /private partnership for use of the East County building (Baileys Crossroads area), and consideration of use of the North County Corridor (Reston).

## Financial Positions Update

- Jessica Burris was hired as Chief Financial Officer, starting October 29, 2018.
- Two Financial Specialists II's (FS II) were recently hired, also starting October 29, 2018.
- LaKeisha Kennedy-Flores, Business Operations Director, recently offered her resignation to take a position with the Office of Strategy Management in mid-November. The ad for this position will be placed in early November, noting the advertisement will be placed widely including on human services job sites.

## Human Resources (HR) Update

Marta Cruz reviewed the HR update report including the following:

- The total Vacant General Merit positions, as of October 13, 2018, was 120.
- Providing an overview of the critical area vacancies, some highlights were included:
  - Recent implementation of a retention incentive stipend for Clinical Psychologist/Independent Evaluators for Emergency Services/Mobile Crisis Unit.
  - The procedure of overfilling vacant positions has had positive results in Behavioral Health Outpatient services.
  - It was noted the position of Sr. Clinician in Youth & Family remains a tremendously difficult position to fill.
  - Acknowledging there are 14 vacant DD Specialist II positions, it was noted there are some pending hires that will lower this number, further noting that FY 2018 has seen a significant decrease in turnover of this position.
  - Ms. Cruz and HR staff have conducted an analysis to identify the positions with the highest turnovers, allowing for targeted intervention plans to reduce staff turnover.
  - Mr. Washington reported that workforce planning is a primary focus of Executive Leadership, noting recent efforts include the hiring of a full-time recruiter, as well as efforts by Human Resources staff to streamline the onboarding process including employee training.
- Staff was asked to revise the HR Update Report to remove the Vacancy Breakeven Point line on the Vacant General Merit Positions chart.

## Clinical Operations Report

Lyn Tomlinson provided an update on the contract for medical clearance services, noting it is anticipated to be signed today. Inova has identified available staff to provide the service, which is anticipated to be implemented in January.

The Drug court has launched and is ready for the first participant noting that some recent delays involve jurisdiction, where the individual is required to be transferred to another county for processing, a not uncommon process.

Time to Treatment reports, in the new format, were provided. It was noted that the Springfield metric will be removed from the Youth report as that program has successfully moved to Merrifield. Review of the Adult report showed the disparity in August (2018) between Assessed for Services and Attended First Treatment, that is primarily attributed to methodology. Staff is examining the data tracking process to determine the factors that contribute to these results. It was reported that additional data being tracked includes the percentage of individuals that are attending their first session within 10 days, as required in STEP-VA, and the number of individuals offered an initial appointment within 10 days, who cancel or don't show. Recognizing that there is also a human

# CSB Fiscal Committee Meeting Minutes

factor, staff is reaching out with pre-services calls to encourage attendance at scheduled appointments.

Offering a reminder of the CSB site tours and program review on October 18<sup>th</sup>, by DBHDS (Department of Behavioral Health and Developmental Services) Commissioner Hughes Daryl Washington provided an overview of the day's events. Sites visited included The Joe and Fredona Gartlan Mental Health Center and the Merrifield Center. Topics of discussion included the volume of individuals requesting treatment at the CSB, the Community Services Performance Contract, STEP-VA, and current state funding and regulations.

There being no further business to come before the Committee, the meeting was adjourned at 10:28 a.m.

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

Remove Vacancy Breakeven Point line on the Vacant General Merit Positions chart. – Marta Cruz

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

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

Fiscal Oversight Committee meeting

Friday, November 9, 2018, 9:00 am

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

2019 CSB Board Meeting Schedule

Issue

Approval of the proposed 2019 CSB Board meeting schedule.

Recommended Motion

I move that the Board approve the CSB Board meeting schedule for calendar year 2019 as presented.

Background

In preparation for CSB Board and Committee and meetings planned for January 2019 through December 2019, attached is a proposed schedule along with notation of reserved meeting rooms 1-308A/B at the Merrifield Center and 836A at the Pennino building. Some meetings have been shifted slightly to accommodate holidays, please note the conflict in the meetings scheduled for December 4, 2019

Enclosed Document

2019 Proposed Board and Committee Meeting Schedule

Board Member

Suzette Kern, Chair

DRAFT 2019 Meeting Calendar  
Fairfax-Falls Church Community Services Board

	FFCCSB Developmental Disabilities Committee (DD)	FFCCSB Behavioral Health Oversight Committee (BHOC)	FFCCSB Compliance Committee	FFCCSB Executive Committee	FFCCSB Fiscal Oversight Committee	FFCCSB Board
<i>2018 Meeting Times</i>	1 <sup>st</sup> Wed (bi-monthly): 5:30 pm	2 <sup>nd</sup> Wed: 5:00 pm	3 <sup>rd</sup> Wed: 4:00 pm	3 <sup>rd</sup> Wed: 5:00 pm	3rd Fri: 9:00 am	4 <sup>th</sup> Wed: 5:00 pm
<i>308 A/B</i>	<i>Merrifield Center Level 1 - Rm 308 A/B</i>	<i>Merrifield Center Level 1 - Rm 308 A/B</i>	<i>Merrifield Center Level 1 - Rm 308 A/B</i>	<i>Merrifield Center Level 1 - Rm 308 A/B</i>	<i>Pennino Bulding Room 836A</i>	<i>Merrifield Center Level 1 - Rm 308 A/B</i>
Jan	*	9	16	16	18	23
Feb	<b>6</b>	13	20	20	15	27
Mar	*	13	20	20	15	27
Apr	<b>3</b>	10	17	17	19	24
May	*	8	15	15	17	22
Jun	<b>5</b>	12	19	19	21	26
Jul	*	10	17	17	19	24
Aug	<b>7</b>	14	21	21	16	28
Sep	*	11	18	18	20	25
Oct	<b>2</b>	9	16	16	18	23
Nov	*	6 <i>(1st Wed)**</i>	13 <i>(2nd Wed)**</i>	13 <i>(2nd Wed)**</i>	8 <i>(2nd Fri)**</i>	20 <i>(3rd Wed)**</i>
Dec	4 <i>(Note conflict --&gt;)</i>	4 <i>(1st Wed)**</i>	11 <i>(2nd Wed)**</i>	11 <i>(2nd Wed)**</i>	13 <i>(2nd Fri)**</i>	18 <i>(3rd Wed)**</i>

\* **No Meeting**

**\*\*In observance of a County holiday**

Note: All Committee meetings with exceptions noted above and the Fiscal Committee are held at the Merrifield Center, Level 1-Room 308A/B Fairfax, VA

**Thanksgiving; Thursday, Nov. 28 & Friday, Nov. 29**

**Christmas; Tuesday, Dec. 24 & Wednesday, Dec. 25**