

Fairfax-Falls Church Community Services Board
Executive Committee
January 16, 2019

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

1. The following Committee members were present: Suzette Kern, Board Chair; Gary Ambrose; Captain Basilio ‘Sonny’ Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; and Edward Rose
2. The following Committee members were absent:
3. The following staff were present: Daryl Washington; Mike Goodrich; and Lyn Tomlinson
4. Meeting Called to Order
The meeting was called to order at 5:18 p.m.
5. Approval of the Minutes
Edward Rose made a motion for approval of the December 12, 2018 Executive Committee minutes as presented, which was seconded and passed.
6. Adoption of the Executive Committee Agenda
As no revisions were offered for the January 2019 Executive Committee meeting agenda, the agenda was accepted as presented.
7. Director’s Report
Daryl Washington, Lyn Tomlinson, and Mike Goodrich provided several agency updates as highlighted below:
 - Recent employment updates were provided by Lyn Tomlinson and Mike Goodrich, including:
 - Michael T. Lane starts February 4 as Director, Individual & Family Affairs.
 - Eileen Bryceland, effective January 22, 2019, was promoted to Behavioral Health Outpatient Program Service Director.
 - Linda Mount, also promoted, starts as the Director of Informatics and Evaluations on February 4, 2019.
 - Dr. Treca Stark was hired to fill the position of Training Manager, effective January 4, 2019. Dr. Stark will be supported by two Training Specialists, the ads for which are currently running.
 - Sebastian Tezna was recently hired as the Business Operations Director.
 - It was further noted that approximately 30 Merit staff had been hired in December.
 - Ms. Tomlinson provided further updates to include:
 - Efforts to implement Medicaid billable services provided through ARTS (Addiction Recovery Treatment Services) with the implementation of OBOT

(Office Based Opioid Treatment) and IOP (Substance Abuse Intensive Outpatient) include development of a billing matrix and associated forms, filling supporting positions, and processing all changes through the Change Control Process. Implementation is anticipated for the end of January 2019. These efforts significantly contribute to the implementation of ARTS with Residential Services.

- Accomplishments in Business and Clinical Efficiencies include full implementation of Collaborative Documentation, continuing efforts to fully implement Centralized Scheduling, launching the streamlined, shorter assessments, and the utilization of Engagement Specialists. These efforts have resulted in the streamlining of some of the medical services forms. Further efforts in the streamlining process include placing Direct Service staff in leadership roles to capitalize on their hands-on knowledge of the forms under review.
- Time to Treatment updates included an improvement in Youth wait times, noting they are compliant with a 10-day waiting period. Additionally, it was reported that the Student Assistance Program has been launched in the schools, confirming that the Program provides counselors with direct access to CSB staff. Challenges remain in Adult wait times. Ms. Tomlinson reported a meeting attended by Barbara Wadley-Young, Georgia Bachman, and Eileen Bryceland to develop ideas to address this concern. Some immediate short-term actions include a survey sent to staff offering overtime that was accepted by approximately 20 staff; this is anticipated to reduce the current average wait-time by half. Offers have also been made to Psychiatrists who have retired from the CSB. Additional efforts include, staff feedback, and dual encumbered positions are still being allowed. Efforts to develop long-term, sustainable solutions are an ongoing focus.
- Daryl Washington provided several additional updates including:
 - Medicaid enrollment efforts continue, accomplishments to date include:
 - Completion of 329 Medicaid applications
 - The successful enrollment of 115 individuals out of 600 clients current with the CSB prior to January 1, 2019. And,
 - Eligibility Specialists have been successfully scheduling appointments for enrollment assistance, noting that all appointment times are currently scheduled. To address this, Case Managers are being asked to help with enrollment. It was further reported that some individuals with Medicaid cards have entered Detox for residential substance use disorder treatment, anticipating a new revenue stream once residential service ARTS billing is launched.
- The Student Assistance Program, noted earlier, provides cross-agency services in the public schools, Mr. Washington further clarified that this program is an effort to provide a timelier response to the opioid crisis, reporting that the program was launched in December, providing screening and treatment to students in school.
- The legislative update included a report that 90 bills have been reviewed with an additional 24 under review. Elizabeth McCartney forwards bills under review to content experts for feedback and response as needed. Additionally, Mr. Washington reported regular communication with County Legislative office staff.

- Offering a reminder of the response letter received from the DBHDS Commissioner S. Melton Hughes, Mr. Washington requested Board feedback on the need for any reply to some inaccuracies in Commissioner Hughes response letter. Following Board discussion and subsequent direction, Mr. Washington will provide some talking points to Board members to clarify some of the responses provided by Commissioner Hughes, additionally CSB staff will follow up with Delegate Mark Sickles
- Directing attention to handouts provided in the meeting materials, Mr. Washington provided a brief overview including:
 - A copy of a letter from VACSB Executive Director Jennifer Faison to Commissioner Hughes regarding significant communication concerns of the STEP-VA Advisory Committee (STAC) was provided. Offering a reminder that he is a member of the Committee, Mr. Washington clarified that STAC is assisting in the development of the framework and performance measures for the implementation of STEP-VA. It was noted that the Commissioner's reply is also provided.
 - In relation to the proposed regionalization of the CSBs, a reminder was offered that the Commissioner had offered a proposal for this CSB to accept the role of lead CSB for this region. Mr. Washington reported that a change to this proposition has since been indicated, noting that no change has been seen in the Draft Charter, a copy of which was included in the materials.
 - Mr. Washington inquired about Board interest in the development process of the STEP-VA definitions and performance measures. Following a brief overview of the process, it was determined that Board members will participate by reviewing the 'final draft' noting a particular interest in definitions and performance measures that may impact the Priority Access Guidelines.
- Members were encouraged to participate in the County Strategic Plan survey launching January 22. This is a critical step in the development of a proposed 7-10 community priority areas. The provided flyer will be forwarded on behalf of the Committee Chairs, to the Associate Members of the Developmental Disabilities and Behavioral Health Oversight Committee meetings, with encouragement to participate.
- Mr. Washington distributed handouts providing an overview of the WIN (Welcoming Inclusion Network) options that included the identified recommendations with definitions, and the 1-5-year implementation and review plan. Following discussion of recommendations, it was determined that Barbara Wadley-Young would regularly attend CSB Board meetings to provide regular updates, beginning in February 2019. Members requested that the information provided be simplified to highlight the identified options and include what is being done, how the information will be communicated, recognize that Board members have different points of familiarity with DD issues when developing the updates, implementation efforts, anticipated fiscal impact, the reasoning for why each identified option was selected, and confirmation that the identified options are the best choice for the CSB and clients. Mr. Washington will provide an update to the Board in February.
- Providing an update to a recent invitation for County Executive Bryan Hill to attend a CSB Board meeting, Mr. Washington reported that Mr. Hill has asked for a written invitation with a brief overview of the proposed topics of discussion. Committee members engaged in robust discussion, following which, it was agreed that members would develop and issue a written invitation

8. CSB Board Agenda

The January 2019 CSB Board meeting agenda was presented for review. As no recommendations for revision were offered the agenda was accepted as presented.

9. Matters of the Executive Committee

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

Gary Ambrose provided an overview of the January 9, 2019 meeting, reporting several Associate Member updates were provided. Additional highlights include:

CSB Board Chair Suzette Kern provided an update to the Ad Hoc Partner Feedback Committee.

A Diversion First update was provided by Lisa Potter, Marissa Farina-Morse, and Abbey May, noting a copy of the summary report was included in the meeting materials.

Lyn Tomlinson provided an overview of 2019 priorities including recruitment & retention, and primary healthcare screening

Mr. Ambrose announced that he has submitted his resignation from the CSB Board and the Diversion First Stakeholders group effective July 1, 2019.

The next BHOC meeting is scheduled Wednesday, February 13, 2019, at 5:00 p.m. at the Merrifield Center, Level 1-Room 1-308 A/B, West.

B. *Compliance Committee:*

Noting the Compliance Committee had met just prior to this meeting, no update was provided.

The next meeting of the Compliance Committee is Wednesday, February 20, 2019, at 4:00 p.m. at the Merrifield Center, Level 1-308A/B, West.

C. *Developmental Disability (DD) Committee:*

Sheila Coplan Jonas, noting no January meeting was held, provided a reminder of the WIN (Welcoming Inclusion Network) meeting scheduled for February 28th that will focus on Inclusive Hiring, and the housing waitlist opening, noting a webinar is available, the details for which had been provided previously.

The next meeting of the Developmental Disabilities Committee is Wednesday, February 6, 2019 at 5:30 p.m. at the Merrifield Center, Level 1-308A/B, West.

D. *Fiscal Oversight Committee:*

Captain Basilio ‘Sonny’ Cachuela, Jr., noted the January meeting was scheduled for the following Friday. Agenda items include a FY 2020 budget update and the FY 2019 3rd quarter budget submission.

The next meeting of the Fiscal Oversight Committee is Friday, February 15, 9:00 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Suzette Kern distributed several documents including a statutory responsibilities matrix, developed by Bettina Lawton, and a copy of the joint resolution and amendments related to the establishment and growth of the CSB.

Daryl Washington distributed copies of the VACSB (Virginia Association of Community Services Boards) Annual Report for review.

Mr. Washington also distributed a calendar developed in recognition of the 50th Anniversary of the establishment of the Fairfax-Falls Church Community Services Board, that was enthusiastically received.

10. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Revision recommendations included adding the January 28th and May 16th Diversion First Stakeholder meetings. Following these recommendations, the calendar was accepted as revised.

Suzette Kern acknowledged no need for a closed session.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:48 p.m.

Actions Taken –

- The December 2018 Executive Committee meeting minutes were approved.
- The January Executive Committee agenda was accepted as presented.
- The January CSB Board agenda was accepted as presented.
- The Annual Planning calendar was accepted as revised.

March 20, 2019

Date Approved



Staff to the Board