

CSB Fiscal Oversight Committee Meeting Minutes

Date: February 15, 2019

Attending: Chair, Basilio 'Sonny' Cachuela, Jr.; Jennifer Adeli; Ken Garnes; Suzette Kern; and Bettina Lawton

Absent: Gary Ambrose and Edward Rose

Staff: Mike Goodrich; Lyn Tomlinson; Daryl Washington; Jessica Burris; Marta Cruz; and Robyn Fontaine

Summary of Information Shared/Decisions:

Captain Basilio 'Sonny' Cachuela Jr. called the meeting to order at 9:00 a.m.

Review of meeting minutes

The January 18, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Robyn Fontaine provided an overview of the Pay Period Metrics Report for pay period #2, noting no significant change from last period.

Referring to the Modified Fund Statement and Fiscal Notes included in the materials, Ms. Fontaine provided a brief overview of the information, including:

- It was reported the 3rd Quarter Reports had just been submitted, with approval will be in late April. Jessica Burris highlighted that the submission was consistent with discussion at prior meetings to include adjustments for back billing and Medicaid Expansion.
- Noting a projected \$1.6M revenue shortfall, it was clarified that this is partially attributed to several factors including numerous vacant revenue-generating positions and Medicaid Expansion enrollment and billing/payment lag-time. It was further noted that approximately half of the projected 600 eligible current CSB clients still need to be enrolled.

Administrative Operations Report

Mike Goodrich provided an update to the FY 2019 3rd Quarter Review Submission, some highlights of which are:

- An effort to spend the end of year fiscal balance includes a requested \$600k for mold remediation at the Crossroads facility, a reorganization of office space in the Pennino building that includes the addition of 18 cubicles, a redesign of the reception space in Suite 836 to include ADA compliant improvements, and creation of an audio/visual presentation space on the third floor at Merrifield. Daryl Washington added that efforts at developing a redesign for additional space at Merrifield are ongoing, noting that focus is on administrative cubicle areas, and the impact of new or expanded programs including Diversion First and Same-Day Walk-In Access that require additional space needs. Noting the redesigned cubicles will be smaller, there is an emphasis on electronic storage, reducing the need for cabinet storage. Mr. Washington further noted that DFS (Department of Family Services), in response to Medicaid Expansion, has hired approximately 30 eligibility workers, some of which will be deployed to Merrifield in a collaborative effort with Medicaid enrollment. The cubicle realignment, scheduled to begin Feb. 25th, is scheduled for completion March 14th. Copies of the 3rd Quarter submission reports will be forwarded to the Committee
- Providing an update to the FY 2020 Budget Mr. Goodrich confirmed the timeline remains the same with the advertised budget to be proposed February 19, with the proposed tax rate announcement scheduled for March 5th. The FY 2020 Budget Public Hearings are scheduled for April 9th – 11th.

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- Suzette Kern reported receiving notice of the Human Services Council (HSC) meeting on Feb. 26, 2019, offering a reminder that, historically a member of the CSB Board has testified before the Council. Noting that this process appears to be different from previous years, Ms. Kern reported that, according to the invitation, an opportunity would be provided to offer input at the meeting.

Human Resources (HR) Update

Marta Cruz, noting the number of Vacant General Merit Positions was 121 as of February 2, 2019, following which, Ms. Cruz provided an overview of the Vacancies in Critical Areas table, including:

- *Support Coordination*; Eleven DD Specialist II's have accepted offers for Support Coordination positions.
- *ADC/Jail Diversion*; One Behavioral Health Supervisor has been hired as the Drug Court Coordinator and several Behavioral Health Specialist II's are in the hiring process.
- *Compliance & Risk Management*; One MA III has been hired to fill the Risk Manager position, and in an effort to broaden the pool of candidates for the Compliance Coordinator position, a request was made to DHR (Department of Human Resources) to reclassify the position allowing candidates to obtain a required compliance certification within a specified time post-hire.
- Additionally, it was reported that a Recruiter was hired and has a start date of March 4th, noting that primary efforts will be focused on Support Coordinators, Behavior Specialist IIs, and Senior Clinicians.

Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment, highlights include:

- **Diversion First**
 - Related to Jail Diversion efforts, Dr. Hazel with George Mason University (GMU) approached the Fairfax County Sheriff's Office and the CSB with a proposal for GMU to oversee a grant-funded program monitoring the use of technology by individuals with opioid use disorders. JJ Snyder and Jamie Popik with the Sheriff's Office, Ms. Tomlinson and Marissa Farina-Morse with the CSB and Dr. Hazel agreed to collaboration, noting that new resources are critical to implementation.
 - It is anticipated that the medical clearance contract with Inova will be fully executed by the end of February, further reporting efforts by Inova that include medical clearance being integrated into the Inova EHR (Electronic Health Record), efforts to hire additional physicians, and Inova Information Technology (IT) working on infrastructure.
 - A reminder was offered that the Community Response Team (CRT) is an effort to work with and decrease the instances of contact with frequent utilizers of CSB services, noting the hours of operation have expanded to two days each week.
 - Employment efforts include filling the position of bed finder, hiring peers, and the recruitment of Crisis Intervention Specialists.
- **Time to Treatment**
 - **Adult Time to Treatment:** wait times show improvement. Additional information provided includes:
 - Confirmation that the cohort includes all adult individuals waiting for a first treatment appointment.
 - A report that the data includes some 'outliers' that, while small in number, have a tremendous impact on the data due to the substantial longevity of their wait time.

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- Efforts to clean up the data include removing individuals with a history of 'no-showing' to appointments from the wait list in a much timelier manner,
- Recognizing staff shortages are a critical component of longer wait times, some efforts to address this include absorbing 27 individuals into treatment at Merrifield utilizing overtime hours. Additionally, there were four new hires at Gartlan.
- Youth Time to Treatment;
 - This data is consistent with decreased wait times. Noting a slight increase in some of the data, it appears that staff vacancies are the primary cause. It was further noted that this is the busiest time of the year for youth services requests. To illustrate the impact of staff shortages, it was clarified that one vacant clinical position is equal to 25 clients having a longer wait for treatment.

Open Discussion

- Acknowledging that the February 2019 Compliance and Executive Committee meeting packets will be posted later today, Suzette Kern requested feedback on any needed revisions to the agenda items including a closed session anticipated for the Executive Committee meeting.
- Bettina Lawton reported a phone conversation with Senator "Chap" Peterson related to class action suits seeking to recover the cost of opioid treatment from drug companies. Ms. Lawton, advising Senator Peterson that Cindy Tianti is the Deputy County Attorney assigned to the CSB, further advised Senator Peterson to contact Fairfax County Attorney Beth Teare regarding county involvement.
- Daryl Washington offered a reminder of the STAR program, an addiction recovery program launched in the Adult Detention Center (ADC) in November 2018. The first graduation ceremony is scheduled for Tuesday, February 19, 2019.

Noting no further discussion was forthcoming, the meeting was adjourned at 9:46 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, March 15, 2019, 9:00 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

March 15, 2019

Date Approved



Staff to the Committee