

CSB Fiscal Committee Meeting Minutes

Date: July 19, 2019

Attending: Jennifer Adeli, Chair; Ken Garnes; Bettina Lawton; and Edward Rose

Absent: Basilio 'Sonny' Cachuela, Jr. and Suzette Kern

Staff: Georgia Bachman; Barbara Wadley-Young; Jessica Burris; Judy Stocks, and Carolyn Ford

Summary of Information Shared/Decisions:

Jennifer Adeli called the meeting to order at 9:30 a.m.

Review of meeting minutes

The June 21, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Jessica Burris provided the financial status update, highlights of which included:

- *Pay Period Metrics:* no significant changes, Compensation and Fringe benefits remain at approximately \$4.4M for PP 13 with an also consistent Year to Date balance of approximately \$113M.
- *Modified Fund Statement:* The Board of Supervisors (BOS) approved budget is reflected. It was highlighted that the State DBHDS balance does not reflect the anticipated Medicaid Expansion reduction or COLA (Cost of Living Adjustment) adjustments that will be reflected with a variance once the adjustments are received. First Quarter figures will provide data to allow for more accurate projections.
 - To better manage the 2020 budget, there are ongoing efforts to realign the CSB Budget to assign budget responsibility for each area to the Service Director.
- *FY 2019 Carryover Requests:* Referring to a handout in the meeting materials, a comprehensive overview of the requests was provided that included building renovations, staffing needs related to revenue maximization, and implementation of WIN (Welcoming Inclusion Network) recommendations.
- *End of Year Budget Status Balances – Issues and Concerns:* There has been significant improvement in (Licensed Mental Health Professional) LMHP-Type Billing including approval to back bill for a significant amount of older services. Informatics is working on a long-term solution to ensure that services provided by license-eligible staff is supervised and signed as needed to bill. ARTS (Addiction and Recovery Treatment Services) billing for OBOT (Office Based Opioid Treatment) is operational, billing for IOP (Intensive Outpatient) and Residential Treatment services is anticipated to begin soon.
- *Revenue Billing Report:* Referring to the Revenue Management Metrics chart it was highlighted that the 'Days in AR' (Accounts Receivable) has decreased to 39 days, within industry standards. The corrective write-off of claims too old for collection totals approximately \$2M. Highlighting that the higher balance in YTD Payment balance exceeds the YTD Claims Submitted, this was attributed to collection on older claims (back billing). An overview of the charts on pages 14 and 15 was provided prompting engaged discussion. The Submission Errors Report (page 16) illustrated the improvements made in corrections to Non-Billable Services, highlighting recent improvements resulted in significant reductions in outstanding revenue.

FY2019 End of Year Report

CSB Fiscal Committee Meeting Minutes

Jennifer Adeli and Bettina Lawton reported that development of the FY2019 End of Year has begun, noting the assistance of CSB staff Lucy Caldwell and Elizabeth McCartney. Committee members were asked to submit changes to Lucy Caldwell no later than Monday, July 22, 2019 for inclusion in the draft report that will be submitted to the CSB Board at the July 24, 2019 meeting. The timeline for delivery to the Board of Supervisors (BOS) and the Mayors of the cities of Fairfax and Falls Church in September 2019 includes submission of a 'final draft' to the CSB Executive Committee on August 21st and the CSB Board on August 28th for approval to forward to the BOS.

Administrative Operations Report

Noting the FY 2019 Carryover Requests were provided earlier, in the Financial Status Reports, there was no further information to convey.

Human Resources (HR) Update

Noting this was their first Fiscal Oversight Committee meeting, Judy Stocks and Carolyn Ford introduced themselves as CSB Human Resources Director and Human Resources Manager, respectively, noting that Carolyn would be a regular attendant at the Fiscal Committee meetings going forward.

Highlights of the report included

- the number of vacant General Merit Positions continues to decrease.
- It was confirmed that there was no change to the critical area categories tracked in the Vacancies report.
- It was emphasized that there are a number of new hires in several departments including Human Resources, noting that HR Recruiter Donna Chittum has developed many creative and effective recruitment plans for increasing hiring as evidenced by the decrease in vacancies

Clinical Operations Report

Georgia Bachman and Barbara Wadley-Young, in the absence of Lyn Tomlinson, provided updates to clinical operations, highlights include:

- Barbara Wadley-Young, directing attention to a handout, provided an update to the Welcoming Inclusion Network (WIN) Recommendations. Highlights included:
 - Ongoing monitoring will include all service changes with regard to the number of individuals by service, cost of services, and level of satisfaction.
 - Noting the projected cost savings reflect a five-year phase-in range, it was clarified that this accommodates the pace of implementation and enrollment in consideration of individual and family interest and community capacity. Increasing capacity includes development of some services as well as some coordination and training with providers of service delivery.
 - Noting Supervisor Cook's pending retirement from the BOS, it was confirmed that at the September 23, 2019 WIN meeting, Supervisor Cook will formally acknowledge that, going forward, WIN is solely a community-led initiative. In addition to bi-annual meetings with the CSB to provide updates to implementation of services, the CSB will continue to be involved as needed.
- Georgia Bachman provided the Diversion First update to include the Jail Based and Jail Diversion Organization Charts highlighting the remaining vacancies. Recruitment efforts include Realistic Job Previews and a recruitment video. Revised Organization Charts will be provided at the August CSB Fiscal Oversight Committee meeting, that will reflect the addition of four Diversion First positions added in the FY2020 approved budget. Efforts to streamline the supervisory structure of the varied areas are underway, noting that this is anticipated to be reflected in revised organizational charts.
- Ms. Bachman further provided the Time to Treatment Report, highlighting the following:

CSB Fiscal Committee Meeting Minutes

- Adult Time to Treatment:
 - Wait times are continuing to decrease. Implementation of initiatives to reduce wait times, includes Centralized Scheduling, Engagement, and modification of treatment schedules is ongoing.
 - Continuing barriers include staffing vacancies and hiring time, impacted by hiring from within and promotions as well as training needs.
 - Confirming an increase in the number of assessed individuals who do not attend the first treatment appointment, Ms. Wadley-Young reported several initiatives address this concern to include engagement specialists are present at each site and Centralized Scheduling. Ms. Wadley-Young will confirm the accuracy of the data and will report back at the August Fiscal Committee meeting.
- Youth Time to Treatment;
 - It was noted that the decrease in referrals/assessments illustrates the cyclical nature of youth treatment that typically mirrors the school year.
 - The consistency in wait times of 16 – 20 days to first appointment illustrates the success of the initiatives put in place to reduce wait times. It was further reported that 70% to 75% of youth begin treatment following assessment.

Open Discussion

- Topic

Noting no further discussion was forthcoming, the meeting was adjourned at 11:01 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Members asked for revisions to both organizational charts to clarify the staff involved in Jail Based and Jail Diversion or adjacent services. This request included clarification to docket staff and medical staff.

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, August 16, 2019, 9:30 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

August 16, 2019

Date Approved



Staff to the Board