

# CSB Fiscal Oversight Committee Meeting Minutes

**Date:** October 18, 2019

**Attending:** Chair, Jennifer Adeli; Basilio 'Sonny' Cachuela, Jr.; Ken Garnes; Bettina Lawton, and Edward Rose

**Absent:** Suzette Kern;

**Staff:** Daryl Washington, Bill Hanna; Lyn Tomlinson; and Jessica Burris

**Guests:**

1. Summary of Information Shared/Decisions:

Jennifer Adeli called the meeting to order at 9:37 a.m.

2. Review of meeting minutes

The September 20, 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.

3. Financial Status

Jessica Burris provided the financial report, to include:

A. *Pay Period Metrics Report*

- It was highlighted that Merit salaries for PP #19 are near projected values.
- There is a budget overage for Non-Merit salaries that is primarily attributed to the exempt psychiatrist salaries, noting that these are not budgeted positions. Daryl Washington offered a reminder that the FY2021 budget requests include an increase in base funding to manage the significant increase in salaries for recruitment and retention of psychiatrists.

B. *Modified Fund Statement,*

- Noting that a FY2020 Projection column was added, a review of the Statement was provided, clarifying that projections were calculated using first quarter actuals.
- CSB and DMB staff are working to develop a long-term plan with a goal of permanently adjusting the budget to incorporate one-time carryover funds into the base budget to limit the budget overage that has become typical for the last several years. Revisions may include a transfer from Operating to Compensation and Fringe Benefits.
- Bill Hanna provided an update to the VACSB Fiscal meeting, reporting that the CFO (Chief Financial Officer) for DBHDS was in attendance. It was acknowledged by DBHDS that they were aware that it would not be possible for Fairfax to recoup the \$4.4M decrease in funding, highlighting the relatively small Medicaid population. It was further acknowledged that the funding decrease was in part allocated by size of the County. In an effort to develop a request for the upcoming General Assembly session, DBHDS is developing a formula to identify a more realistic revenue deficit related to Medicaid Expansion for increased funding in FY2021, some of which will replace the

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initial decreases. It was further clarified that DBHDS has an expectation of improved CSB business practices.

Acknowledging the CSB Board's interest in carryover and one-time funding, staff from DMB may attend a future Fiscal Oversight Committee to discuss long-term plans and solutions. Following discussion, there is consideration of possibly scheduling a meeting no sooner than December.

## C. *Revenue Analysis,*

- A minor decrease was made to the adjusted target to reflect the receipt of approximately \$1.1M from the state. The Revenue by Category actuals are slightly higher than the target overall.

## D. *Revenue Maximation - Non-Billable Summary,*

- There is a consistent reduction in non-billable services as reflected by both charts. It was highlighted that there have been significant efforts to back-bill for LMHP-Type services that has resulted in a decreased October balance of approximately \$21K, down from the reported \$42K in September.
- Directing attention to the Non-Billable Services reflected on the Billing Error Types chart, Mr. Hanna clarified that this number is likely to remain static for some time as current efforts are focused on implementing billing for services not previously billed including ARTS (Addiction and Recovery Treatment Services) residential and nursing services.

## 4. Human Resources (HR) Update

Lyn Tomlinson, Bill Hanna, and Daryl Washington provided updates to recent Human Resources activities, noting 94 General merit Vacancies were reported as of 10/3/2019.

### A. A review of the vacancies in critical areas was provided, some highlights included

- The three LPN (Licensed Practical Nurse) positions in Behavioral Health Outpatient (BHOP) are in support of STEP-VA (System Transformation Education Performance) implementation.
- There remains a significant need for Support Coordinators. Recruitment efforts include a recent Realistic Job Preview, with a second Preview planned, attendance at job fairs, and outreach to local universities including George Mason University (GMU) and James Madison University (JMU). Although not reflected in the chart, it was reported that seven support coordination hiring packets were recently sent to candidates.
- There is an increase in ADC/Jail Diversion vacancies. Efforts to address this includes Service Director Marissa Fariña-Morse working with Human Resources to identify causes and limit turnover. Corrective methods include a Realistic Job Preview to be conducted in the jail.

## 5. Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment.

### A. A review of the Jail Based and Jail Diversion Organizational Charts was provided.

### B. Directing attention to the Time to Treatment charts provided in the meeting materials, Ms. Tomlinson also distributed two additional charts that were offered as an alternative

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to the current charts. The new charts provide time to treatment data in a different format, intended to provide information that the committee may find more useful than the current charts. Ms. Tomlinson reviewed each chart with the committee, highlighting the differences in how the data is provided. The members engaged in robust discussion, following which there was a request for the data to be reflected with a maximum, minimum, and an average wait time. Additionally, it was requested to provide the initial date of contact and the date a first appointment was offered. However, it was reported that Credible is currently unable to provide the date information tracking data.

Noting no further discussion was forthcoming, the meeting was adjourned at 10:48 a.m.

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

- Time to Treatment Report Revisions to include
  - The number of individuals that do not follow through after assessment
  - The minimum, maximum, and average number of days waited, identified by site.

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

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

- Approval of September 2019 Fiscal Oversight Committee Meeting minutes

Next Scheduled Fiscal Oversight Committee meeting

**Friday, November 8, 2019, 9:30 am.**

**Pennino Building, 12011 Government Center Pkwy, Fairfax, VA  
Suite 836A**



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Staff to the Board

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November 15, 2019

Date