

Fairfax-Falls Church Community Services Board
Executive Committee
November 13, 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.

The following Committee members were present Bettina Lawton, Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Nancy Scott; and Diane Tuininga

The following Committee members were absent: Suzette Kern

The following staff was present: Daryl Washington

1. Meeting Called to Order

The meeting was called to order at 5:07 p.m.

2. Approval of the Minutes

The October 16, 2019 Executive Committee minutes were distributed for review. Following review, Suzette Kern made a motion for approval of the minutes as presented, which was seconded and unanimously approved.

3. Adoption of the Executive Committee Agenda

No revisions were offered for the November 2019 Executive Committee meeting agenda, following which, it was accepted as presented.

4. Director's Report

Daryl Washington provided several updates, to include:

- Workforce Planning; there are a number of non-merit county staff that work part-time and do not receive benefits. There are approximately 40-50 non-merit CSB staff. As some non-merit positions provide ongoing business needs, efforts will be made to identify long-term non-merit positions that may be better served by transforming them to full time merit positions. Mr. Washington clarified that this process is projected to take no less than 12 months and will be dependent on available funding for the transformed positions.
- Interviews have been completed for the Public Information Officer (PIO). Reference checks are underway.
- Preparations for the December 4, 2019 Open House are ongoing, including setup of informational tables for each service area in the lobby and arrangement for facility tours.
- The 2019 Human Services Needs Assessment has been completed and includes GIS mapping links to the county map. A link to the assessment will be forwarded to the CSB Board members.
- An Intensive Outpatient group was established at the Chantilly Center
- There are several 2019 Fall Wellness Fairs scheduled including on November 19th at Gartlan, and on October 30th at Merrifield.

- Two CSB staff were included in the 2019 ServiceSource Employment and Educational team of the Year Award.
- The New Bailey's Shelter recently hosted an open house, but officially opens December 1, 2019. Once hypothermia season officially starts, the CSB Homeless Outreach Team will partner with the faith community and drop in at identified faith locations to provide hypothermia services and ongoing outreach.
- The one-year anniversary of the STAR (Striving to Achieve Recovery) program was celebrated November 19th at the Adult Detention Center with Sheriff Kincaid, jail staff, Daryl Washington and Georgia Bachman in attendance. Some graduates also attended and provided personal endorsements for the success of the program.
- There are ongoing enrollments for the My Strength online behavioral health program introduced at the October Behavioral Health Oversight Committee meeting.

5. CSB Board Agenda

The November 2019 CSB Board Meeting agenda was presented for review. Revision recommendations included adding an agenda information item for Approval of Associate Member Nomination to the Behavioral Health Oversight Committee. Acknowledging no further requests, the agenda was accepted as revised.

6. Matters of the Executive Committee

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

Diane Tuininga noted that several months of committee Minutes were approved as a quorum was present. An overview of further meeting activities was provided:

- The November Associate Member presentation was provided by Cate Powell and Lynda Hyatt with Gateway Homes, Inc.
- Bill Taylor with concerned Fairfax noted a number of speakers had been identified for the Osher Lifelong Learning Institute discussed at the October 2019 meeting.
- The monthly challenge question regarding accessibility and the lack of available dental care was posed by Peter Clark. Members engaged in robust discussion.
- Lyn Tomlinson provided the staff updates noting that she and Sheriff Kincaid had been on CSB Board Chair Bettina Lawton's TV show. Evan Jones provided some background on Cameron's Chocolates, a vendor partner with Developmental Disability Services, noting that Diane Tuininga had brought in a sampling of the chocolates sold at Cameron's.
- Barbara Kelly with the 2020 Census spoke on employment opportunities for CSB staff and clientele.
- Michael T. Lane provided an update for the recent Wellness and Recovery advisory Board meeting, encouraging participation.

The next BHOC meeting is a joint meeting with the DD Committee and is scheduled for Wednesday, December 4, 2019, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. *Compliance Committee:*

Bettina Lawton, noting the November 2019 Compliance Committee meeting had been held directly prior to this meeting. As all members were present, no update was needed.

The next meeting of the Compliance Committee is Wednesday, December 11, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

Sheila Jonas offered a reminder that the next meeting of the DD Committee would be Wednesday, December 4, 2019 in a joint meeting with BHOC. Noting that the agenda is in development, Associate Members have been asked to submit agenda item recommendations. **The next DD Committee meeting will be a joint meeting with the Behavioral Health Oversight Committee on Wednesday, December 4, 2019 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

D. *Fiscal Oversight Committee:*

Jennifer Adeli reported the November meeting would be held the following Friday, with a report provided at the full Board at the November meeting.

The next meeting of the Fiscal Oversight Committee is Friday, December 1, 2019 beginning at 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Ken Garnes, noting the many activities requiring CSB Board attention, expressed concern that the activities be addressed to identify an effective resolution. The identified activities include:

- Regular updates on efforts to develop an updated CSB Board Policy #0030 – Priority Access to Services (Priority Access Guidelines).
- A Board discussion of retention efforts related to the rate of turnover in the position of Deputy Director for Administrative Operations.
- Noting several recent reports of a high number of anticipated retirements in the near future, Mr. Garnes asked for an update to planning efforts to minimize the impact of possible staffing gaps.
- Referring to a recent announcement for a plan to rename/rebrand the CSB for greater community understanding of the services provided by the CSB. Mr. Garnes encouraged a comprehensive and thoughtful process with strong community, partner, and Board involvement.

7. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Noting no revision recommendations were offered, the calendar was accepted as presented.

Bettina Lawton, noting a closed session had just been conducted at the conclusion of the Compliance Committee meeting asked if any member may have further need for a closed session. As no recommendations or need was raised, and there being no further business to come before the Committee, the meeting was adjourned at 5:51 p.m.

Actions Taken –

- The October 16, 2019 Executive Committee meeting minutes were approved.
- The November 13, 2019 Executive Committee agenda was accepted as presented.
- The November 20, 2019 CSB Board agenda was accepted as revised.
- The Annual Planning calendar was accepted as presented.

December 11, 2019

Date Approved



Clerk to the Board