

CSB Fiscal Oversight Committee
Pennino Building,
12011 Government Center Parkway, Suite 836
Fairfax, VA

November 15, 2019, 9:30 a.m.

Meeting Agenda

<u>Agenda Item</u>	<u>Facilitator</u>
1. <u>Meeting Called to Order</u>	Jennifer Adeli
2. <u>Review of October 18th Meeting Minutes</u>	Jennifer Adeli
3. <u>Administrative Operations Report</u>	Daryl Washington
4. <u>Clinical Operations Report</u> A. Diversion First B. Time to Treatment	Daryl Washington
5. <u>Financial Status</u> A. Pay Period Metrics B. Modified Fund Statement 1 st Quarter C. Variable Revenue Report D. Non-Billable Report	Jessica Burris
6. <u>HR Update</u> A. Position Status	Daryl Washington
7. <u>Open Discussion</u>	
8. <u>Adjourn</u>	

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**

Date Approved

Staff to the Board

Diversion First Update – October 2019

Hiring Status

Jail Based Vacancies

-7 – Behavioral Health Specialist II S-23 - no candidates were found from the last round of interviews. (First and second round were completed). There were 2, S-23 probationary staff, who were not retained and 1, S-23 who is retiring next month. Finally, there was the addition of 1, S-23 for FY20. Different advertisements to capture the unique differing vacant S-23's have run, and interviews are scheduled.

-1 – Behavioral Health Supervisor S-26 – Interviews are scheduled.

Total – 8 - vacancies in recruitment

***note – a number of these positions will be under courts, a request for creating a new Cost Center has been made with CSB Fiscal. The addition of the Courts Manager (S-28) will allow for proper alignment of these positions that had been placed under jail services but are better aligned with courts though they will also serve those in the ADC.**

Jail Diversion Vacancies

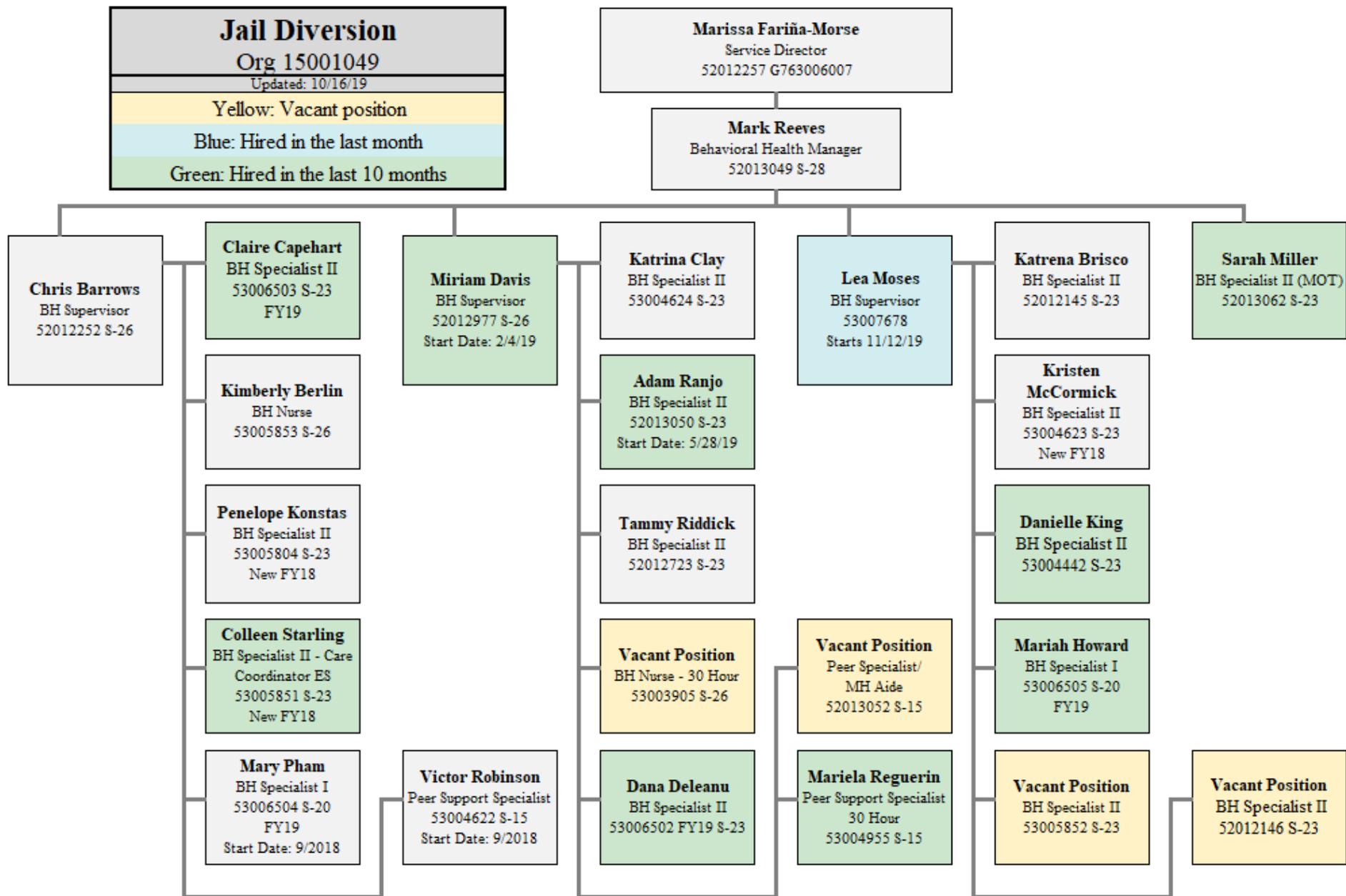
2 - Behavioral Health Specialist II S-23 - Additional vacancy for an S-23 who resigned due to getting a better paying offer closer to home in Maryland. A new advertisement will close this Friday 10/18/19.

1 – Behavioral Health Nurse (Exempt status 30 Hour) – incumbent obtained a full-time position outside of the county. Interviews being conducted for this position. (still waiting on an additional update from Mark on this)

Total – 3 vacancies

Courts

1 – Behavioral Health Manager S-28 - First round interviews have concluded, second round on 11/1.



FY 2020 Pay Period Metrics

Category/GL	FY 2020 Budget	PP Target July-Dec PP 14-26	PP Target Jan-June PP 1-13	Check
Merit Salary	\$74,471,595	\$2,864,292	\$2,864,292	\$74,471,595
Non-Merit Salary	\$6,229,264	\$239,587	\$239,587	\$6,229,264
Shift	\$216,400	\$8,323	\$8,323	\$216,400
OT	\$1,148,178	\$44,161	\$44,161	\$1,148,178
Stipends	\$307,650	\$11,833	\$11,833	\$307,650
Leave Pay-Out	\$600,000	\$23,077	\$23,077	\$600,000
Fringe	\$37,075,699	\$1,391,208	\$1,460,769	\$37,075,699
TOTAL	\$120,048,786	\$4,582,481	\$4,652,041	\$120,048,786

Actual Data	FY 2019 Accrual Reversal	PP 14 Actual	PP 15 Actual	PP 16 Actual	PP 17 Actual	PP 18 Actual	PP 19 Actual	PP 20 Actual	PP 21 Actual	Year to Date
Merit Salary	(\$1,360,313)	\$2,766,680	\$2,855,099	\$2,863,081	\$2,856,421	\$2,852,830	\$2,864,928	\$2,826,770	\$2,942,330	\$21,467,826
Non-Merit Salary	(\$151,525)	\$272,607	\$301,083	\$301,845	\$301,917	\$325,371	\$296,708	\$308,548	\$302,365	\$2,258,918
Shift	(\$4,096)	\$7,442	\$7,784	\$7,923	\$7,752	\$7,885	\$7,691	\$8,209	\$8,073	\$58,662
OT	(\$29,713)	\$119,130	\$57,631	\$66,734	\$65,070	\$68,125	\$95,579	\$81,158	\$69,195	\$592,909
Stipends	(\$7,187)	\$11,885	\$13,885	\$13,942	\$12,378	\$13,590	\$14,640	\$14,520	\$16,812	\$104,465
Leave Pay-Out	(\$579)	\$19,784	\$1,871	\$2,490	\$19,559	\$1,382	\$74,447	\$39,520	\$21,848	\$180,321
Fringe	(\$654,746)	\$1,368,389	\$1,379,424	\$1,381,058	\$1,384,488	\$1,382,643	\$1,402,985	\$1,381,427	\$1,415,938	\$10,441,606
TOTAL	(\$2,208,158)	\$4,565,917	\$4,616,775	\$4,637,073	\$4,647,586	\$4,651,825	\$4,756,977	\$4,660,151	\$4,776,561	\$35,104,707

Fairfax-Falls Church Community Services Board
Fund 40040

FY 2020 October Statement

	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 Revised YTD Budget	FY 2020 Actuals Thru Oct 2019	Variance from Revised YTD Budget	FY 2020 Projection	Variance from FY20 Revised Budget
Beginning Balance	25,661,360	25,661,360	25,661,360	25,661,360		25,661,360	-
F Fairfax City	1,957,610	1,957,610	-	-	-	1,957,610	-
F Falls Church City	887,299	887,299	-	-	-	887,299	-
F State DBHDS ¹	11,886,443	11,886,443	3,962,148	4,705,642	743,494	9,087,285	(2,799,158)
F Federal Pass Thru SAPT Block Grant	4,053,659	4,053,659	1,351,220	1,477,808	126,588	4,053,659	-
V Direct Federal Food Stamps	154,982	154,982	51,661	44,102	(7,559)	154,982	-
V Program/Client Fees	4,011,751	4,011,751	1,337,250	1,302,480	(34,770)	3,411,393	(600,358)
V CSA	858,673	858,673	286,224	461,881	175,657	1,044,666	185,993
V Medicaid Option	2,651,345	2,651,345	883,782	1,917,690	1,033,908	4,887,402	2,236,057
V Medicaid Waiver	8,537,500	8,537,500	2,845,833	2,296,947	(548,886)	6,677,450	(1,860,050)
V Miscellaneous	14,100	14,100	4,700	59,959	55,259	124,800	110,700
Non-County Revenue	35,013,362	35,013,362	10,722,818	12,266,509	1,543,691	32,286,545	(2,726,817)
General Fund Transfer	146,575,985	146,575,985	146,575,985	146,575,985	-	146,575,985	-
Total Revenue	207,250,707	207,250,707	182,960,163	184,503,854	1,543,691	204,523,890	(2,726,817)
Compensation	82,973,087	82,973,087	25,530,181	24,663,101	867,080	85,750,830	(2,777,743)
Fringe Benefits	37,075,699	37,075,699	11,407,907	10,441,606	966,301	37,805,323	(729,624)
Operating ²	63,279,541	71,977,301	23,992,434	20,530,224	3,462,209	63,277,301	8,700,000
Recovered Cost (WPF0)	(1,738,980)	(1,738,980)	(579,660)	(220,754)	(358,907)	(1,738,980)	-
Capital ³	-	291,855		145,927	(145,927)	300,000	(8,145)
Transfer Out ⁴	-	6,100,000	6,100,000	6,100,000	-	6,100,000	-
Total Expenditures	181,589,347	196,678,962	66,450,862	61,660,105	4,790,757	191,494,474	5,184,488
Ending Balance	25,661,360	10,571,745				13,029,417	
DD MW Redesign Reserve ⁵	2,500,000	2,500,000				2,500,000	
Medicaid Replacement Reserve ⁶	2,800,000	2,800,000				2,800,000	
Opioid Epidemic MAT Reserve ⁷	300,000	300,000				300,000	
Diversion First Reserve ⁸	1,244,245	1,244,245				1,244,245	
Unreserved Balance	18,817,115	3,727,500				6,185,172	

Key

- F Fixed Annual Allocations
- V Variable Revenue based on number of services provided and total billing collections

Reserve

- 1 FY20 Budget for State Funds of \$11.9M is overstated and based on prior year fund allocations. Due to Medicaid Expansion, DBHDS reduced our revenue by ~\$4M (\$4.4M due to Medicaid Expansion, offset by ~\$400K for COLA).
- 2, 3 Operating & Capital Revised Budget includes approved carryover request of \$8.9M for ongoing contractual obligations, medical detox and associated nursing services, housing assistance, building maintenance and repairs (\$8M), prevention incentive funding (\$525K), WIN implementation (\$250K), opioid (\$150K)
- 4 Transfer Out Revised Budget was Approved during FY19 Carryover. It includes several projects for space reconfiguration to relocate staff and accommodate programs at the Merrifield Center (\$1.6M), replacement of security system system at the Juvenile Detention Center (\$2.5M) and space realignments to the third d floor of the Pennino Building (\$2M).
- 5 The DD Medicaid Waiver Redesign Reserve ensures the County has sufficient funding to provide services to individuals with developmental disabilities in the event of greater than anticipated costs due to the Medicaid Waiver Redesign effective July 1, 2016.
- 6 The Medicaid Replacement Reserve, for the implementation of Medicaid Expansion to a potential 600 consumers and will provide support with the transition of funding from the State support to Medicaid fees.
- 7 The Opioid Use Epidemic Reserve provides flexibility, consistent with the Board of Supervisors' FY 2018-FY 2019 Budget Guidance, as the County continues to work with national, state, and regional partners on strategies to combat the opioid epidemic.
- 8 The Diversion First Reserve represents one-time savings that were realized in FY 2017 as a result of longer than anticipated recruitment times to fill new positions and savings in operating expenses to pay for medical clearances. This funding will be reallocated as part of a future budget process based on priorities identified by the Board of Supervisors.

FY 2020 Fiscal Notes

FY 2019 Adopted Carryover Actions - Board Hearing, Sept 24, 2019

\$6.1M General Construction Transfer -

- \$2.5M for the replacement of the security system at the Juvenile Detention Center
- \$2.0M for space realignment to Pennino 3rd floor
- \$1.6M for space reconfiguration at Merrifield Center

\$8.9M Operating and Capital Carryover -

- \$8.0M for ongoing contractual obligations, medical detox and associated nursing services, housing assistance, building repair and maintenance
 - \$525K for prevention incentive funding
 - \$250K for WIN implementation
 - \$150K for Opioid
-

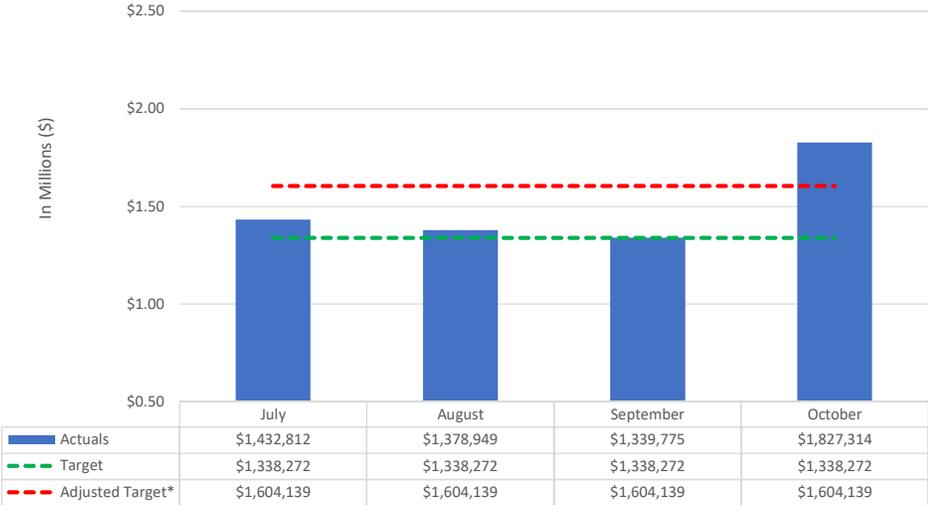
FY 2020 Adopted Budget – Board Hearing, May 7, 2019

An overview of the FY2020 Adopted Budget action items:

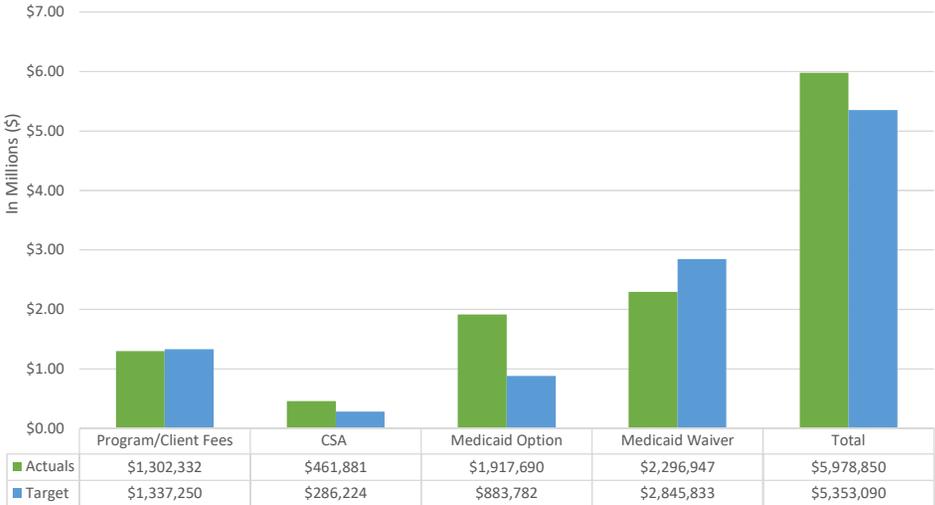
- The Board of Supervisors approved the following employee pay increases: 2.1% Market Rate Adjustment; 2% (average) Performance Increase and Longevity increases.
 - \$2.5m for June 2020 special education graduates and other individuals eligible for DD employment and day services.
 - \$2.1m second year funding to continue addressing the opioid epidemic.
 - \$1.2m for 6.0 full time merit positions to expand Diversion First efforts, this includes 2.0 Crisis Intervention Specialists and 4.0 Jail Diversion positions.
 - \$0.9m in contract rate adjustments
 - \$0.6m for 5.0 full time merit positions to provide support coordination services for new individuals receiving a DD waiver.
-

FY20 Revenue Analysis

Revenue by Month
FY20
Actuals vs. Target



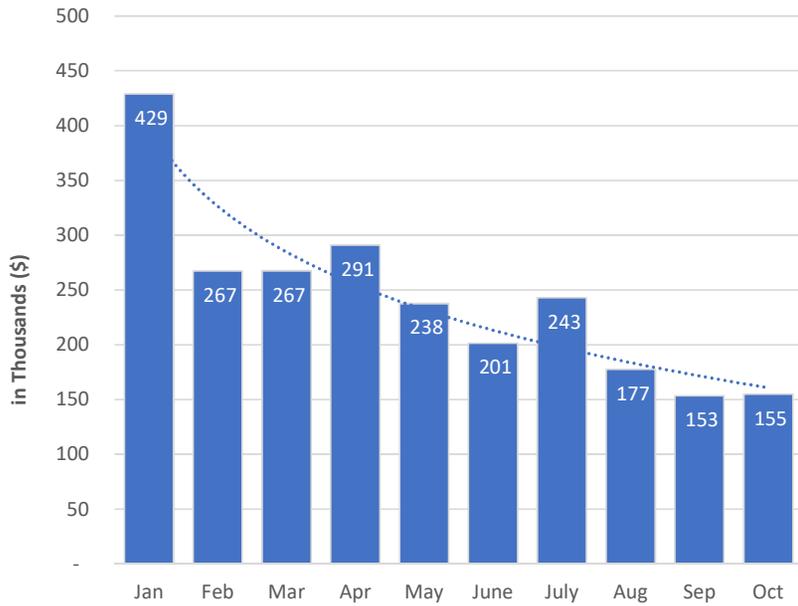
Revenue by Category
FY20 Year to Date
Actuals vs. Target



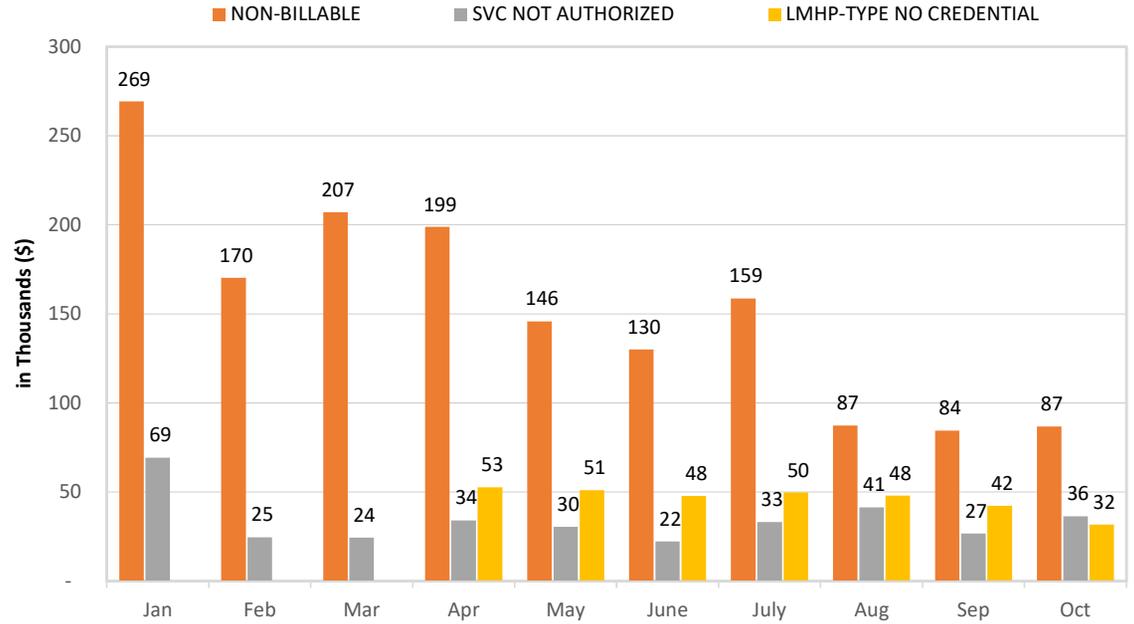
*Adjusted target is reflective of expected Medicaid expansion revenue (\$4.4M for FY20)

Revenue Maximation - Non-Billable Summary YTD October 2019

Total Non-Billable Amount YTD 2019



Billing Error Types YTD 2019



* Billing error tracking for no credential for billing related to LMHP-type began in April 2019

Submission Error	Oct 2019 Adj Amt (\$)
NON-BILLABLE	86,798
SVC NOT AUTHORIZED	36,356
NO CREDENTIAL (LMHP-type)	31,736
Total:	154,890
Annualized:	1,858,678

Service Type	Service ProgramCode	Amt (\$)	Non-Billable Reason	Note
[-] MH Skill-Build Resi		24,388		
	RIC	24,388	CM program not credentialed to bill	
[-] Case Management Resi		14,040		
	RIC	14,040	CM program not credentialed to bill	
[-] MH Skill-Building		8,645		
	SHP	8,645	CM program not credentialed to bill	
[-] PhysExamResi NP18-39		7,515		
	SUBOXONE	3,674	Program-ARTS	Decision by leadership to make nonbill
	DETOX SOC	2,839	Program-ARTS	Decision by leadership to make nonbill
	DETOX MED	1,002	Program-ARTS	Decision by leadership to make nonbill
[-] PhysExamResi NP40-64		5,344		
	DETOX MED	2,505	Program-ARTS	Decision by leadership to make nonbill
	DETOX SOC	2,338	Program-ARTS	Decision by leadership to make nonbill
	SUBOXONE	501	Program-ARTS	Decision by leadership to make nonbill

* Source: Credible Service & Adjustment Report October 2019

* Adjustment Amounts reflect current month of services and excludes prior month adjustments