



# Community Services Board

## FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Bettina Lawton, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 1 - Room 3-314, West

Wednesday, January 22, 2020, 5:00 p.m.

- |  |                            |           |
|--|----------------------------|-----------|
| 1. <b>Meeting Called to Order</b>  | Bettina Lawton             | 5:00 p.m. |
| 2. <b>Matters of the Public</b>  | Bettina Lawton             |           |
| 3. <b>Amendments to the Meeting Agenda</b>   | Bettina Lawton             |           |
| 4. <b>Approval of the December 18, 2019 CSB Board Meeting Draft Minutes</b>  | Bettina Lawton             |           |
| 5. <b>Staff Presentations</b>  |                            |           |
| A. Office of Individual and Family Affairs   | Michael T. Lane            |           |
| 6. <b>Director's Report</b>  | Daryl Washington           |           |
| A. Status Update – Deputy Dir. Of Administrative Operations  |                            |           |
| B. Planning for Anticipated Retirements – Impact & Staffing Gaps   |                            |           |
| C. Status Update to Renaming/Rebranding of CSB   |                            |           |
| 7. <b>Matters of the Board</b>   |                            |           |
| 8. <b>Committee Reports</b>  |                            |           |
| A. Behavioral Health Oversight Committee   | Diane Tuininga             |           |
| B. Compliance Committee  | Bettina Lawton             |           |
| C. Developmental Disabilities Committee  | Sheila Jonas / Nancy Scott |           |
| D. Fiscal Oversight Committee  | Jennifer Adeli             |           |
| E. Other Reports   |                            |           |
| • Legislative Update   | Ken Garnes                 |           |
| 9. <b>Information Item</b>   |                            |           |
| A. CSB Board Policy Review   | Sheila Jonas               |           |
| • Review of Policy #0020   |                            |           |
| 10. <b>Action Item</b>   |                            |           |
| A. CSB Board Policy Approval   | Sheila Jonas               |           |
| • Approval of CSB Board Policy #2500   |                            |           |
| B. Approval of Grant Request to Expand Substance Abuse Treatment Capacity for the Adult Drug Court   | Marissa Fariña-Morse       |           |
| 11. <b>Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).</b> |                            |           |
| 12. <b>Adjournment</b>   |                            |           |

# Fairfax-Falls Church Community Services Board

December 18, 2019

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Bettina Lawton Chair; Jennifer Adeli; Daria Akers; Basilio 'Sonny' Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Garrett McGuire; Edward Rose; Nancy Scott; Evelyn Spain; and Diane Tuininga

The following CSB Board members were absent: Rachna Sizemore Heizer

The following CSB staff was present: Daryl Washington; Eileen Bryceland; Lisa Flowers; Evan Jones; Michael T. Lane; Bob MacMurdo; Joe Rajnic; Cynthia Tianti; Lyn Tomlinson; and Barbara Wadley-Young

Guests: G. Michael Lane and Lori Stillman

1. Meeting Called to Order

Bettina Lawton called the meeting to order at 5:00 p.m.

2. Recognition

Bettina Lawton presented retiring CSB Board member Captain Basilio Cachuela, Jr. with a certificate honoring his numerous contributions during his time on the CSB Board. Captain Cachuela thanked the Members and the CSB for the opportunities and the knowledge and understanding gained during his time on the Board.

Retiring after seven years on the Board, Suzette Kern was also presented with a certificate commemorating her seven years on the CSB Board. Ms. Kern offered her thanks and greatest respect to the CSB Board members, staff and partners with whom she has worked during her tenure on the Board.

3. Matters of the Public

None were presented.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no recommendations were forthcoming, the agenda was accepted as presented.

5. Approval of the Minutes

Draft minutes of the November 20, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. Acknowledging no suggestions for revision were forthcoming, Diane Tuininga made a motion for approval, which was seconded and passed.

6. Staff Presentation

Bob MacMurdo, Service Director for Intensive Community Treatment (ICT), provided an overview of the ICT service areas the highlights of which include:

- Reviewing the varied positions that provide services in ICT, it was confirmed that the nursing staff works directly with individuals in the community including for

supervision or administration of injections, and monitoring medications and medication planners.

- *The Program for Assertive Community Treatment (PACT)*; the primary goals for this program are decreasing the use of Emergency Services, Crisis Care, hospitalization, and incarceration while increasing residential stability. More than 85% of the individuals receiving services have obtained and retained routine health care, obtained and maintained permanent housing, and obtained and retained financial resources. Nearly 30% participate in structured day activities. Medical services may be provided through home visits by psychiatrists to support collaboration between primary and behavioral health care.
- *Intensive Case Management (ICM)*; services are provided in three locations to include the Gartlan Center (South County), Heritage Building (Mid-County), and at the Reston NW Center (North County). This is a Medicaid billable service provided to individuals with SMI (Serious Mental Illness) and co-occurring disorders. The primary goals are to lower rates of incarceration, lower homelessness, and create successful links to behavioral health treatment and other resources.
- *Program for Assistance in Transition from Homelessness (PATH)*; provides community outreach to the homeless population. Many of the individuals who are participating in or have been offered this service have SMI that may be co-occurring with substance use and are usually very difficult to engage. Services are offered twice weekly at the Gartlan Drop-In center including meals, engagement in primary care and benefits enrollment, use of an address for mail delivery, showers, and laundry. It was confirmed that up to 2/3 of the homeless population have SMI and/or substance use involvement.
- *Discharge Planning*; CSB Discharge Planners work to locate and secure community residential resources, primarily for individuals discharging from the state hospitals and the Northern Virginia Mental Health Institute. It was noted that residents with convictions listed on the Extraordinary Barriers List (EBL) have significantly greater challenges including disallowance and/or potentially excessive residential costs. One funding option for this population includes Local Inpatient Purchase of Services (LIPOS) that is regional funding provided by the state.

#### 7. Director's Report

Daryl Washington provided several agency updates, the highlights of which include:

- The newly hired CSB PIO (Public Information Officer), Lisa Flowers, was introduced.
- Second round interviews for the Deputy Director for Administrative Operations candidates are scheduled in January 2020.
- The report for CSB staff that are retirement eligible or are in DROP (Deferred Retirement Option Program) was recently reviewed, noting that as changes to this report occur slowly, the report will be reviewed every six months. Current results include 58 staff became retirement eligible in 2019, 47 will become eligible in

2020 and 48 are anticipated to be added in 2021, totaling 153 eligible or near-eligible staff. Additionally, there are 11 staff in DROP, for 2020 with an additional 20 staff becoming eligible in 2021.

- Directing attention to several handouts in the meeting materials, a review of each document was provided, to include:
  - A revised Executive Organizational Chart was reviewed. Highlighted changes included 1) reassignment of the Communications Director and the Legislative Affairs position to the Executive Director; 2) creation of a Chief Information Officer (CIO) to oversee Analytics & Evaluation and Informatics for closer monitoring of these critical functions; 3) and Business Operations will now include Facilities Management.
  - Referring to the legislative talking point that highlights the need for funding to support residential needs of individuals discharging from the state hospitals to the community, a list of Gateway Homes, Inc. locations was provided. The map provides an overview of the locations with a 24-hour transitional residential service provided across the Commonwealth.
  - Directing attention to the flyer detailing state funding to support STEP-VA (System Transformation Excellence and Performance) implementation, Mr. Washington clarified that the table illustrated the current and projected funding. It was further clarified that the funding added to the right of the table and totaled below (Baseline Funding) represents the Fairfax-Falls-Church CSB funding.
  - Noting release of the Governors Proposed Budget the previous day, Mr. Washington reviewed each section of the handout clarifying that this is a biennial (two-year) budget. It was emphasized that there was no funding to offset the Medicaid Expansion projected shortfall in the proposed budget.
- Mr. Washington announced an award from the state for one-time funds of approximately \$453K to implement medical clearance at the Merrifield Center. Additionally, the state awarded ongoing funds of approximately \$258K to the CSB baseline budget.

#### 8. Matters of the Board.

Bettina Lawton reported on the December 4<sup>th</sup> Open House noting it was well attended, including three of the four newly elected Board of Supervisors members as well as Senator Dick Saslaw and Delegates Kerrie Delaney and Mark Sickles.

#### 9. Committee Reports

##### A. *Joint meeting of the Developmental Disabilities and Behavioral Health Oversight Committees (BHOC)*

Diane Tuininga, Sheila Jonas and Nancy Scott provided highlights of the December joint meeting, including:

- Lyn Tomlinson provided several staff updates, following which Elizabeth McCartney offered a legislative update.
- Associate and Committee member attendees broke into four workgroups to discuss and offer solutions for provided scenarios. Each group offered the

identified solutions and recommended services, followed by input from all workgroups.

- Attendees provided information for each represented agency with a goal of developing a service map intended to identify gaps and overlap in services.
- Responding to a request for agenda item recommendations for future joint meetings, attendees submitted topics that will be compiled for consideration.

**The next BHOC meeting is Wednesday, January 8 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

**The next Developmental Disabilities Committee meeting is Wednesday, February 5 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

**B. *Compliance Committee***

Bettina Lawton provided highlights of the December meeting noting that Luann Healy provided ComplyTrack reports containing live data and Mr. Washington provided an update to Credible operations.

**The next meeting is Wednesday, January 15 at 4:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

**C. *Fiscal Oversight Committee***

Jennifer Adeli, noting the committee met the previous Friday, provided some highlights of the meeting:

- An update of efforts to fill the vacant Deputy Director Administrative Operations was provided.
- The VBP (Vacancy Breakeven Point) was reduced from 100 to 75 to better reflect the recent number of staff vacancies. This is being closely monitored to balance budget projections with staff vacancies, including resignations, retirements and hiring.
- A review of the critical vacancies was focused on challenges in hiring in Emergency Services, with Jail-Based and -Diversion positions, and in Support Coordination.
- The latest Time to Treatment charts were presented for review. Noting a high wait time in Youth Services at two locations, it was clarified that this impact was attributed to one family at each location, further noting that the smaller sites can be exceptionally impacted by small population changes.
- Revenue maximization efforts have resulted in further decreases to services previously considered non-billable, acknowledging that some services will continue to be provided although they will remain non-billable due to Medicaid and insurance requirements.

**The next meeting is Friday January 17, at 9:30 a.m. at the Pennino Building, Room 836A.**

**D. *Other Reports***

Ken Garne and Daryl Washington reported that Elizabeth McCartney, CSB Legislative Liaison, would be meeting with county legislative staff to discuss Governor Northam's proposed budget and how it may impact the county and CSB legislative focus and talking points.

Bettina Lawton reported that draft testimony had been emailed to the Board members who volunteered to provide legislative testimony at the public hearing in January 2020. The volunteer members were encouraged to review and provide feedback to the talking points and to practice delivery as speaking time is strictly limited to three minutes.

10. Information Item

A. *CSB Board Policy Review*

Sheila Jonas directed members to review the CSB Board policy #2500 for reinstatement. A reminder was offered that the policy was revoked earlier in the year, but new information indicated the policy should remain active. A copy of the proposed revisions was provided in the meeting materials with a request to submit recommendations to CSB Board Clerk, Erin Bloom. The policy will be submitted for further action at the January 22, 2020 CSB Board meeting.

CLOSED SESSION

At 6:25 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 6:39 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:40 p.m.

Actions Taken - -

- ◆ The November 20, 2019 CSB Board Meeting minutes were approved as presented.

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Date Approved

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Staff to the Board



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**Community  
Services Board**

# Office of Individual and Family Affairs (OIFA)

**Michael T. Lane, M.A. Ed., NCPS, CPRP  
January 2020**

# OIFA Service Scope



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## Community Services Board



### Children, Youth and Families

- Human Rights Liaison (CSB)
- Director of Peer Support



### Developmental Disabilities

- Human Rights Liaison



### Mental Health

- Human Rights Liaison
- Director of Peer Support
- Advisory Council
- Manage Contracts



### Substance Use Disorder

- Human Rights Liaison
- Director of Peer Support
- Advisory Council
- Directly Operate two programs

# Human Rights Liaison



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**Community  
Services Board**

- CSB-Wide Ombudsman
- Concerns originate from:
  - Individuals served
  - Family/Supporters
  - CSB Staff
  - Any community member
- Approximately 60 inquiries/year



# Human Rights



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**Community  
Services Board**

- Receive phone call, email, or written document.
- Triage for potential Human Rights issue.
  - If a potential Human Rights issue, refer to CSB Compliance for investigation.
  - If NOT a Human Rights issue
    - Engage with complainant, relevant staff, and other parties
    - Work to resolve concern at lowest possible level



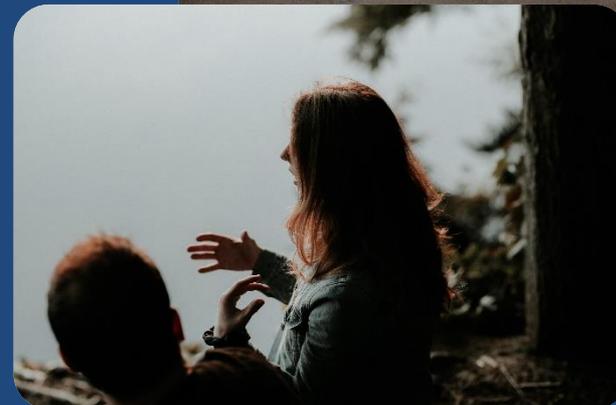
# Why Peer Support?



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Services Board**

- Experience of Disconnection
  - Trauma
  - Unsustainable way of life
  - Criminality
  - Reality not shared by others
  - Devastated Relationships
  - Irreversible Consequences
- Promotes
  - Hope
  - Choice



# Why Peer Support?



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Services Board**

- Learning about recovery options, and choosing a path
- Creating and sustaining healthy relationships
- Successful employment
- Effectively coping with trauma
- Having fun in Recovery
- Becoming one's best self
- Recovery planning



# Why Peer Support?



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## Community Services Board

- The Evidence Base
  - ↑ Housing Stability
  - ↑ Treatment Retention
  - ↑ Access to Social Supports
  - ↓ Hospitalization
  - ↓ Criminal Justice Involvement
  - ↓ Substance use
  - ↓ Relapse Rate
- Cost Effective
- Promotes System Transformation



# Director of Peer Support



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## Community Services Board

- **Oversee Peer Specialists**
  - Quality Assurance
  - Scope
- Strategic Development
- Consult on implementation
- Training development and delivery
- Personnel Issues



# Peer Support in the CSB



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- CSB Peer Support Positions
  - Full-Time: 8
  - Part-Time: 24
  - Supervisor: 1
- Support Staff
  - Management Analyst: 1 (F/T)
  - Peer Supporter Specialists: 2 (P/T)
- Contracted Peer Support Programs
  - RPSV – Peer Centers  
(Recovery Program Services of Virginia)
  - LMECC – Peer Supported Employment  
(Laurie Mitchell Empowerment and Career Center)
  - Melwood Services – Peer Supported Employment
  - PRS, Inc. – BeWell Program  
(managed through Health Promotion Service Area)

# Peer Support in the CSB



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## By Service Area (22.5 FTE)

- Emergency Services & Crisis Care: 9 (6.5 FTE)
- Diversion: 2 (2.0 FTE)
- Intensive Case Management/ PACT, PATH: 4 (3.25 FTE)
- Supportive Residential: 1 (0.5 FTE)
- Behavioral Health Outpatient: 1 (0.25 FTE)
- Residential Treatment: 6 (3.75 FTE)
- Medication Assisted Treatment: 1 (0.75 FTE)
- Employment and Day: 2 (1.5 FTE)
- OIFA Support: 2 (1.5 FTE)
- OIFA Directly Operated: 6 (5.5 FTE)

# Recovery Services Advisory Council (RSAC)



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## Community Services Board

- Re-aligned in October 2019
- Monthly Meetings
- Consists of individuals currently or previously served by CSB
- Provides feedback to CSB on services
- Current priorities:
  - Experience of navigating to find services
  - Experience of coming into services for the first time
- User-Centered Design approach



# Directly Operated Programs



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## Community Services Board

- Striving to Achieve Recovery (STAR) Program
  - Peer-led program operating in a specialty unit of the Adult Detention Center
- Peer Overdose Response Team (PORT)
  - Serves individuals recently experiencing an overdose, or at high risk of overdose



# Contracts Managed by OIFA



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## Community Services Board

- RPSV (Recovery Program Solutions of Virginia)
  - 4 Centers. South County, Heritage Building, Merrifield, and NW Center
- LMECC (Laurie Mitchell Empowerment and Career Center)
  - Peer Supported Employment through CSB
  - Peer Employment support services, including classes at 5 locations
- Melwood Horticultural Training
  - Peer Employment support services at Merrifield
- Total: \$1.05 Million



# Some Next Steps



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## Community Services Board

- Grow and Develop RSAC
- Strategic Plan for Peer Support Services
  - ↑ access for CSB Clients
  - ↑ Quality
- Improve data efforts
- Contribute to DBHDS regulation and policy development





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**Community  
Services Board**

# Questions?

Fairfax-Falls Church Community Services Board  
Joint Meeting of the Developmental Disabilities Committee and  
the Behavioral Health Oversight Committee

December 4, 2019

The Developmental Disabilities Committee and the Behavioral Health Oversight Committee of the Fairfax-Falls Church Community Services Board met in special joint session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

Committee Members in Attendance: Diane Tuininga, BHOC Chair; Sheila Coplan Jonas, DD Cmte Co-Chair; Nancy Scott, DD Cmte Co-Chair; Daria Akers, BHOC & DD Committee member; Basilio 'Sonny' Cachuela, Jr., BHOC member; and Garrett McGuire, BHOC member

Committee Members Not in Attendance: Rachna Sizemore Heizer, DD Cmte member

CSB Board Members in Attendance: Evelyn Spain

CSB Staff in Attendance: Georgia Bachman, Stephanie Bailey, Eileen Bryceland, Evan Jones, Elizabeth McCartney, Jean Post, Joe Rajnic, Joan Rodgers, Denise Sequeira, Sierra Simmons, Lyn Tomlinson, and Barbara Wadley-Young

Associate Members in Attendance: Dennis Brown, ServiceSource (SvSc); Peter Clark, No. VA Mental Health Foundation (NVMHF); ); Gordon Dean, Concerned Fairfax (CFx)Wendy Gradison, PRS, Inc.; Irvin Hernandez, Multicultural Center (MCCC); Susan Keenan, Community Living Alternatives (CLA); Sean McGinnis, Hartwood Foundation, Inc. (HFI); Andrew Miller, Lutheran Family Services (LFS); Zanelle Nichols, ECHO; Heather Peck, Laurie Mitchell Empowerment and Career Center (LMECC); Anita Robinson, Pathway Homes (PHI); Paula Staton, Global Health Services (GHS); Cynthia Sturdevant, Neighborhood Health (NHVA); Emilia Turcios and Azim Ross, Gateway Homes Inc. (GHI);

Guests in Attendance: Captain Derek DeGeare

1. Meeting Called to Order

Diane Tuininga convened the meeting at 5:02 p.m.

2. Matters of the Public

None were presented.

3. Approval of the Agenda and Minutes

Sheila Jonas presented draft minutes of the August 7 and October 2, 2019 Developmental Disabilities Committee meeting, following which Captain Basilio 'Sonny' Cachuela, Jr made a motion to approve the meeting minutes as presented that was seconded by Daria Akers and unanimously approved.

Diane Tuininga presented draft minutes of the November 6, 2019 Behavioral Health Oversight Committee meeting for Committee review, following which Daria Akers made a

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motion to approve the minutes as presented that was seconded by Captain Basilio 'Sonny' Cachuela, Jr and unanimously approved.

4. Contact Partner Discussion and Feedback Form

Lyn Tomlinson distributed copies of the revised form, requesting additional feedback on the version provided. An engaged discussion ensued during which it was confirmed that the purpose of the form is to prompt ongoing conversation and encourage equitable two-way dialogue at the quarterly meetings. To allow some additional time to review the form and offer meaningful recommendations, the form will be forwarded to the Committee and Associate Members with feedback requested by either reply email, or at the next Committee meeting.

5. Staff Updates

Lyn Tomlinson offered a reminder of the Challenge Question posed at the November Behavioral Health Oversight Committee meeting regarding the critical lack of available and accessible dental resources. In follow up to the discussion, Peter Clark with NVMHF generously developed and shared a list of local dental resources that was distributed to all members present. An electronic copy will be forwarded to the Committee Outlook distribution lists.

Ms. Tomlinson provided several other updates to include:

- Several recent leadership changes at the Department of Behavioral Health and Developmental Services (DBHDS) have been reported. CSB staff will monitor the changes and provide updates as they occur. Recent changes include:
  - Alison Land was announced as the new DBHDS Commissioner.
  - DBHDS Deputy Commissioner for Developmental Services, Laura Nuss, has resigned; Heather Norton will step in to serve as the Acting deputy Commissioner.
  - Daniel Herr, DBHDS Deputy Commissioner for Facility Services also recently resigned.
- The one-year anniversary for the STAR (Striving to Achieve Recovery) program in the Adult Detention Center (ADC) was celebrated on November 19, 2019. ADC, Program, and CSB staff were present. Some STAR program graduates returned to speak on the positive impact of the program.
- At a joint meeting held December 2018, Associate Members requested greater involvement with legislative priorities. To that end, CSB Legislative Liaison Elizabeth McCartney provided an update to current legislative efforts including:
  - Talking Points are in development for CSB Board member testimony at the House Appropriations and Senate Finance Committee public hearings and the Fairfax County General Assembly Delegation public hearings in January 2020. Reporting no significant changes to the 2019 focus areas, the 2020 priorities include STEP-VA (System Transformation Excellence Performance in Virginia), the State Hospital Bed Crisis, PACT (Program for Assertive Community Treatment)/ICRT (Intensive Community Residential Treatment), the

Opioid/Heroin Epidemic, Medicaid Waivers and the Priority One Waitlist, and support for the Department of Justice (DOJ) settlement.

- The Fairfax County Board of Supervisors (BOS) just approved the 2020 Legislative Program including Human Services Issue Paper. Ms. McCartney reported one revision to the Human Services Issue Paper was revised to include the impact of youth vaping. The approved documents can be viewed on the [BOS website](#) under 2020 Board Legislative Reports.
- The proposed FY2021 County Budget will be released in mid-December. It was noted that the talking points referenced above may be impacted.
  - Heather Peck (LMECC), noting her involvement in a Peer Recovery Support Stakeholders Group, conveyed the group's concerns related to a significant disparity in Medicaid reimbursement rates, particularly related to Peer Support Specialists across the Commonwealth. A statewide coalition involved with the Stakeholders Group include the Virginia Center for Addiction Medicine, NAMI (National Alliance on Mental Illness), the Mental Health Administration of VA, LMECC, VOCAL, and SAARA (Substance Abuse and Addiction Recovery Alliance). The coalition plans to testify before the Rules Committee and the Virginia General Assembly to request a Joint Legislative Audit & Review Committee (JLARC) study for Medicaid reimbursement rates and the disparity in pay for Peer Support Specialists.
  - Dennis Brown with ServiceSource further noted the distinct discrepancy between a "minimum wage" and a 'living wage', noting that in Northern Virginia the average wage covers approximately 60% of the Service delivery cost.
- Members were encouraged to forward feedback and comments to Erin Bloom or Elizabeth McCartney.

## 6. Facilitated Session

Joan Rodgers provided a brief overview of the planned activities, noting that a report of the comments and recommendations provided by each of the four individual groups *and* the combined group will be developed into a report for distribution.

There were three planned activities that included:

### 1. *Table Work and Group Discussions*

- a. The four individual groups were provided with four different fictitious scenarios for discussion with a goal of identifying 1) services that could be beneficial, 2) discovery of possible service gaps, and 3) staff training needs. Following each individual group discussion, the larger group was invited to provide further discussion and feedback.
- b. Following the table discussions, three questions were posed to the group as a whole, including, 1) suggestions for integration of Developmental Disability and Behavioral Health services in a system as large as ours; 2) resources and optimal communication strategies for families in crisis, and 3) ethics of safety

and security for both the individual and the community when placement is denied or there is a long wait list.

2. *Development of System Map*

Implementing a request from the June 2019 joint meeting, attendees completed a brief survey that included agency demographics for development of a System Map. The Map will illustrate type of services and resources, possible gaps in services, and areas of overlap between the CSB and partner agencies. Results will be developed into a report for distribution.

3. *Suggested Agenda Items for the Next joint Meeting, Proposed for June 2020*

Reporting a plan to schedule a Joint meeting for June 2020, attendees were asked to offer suggestions for agenda items. The suggestions were collected and will be consulted during development of the joint meeting agenda.

There being no further business to come before the Committee, the meeting was adjourned at 7:02 p.m.

Actions Taken –

- The August 7 and October 2, 2019 DD Committee meeting minutes were approved
- The November 6, 2019 BHOC meeting minutes were approved.
- Reports sent including 1-2-3...

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Date Approved

Clerk to the CSB Board

# CSB Fiscal Oversight Committee Meeting Minutes

**Date:** December 13, 2019

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

**Staff:** Daryl Washington, Jessica Burris, and Lyn Tomlinson

1. Summary of Information Shared/Decisions:

The meeting was called to order at 9:30 a.m.

2. Review of meeting minutes

The November 15, 2019 meeting minutes were offered for review. Recognizing no revisions were forthcoming, Captain Basilio 'Sonny' Cachuela, Jr. made a motion to approve the minutes as presented, which was seconded and approved.

3. Administrative Operations Report

Daryl Washington provided an overview of recent activities in Administrative Operations to include:

- Recognizing Board interest in personnel turnover, some research was conducted the results of which indicate an average monthly resignation/retirement rate of 12 staff with an average monthly hire rate of 17 staff over the past two years. Mr. Washington reported a scheduled meeting at which CSB Executive Leadership, Fiscal staff and DMB (Department of Management and Budget) will begin development of a plan to closely monitor the low vacancy rate and maintain a balance with the revised Vacancy Breakeven Point (VBP) of 75. Committee members offered several suggestions to include conversion of position descriptions where appropriate, consideration of the time needed for new staff to complete orientation and training requirements, and to continue to planning for the impact of anticipated retirements on full time merit and part time non-merit positions. Mr. Washington confirmed that there is a planned conversion of some part-time non-merit positions identified as critical to operations to full-time merit positions. This process will be undertaken in a phased process to minimize the impact to the budget. Regular updates to this process will be provided.
- The results of a recent retirement eligibility report identified 58 staff will be eligible in FY2019, 47 staff in FY2020, and 48 staff in FY2021. Of the combined 153 retirement eligible staff, 31 are in DROP (Deferred Retirement Option Plan), of which 11 retire in 2020 and 20 retire in 2021. This report will be reviewed biannually.
- First-round interviews for the Deputy Director Administrative Operations position have concluded. Noting the identified candidates have been notified, second round interviews will be scheduled in early 2020. CSB Board members are encouraged to volunteer to serve on the interview panel.
- The newly hired Public Information Officer (PIO) starts Monday, December 16 and will attend the CSB Board meeting on December 18, 2019.
- Offering a reminder of prior discussions related to recurring and significant year-end budget balances and proposed realignment of the CSB budget, CSB fiscal staff will meet with DMB in early 2020 to identify next steps. Mr. Washington clarified that the substantial year-end balances are primarily attributed to the high VBP of 100 and over-encumbrance of operations processes.

# CSB Fiscal Oversight Committee Meeting Minutes

- In response to an invitation to attend a CSB Board meeting, DMB recommended attending the February 2020 meeting as it occurs after the release of the proposed FY2021 budget providing opportunities for discussion. This date will be accepted on behalf of the CSB Board and the agenda revised to schedule this meeting.

## 4. Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment, some highlights for which are:

### A. *Diversion First:*

- Revised Jail-Based and Jail Diversion Organizational Charts were distributed and reviewed. Highlights of the report include:
  - Some Emergency Services (ES) staff have accepted positions in the jail. Recent interviews for jail positions resulted in no candidates. Recruitment ads for the now vacant ES positions and the still vacant jail positions have been placed.
  - One recent hire reflected on the updated Organizations Chart is a Court Services Manager.
  - It was highlighted that the prescribers listed on the Jail Based chart reflect increased prescribing hours.

### B. *Time to Treatment*

- The newly formatted chart for both Youth and Adult Outpatient Services was provided. Data highlights on the Youth chart included:
  - Clarification that the maximum wait times listed for Merrifield and South County were attributed to population changes of an individual family at each site.
  - Noting that the median number is also high for several locations, this is partially attributed to new staff who are completing the approximately 5-month onboarding process. It is anticipated that assignment of cases to new staff will begin in mid-January, reducing the wait time.
- Data highlights for the Adult chart included:
  - It was confirmed that efforts are ongoing to formulate data that will track minimum and median wait times, currently unavailable.
  - Direct Scheduling was clarified as scheduling of the first appointment at the initial assessment, noting that Direct Scheduling is not yet available at Merrifield. It was confirmed that once Direct Scheduling is available at all sites, the Time to Treatment threshold will have been met, eliminating the need for this chart. It was clarified that the days counted indicate the initial (start) service date, not the date on which the service is scheduled.
- It was decided that two months of charts will be provided beginning in January 2020 to allow for comparative data.

## 5. Financial Status

Jessica Burris provided the financial report, to include:

### A. *Pay Period Metrics Report*

# CSB Fiscal Oversight Committee Meeting Minutes

- Reporting a minor overage in PP #23, this was attributed to the VBP (Vacancy Breakeven Point) of 81 and Non-Merit Salary costs that include psychiatrists as well as overtime and leave payouts.

## B. *Modified Fund Statement*

- It was highlighted that the beginning balance has been updated to reflect the approved Carryover funding totals.
- Noting consistency in projections, forecasting will be revised for the January 2020 meeting. Reporting some ongoing variance in Compensation & Fringe, DMB and fiscal staff are finalizing details for using anticipated savings in the Operations baseline budget as needed.
- Members requested an explanatory note be added to the Statement when a significant change occurs.
- Noting no significant changes to the FY 2020 Fiscal Notes; it was further noted that changes to the forecast, previously discussed, will also be reflected in the December report in January 2020.

## C. *Revenue Analysis*

- A. It was confirmed that October reflected a considerable increase in revenue from the prior and following months related to billing for Medicaid Option and client fees.
- B. It was highlighted that there continues to be a projected shortfall of approximately \$650K related to the reduced state funding for Medicaid Expansion.

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

- C. A reduction in *non-billable* services of approximately \$5K from October to November was reported. It was clarified that some services are designated as non-billable because they have not yet been activated. These include ARTS (Addiction and Recovery Treatment Services) Residential services and Mental Health Skill-Building.
- D. Acknowledging some decrease in error for *services not authorized*, efforts are ongoing to include coordination of registrations, prior-authorizations, and MCO (Managed Care Organization) billing requirements as applicable to specific service requirements.
- E. Efforts to address the *LMHP-Type billing* include continuation of training staff to obtain or provide the appropriately credentialed supervisor signature in Credible. This process was activated in November 2019, necessitating continued monitoring and training. Ms. Burris reported that approximately \$19K of the outstanding \$21,620K has been batched or prepared for billing.

It was confirmed that staff is actively improving business practices that will capitalize on realistic opportunities for increased revenue in all three areas identified above.

## 6. Human Resources (HR) Update

Daryl Washington and Lyn Tomlinson provided Human Resources update, including the following:

- A. The vacancy count has increased to 81.

# CSB Fiscal Oversight Committee Meeting Minutes

- B. The review focused on *Support Coordination* and the recruitment and retention challenges related to this critical position. It was emphasized that the workforce cannot accommodate the demand. This is compounded by the overwhelming documentation requirements and strict performance measurements required by the DOJ (Department of Justice) Settlement. Additionally, the numerous vacancies result in larger than recommended caseloads, the combined results of which are escalating staff stress and 'burn-out'. Significant recruitment and retentions efforts are focused in this area, including partnering with local universities to recruit at the graduate level and substantial flexibility in teleworking, work hours, etc.

Noting no further discussion was forthcoming, the meeting was adjourned at 10:30 a.m.

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

A note will be added to the Modified Fund Statement detailing any significant changes.

**Issues to Communicate to CSB Board:**

A proposed meeting between the CSB Board and DMB in February 2020.

**Agenda Items for Next Meeting:**

Next Scheduled Fiscal Oversight Committee meeting

**Friday, January 17, 2020, 9:30 am**

**Pennino Building, 12011 Government Center Pkwy, Fairfax, VA**

**Suite 836A**

CSB Clerk to the Board Signature

January 17, 2020

Date Approved



Clerk to the Board

CSB Board Review of CSB Board Policy

Issue:

Regular review and update to identified CSB Board Policies

Background:

As part of the regular CSB Board policy review process, Policy #0020 is submitted to the CSB Board for review and recommendation. Recommendations for revision are forwarded to the CSB Board Clerk for compilation and submission at the final review, following which, a motion is made to request approval by the CSB Board. The policy submitted for this review include:

- 0020 – Mission, Vision, and Values Statement

Timing:

This policy is presented with recommended edits visible and with recommended edits applied. Following this final opportunity for review and comment by the CSB Board, the policy is submitted to the CSB Board for adoption.

Board Member

Sheila Jonas, CSB Board Secretary

Related Documents:

- A. 0020 – Vision, Mission and Values Statement with edits
- B. 0020 – Vision, Mission and Values Statement edits accepted
- C. CSB Vision, Mission and Values webpage

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

### Purpose

To state the vision, mission and values of the CSB and the public process by which these will be accomplished.

### Policy

The Fairfax-Falls Church Community Services Board defines its vision, mission and values as follows:

### **CSB Vision, Mission and Values**

#### ♦ **CSB Vision**

Everyone in our community has the support needed to live a healthy, fulfilling life.

#### ♦ **CSB Mission**

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by ~~developmental delay, intellectual disability, developmental disability~~ serious emotional disturbance (youth), mental illness and/or substance use disorders.

#### ♦ **CSB Values**

In achieving our mission and vision, we value:

##### **Respect for the people we serve.**

Individual dignity and human rights protection are at the center of the CSB service philosophy. ~~Individuals are~~ Each individual is involved in developing service plans which address ~~his/her~~ their needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.

##### **Quality in the services we provide.**

The CSB offers a comprehensive ~~menu array~~ of preventative and responsive services that meet the needs of ~~individuals who live in~~ the Fairfax-Falls Church community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.

**Accountability in all that we do.**

The CSB recognizes its responsibility to the Fairfax ~~County Falls Church~~ community by striving to provide services to people with limited resources or complex needs in **an effective and efficient manner**. Policies and procedures are communicated and accessible to all individuals and organizations with whom ~~we work~~ the CSB partners, and process improvement is ~~anchored in~~ supported by continuous data review.

Approved \_\_\_\_\_  
CSB Board Secretary Date

Policy Adopted: January 17, 1990  
Policy Readopted: July 27, 1994  
Policy Readopted: April 23, 1997  
Policy Readopted: March 28, 2001  
Policy Readopted: February 18, 2009  
Policy Readopted: March 25, 2009  
Revision Adopted: December 17, 2014  
Revision Adopted: TBD

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

### Purpose

To state the vision, mission and values of the CSB and the public process by which these will be accomplished.

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CSB Board Secretary Date

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- Policy Readopted: July 27, 1994
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- Policy Readopted: March 28, 2001
- Policy Readopted: February 18, 2009
- Policy Readopted: March 25, 2009
- Revision Adopted: December 17, 2014
- Revision Adopted: TBD

## Our Mission: What We Do

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

## Our Values: What We Believe In

In achieving our mission and vision, we value:

- Respect** for the people we serve.
- Quality** in the services we provide.
- Accountability** in all that we do.



## Our Vision: Where We Want to Be

Everyone in our community has the support needed to live a healthy, fulfilling life.



FAIRFAX - FALLS CHURCH

**Community**

**Services Board**

[www.fairfaxcounty.gov/community-services-board](http://www.fairfaxcounty.gov/community-services-board)



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call 703-324-7000, TTY 711.

CSB Board Approval of CSB Board Policy

Issue:

Review and proposed reinstatement of CSB Board Policy

Background:

As part of the regular CSB Board policy review process, the policy listed below was submitted to the CSB Board for review and recommendation. Following revocation of this policy in October 2019, further information was received prompting a secondary submission for reinstatement. Following review at the December 2019 CSB Board meeting this policy was approved for submission to reinstate at the January 17, 2020 CSB Board Meeting.

- 2500 – CSB Research Review and Approval

Timing:

This policy is presented with recommended edits visible and with recommended edits applied. Following a final opportunity for review and comment by the CSB Board, the policy will be submitted for approval to reinstate.

Recommended Motion:

*I move that the Board approve reinstatement of the CSB Board Policy, #2500 –CSB Research Review and Approval.*

Board Member

Sheila Jonas, CSB Board Secretary

Related Documents:

- A. 2500 – CSB Research Review and Approval (Reinstatement) with edits
- B. 2500 – CSB Research Review and Approval edits accepted

Policy Number: 2500  
Policy Title: ~~Human-CSB~~ Research Review and Approval  
Date Revoked: TBD

Purpose

The purpose of the ~~Human-CSB~~ Research Review and Approval Policy is to assure the Fairfax-Falls Church Community Services Board (CSB) complies with Commonwealth of Virginia’s Department of Behavioral Health and Developmental Services (DBHDS) Human Rights Regulations, and appropriate professional, local, state, and federal standards regarding ~~human~~-research projects.

State law requires CSBs to support research that will enhance the ability to serve individuals receiving CSB services, but also requires the CSB to protect such individuals’ human rights. This requires the development of methods to balance potentially conflicting responsibilities among research and service delivery based on sound therapeutic practice.

This guidance does not apply to the gathering of statistical aggregate data, or the keeping and analysis of service records.

Policy

~~It is the policy of the CSB Board to promote, sponsor and conduct ethical scientific studies that aid in the understanding of and ability to serve individuals receiving CSB services.~~

Prior to engaging in any research project, CSB staff shall follow CSB regulations and procedures to assure all research is reviewed according to standards set forth in the DBHDS Human Rights Regulations, and other pertinent standards. This includes the establishment of a research review committee, an expedited review process, and full committee review process.

Revoked \_\_\_\_\_  
CSB Board Secretary

\_\_\_\_\_ TBD  
Date

## References

### **Commonwealth of Virginia Sources**

- [Code of Virginia: 37.2-306](#), Research into causes of mental illness, mental retardation, substance abuse and related subjects.
- Code of Virginia: [Chapter 5.1 - Human Research](#) 32.1-162.16 (Definitions), 17 (Exemptions), 18 (Informed consent), 19 (Human research review committees).
- Commonwealth of Virginia, Department of ~~Mental-Behavioral~~ Health, ~~Mental Retardation~~~~Developmental~~ ~~and Substance Abuse~~ Services, 12 VAC 35-115-130, [Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded or Operate by the Department of Mental Health, Mental Retardation and Substance Abuse Services](#)-Research.

### **FEDERAL SOURCES**

- Health Insurance Portability and Accountability Act of 1996 ([HIPAA](#))
- [US PUBLIC LAW 104-191](#) (HIPAA). Title II Subtitle F
- [45 CFR Part 164, Subpart E, §164.512 \(i\)](#)
- OCR Guidance on HIPAA & Research:  
<http://www.hhs.gov/ocr/hipaa/guidelines/research.pdf>
- Department of Health & Human Services, National Institutes of Health, Office for Protection from Research Risks; Title 45 (Public Welfare), [CFR Part 46](#) (Protection Of Human Subjects), Department of Health and Human Services, National Institute of Health, Revised November 13, 2001, Effective December 13, 2001.

Policy Adopted: June 24, 2009  
*Replaces Policy 2200 Dated September 19, 2001*

Policy Readopted: November 20, 2013

Policy Revoked: October 23, 2019

Policy Reinstated: **TBD**

Policy Number: 2500  
Policy Title: CSB Research Review and Approval  
Date Approved: TBD

Purpose

The purpose of the CSB Research Review and Approval Policy is to assure the Fairfax-Falls Church Community Services Board (CSB) complies with Commonwealth of Virginia’s Department of Behavioral Health and Developmental Services (DBHDS) Human Rights Regulations, and appropriate professional, local, state, and federal standards regarding research projects.

State law requires CSBs to support research that will enhance the ability to serve individuals receiving CSB services, but also requires the CSB to protect such individuals’ human rights. This requires the development of methods to balance potentially conflicting responsibilities among research and service delivery based on sound therapeutic practice.

This guidance does not apply to the gathering of statistical aggregate data, or the keeping and analysis of service records.

Policy

Prior to engaging in any research project, CSB staff shall follow CSB regulations and procedures to assure all research is reviewed according to standards set forth in the DBHDS Human Rights Regulations, and other pertinent standards. This includes the establishment of a research review committee, an expedited review process, and full committee review process.

Approved \_\_\_\_\_  
CSB Board Secretary

\_\_\_\_\_ TBD  
Date

## References

### **Commonwealth of Virginia Sources**

- [Code of Virginia: 37.2-306](#), Research into causes of mental illness, mental retardation, substance abuse and related subjects.
- Code of Virginia: [Chapter 5.1 - Human Research](#) 32.1-162.16 (Definitions), 17 (Exemptions), 18 (Informed consent), 19 (Human research review committees).
- Commonwealth of Virginia, Department of Behavioral Health, Developmental Services, 12 VAC 35-115-130, [Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded or Operate by the Department of Mental Health, Mental Retardation and Substance Abuse Services](#)-Research.

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- Department of Health & Human Services, National Institutes of Health, Office for Protection from Research Risks; Title 45 (Public Welfare), [CFR Part 46](#) (Protection Of Human Subjects), Department of Health and Human Services, National Institute of Health, Revised November 13, 2001, Effective December 13, 2001.

Policy Adopted: June 24, 2009  
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Policy Readopted: November 20, 2013

Policy Revoked: October 23, 2019

Policy Reinstated: TBD

Grant to Expand Substance Abuse Treatment Capacity for the Adult Drug Court

Issue:

Board approval for the Fairfax-Falls Church Community Services Board to apply for and accept funding from the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) Grants to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts.

Recommended Motion:

I move that the Board approve applying for and accepting, if awarded, funds up to \$400,000 per year for 5 years, at a maximum of \$2,000,000 for the Grant to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts.

Background:

This is a request for CSB Board authorization to apply for and, if awarded, accept up to \$2,000,000 in grant funding from the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) to fund the Grant to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts. A local match is not required. The total requested budget is undergoing final analysis and will not exceed up to \$400,000 per year for a maximum of 5 years, or \$2,000,000. There is an existing Adult Drug Court Grant funded by the Bureau of Justice Assistance that supports the Drug Court, this new funding will help to enhance and expand existing efforts aligned with Adult Drug Court Best Practice Standards developed by the National Association of Drug Court Professionals (NADCP).

The Grant to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts provides support to expand substance use disorder (SUD) treatment services in existing drug courts. The program recognizes the need for treatment instead of incarceration for individuals with SUDs. Recipients will be expected to provide a coordinated, multi-system approach designed to combine the sanctioning power of treatment drug courts with effective SUD treatment services to break the cycle of criminal behavior, alcohol and/or drug use, and incarceration or other penalties.

The specific request for how funding will be utilized is still under review in partnership with Health Management Associates (HMA) who is providing technical support for the grant application. Proposed uses of funding include enhancing urine drug testing for the drug court to reduce barriers in access to testing for participants and to provide a more

complete panel of testing to enhance reliability and accountability of results. Additionally, funding for recovery support services for participants to be linked with positive urine screens and training and support for the multidisciplined Docket teams.

This grant does not allow for the recovery of indirect costs and it will not be requested. This action does not increase the expenditure level in the Federal-State Grant Fund, as funds are held in reserve for unanticipated grant awards.

Timing:

CSB Board action is requested on January 22, 2020 as the proposal is due February 4, 2020. This grant project, if awarded, will begin on July 30, 2020 through July 30, 2025.

Enclosed Documents:

Attachment A: Grant Summary

Staff:

Daryl Washington, CSB Executive Director

Marissa Farina-Morse, CSB Service Director Diversion First

**Grant to Expand Substance Abuse Treatment Capacity for the Adult Drug Court  
Summary of Grant Proposal**

Please note: the actual grant application is not yet complete; therefore, this summary has been provided detailing the specifics of this application.

- Grant Title:** Grants to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts
- Funding Agency:** Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT)
- Applicant:** Fairfax-Falls Church Community Services Board (CSB)
- Funding Amount:** Federal funding of up to \$2,000,000.
- Proposed Use of Funds:** The specific request for how funding will be utilized is still under review in partnership with Health Management Associates who is providing technical support for the grant application. Proposed uses of funding include enhancing urine drug testing for the drug court to reduce barriers in access to testing for participants and to provide a more complete panel of testing to enhance reliability and accountability of results. Additionally, funding for recovery support services for participants to be linked with positive urine screens and training and support for the multidisciplinary Docket teams. There is an existing Adult Drug Court Grant funded by the Bureau of Justice Assistance that supports the Drug Court, this funding will help to enhance and expand existing efforts aligned with Adult Drug Court Best Practice Standards developed by the National Association of Drug Court Professionals (NADCP).
- Performance Measures:**
- Expand a drug court in Fairfax County.
  - Fund services to provide recovery supports to participants in the drug court.
  - Serve a total of 40 individuals annually in the drug court program.
  - Enhance required evidenced-based practices developed by the National Association of Drug Court Professionals (NADCP).
  - Administer and track urine drug testing for participants that is robust and that facilitates timely communication with participants and the team for testing times and locations as well as timely results.
- Grant Period:** July 30, 2020-July 30-2025