

Fairfax-Falls Church Community Services Board
Virtual Meeting Minutes
July 22, 2020

The Board met electronically via audio conference call due to the COVID-19 pandemic that made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available to CSB Board members, CSB staff, and members of the public. The meeting notice, with participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, participants were provided an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

The following CSB members were present: Bettina Lawton Chair; Jennifer Adeli; Karen Abraham; Daria Akers; Captain Derek DeGeare.; Ken Garnes; Sheila Coplan Jonas; Larysa Kautz; Garrett McGuire; Srilekha Palle; Edward Rose; Daniel Sherrange; and Anne Whipple

The following CSB Board members were absent:

The following CSB staff was present: Daryl Washington; Jessica Burris; Evan Jones; Marissa Fariña-Morris; Linda Mount; Michael Neff; Shelia Peters-Lee; Cindy Tianti; Lyn Tomlinson; and Barbara Wadley-Young

Guests: Robert Bartolotta (nominated Representative to the Providence District)

1. Meeting Called to Order

Bettina Lawton, CSB Board Chair, called the meeting to order at 5:02 p.m.

2. Roll Call and Audibility

Ms. Lawton conducted a roll call with each CSB Board Member present, as identified above, to confirm that a quorum of current members was present and audible; passing the virtual gavel to CSB Board Vice Chair Jennifer Adeli to make several motions required to begin the meeting.

Ms. Lawton made a motion confirming that each member's voice was audible to each other member of the CSB Board present which was seconded and passed.

3. Preliminary Motions

Ms. Lawton made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Board to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of this Board and the physical presence of the public, cannot be implemented safely or practically.

A further motion was made that this Board may conduct this meeting electronically through a dedicated audio-conferencing line, and that the public may access this meeting by calling 1-877-336-1829. All motions were seconded and approved

4. Matters of the Public

None were presented.

5. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Following a minor revision requested by Bettina Lawton, the agenda was revised to include recognition of the retirement of CSB Board Member Diane Tuininga in June 2020. Following this revision Edward Rose made a motion to accept the agenda as presented that was seconded and passed unanimously.

6. Recognition

Bettina Lawton recognized retiring CSB Board Member Diane Tuininga for her many years of service and multiple contributions to the CSB and the communities served.

7. Approval of the Minutes

Draft minutes of the June 24, 2020 virtual meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no revisions were suggested, Edward Rose made a motion for approval, which was seconded by Srilekha Palle and passed unanimously.

8. Director's Report

Daryl Washington, noting that members of Executive Leadership would provide the agency updates, clarified that an opportunity for questions will follow each topic presented. Highlights included:

Lyn Tomlinson, Deputy Director, Clinical Operations, provided the services update including

- Residential and 24/7 services are operational utilizing telehealth and face to face services as needed.
- Regular meetings are held with Laura Yager, Director of Correctional Health, reporting a recent discussion regarding the addition of MAT (Medication Assisted Treatment) to jail services.
- Referring to the time to treatment charts in the meeting materials, it was noted that staff returning from pandemic leave, flexible assignment of staffing, and the use of televideo assessments are helpful in reducing the wait time to services.
- The Business Intelligence Tool charts provided in the meeting materials illustrated the numbers of clients served in CSB Program areas.
- Ms. Tomlinson provided an update to the Massey Building renovations reporting that demolition of the building has been completed. The CSB is seeking to have some services included in planning for the new building. Regular updates will be provided to the Board, following which, Board comments will be conveyed to the workgroup that has been established to plan use of the new Massey building.

Barbara Wadley-Young, Assistant Dep. Dir., Community Living Treatment & Supports, provided an update to activities related to cancelation of the Etron contract and efforts to identify and convey to the individuals and families the broad array of work opportunities available to the individuals impacted by the contract cancelation.

Daryl Washington concluded the services update with several reports including:

- An update to the report provided at the July CSB Board meeting that described the proposed reduction to the administrative fee paid by the Department of Behavioral Health and Developmental Services (DBHDS) to support operations at

the Northern Virginia Regional Program Office (NVRPO). Key CSB staff will be meeting with the DBHDS Commissioner and some leadership staff to further review the proposed reduction, emphasizing the extremely significant impact to NVRPO. Regular updates will be provided to the CSB Board as events occur.

- Mr. Washington reported that Virginia Medicaid and the Centers for Medicare & Medicaid Services (CMS) allow billing for face-to-face or tele-health services as needed or requested by the individual or family during the state of emergency. However, in response to the USDOJSA (U.S. Department of Justice Settlement Agreement) with the Commonwealth, DBHDS requested that Support Coordinators provide only face-to-face services beginning August 1, 2020. A letter was sent to the DBHDS Commissioner and the Director of Medicaid expressing concerns at this decision. Mr. Washington clarified that plans, including case-by-case assessments, are underway to minimize risk for staff and individuals, particularly those with higher risk factors. It was further clarified that this mandate will not apply to Behavioral Health services, allowing for flexibility as needed for provision of these services.
- Mr. Washington offered a reminder of the crisis stabilization site in Manassas that was damaged by fire and had to be closed. Efforts to identify another site include establishment of an MOA with the Sheriff's Office to provide the services at the alternative incarceration branch of the jail. Concurrently, permission is being sought from DBHDS for this location change with a goal of resuming service as soon as possible.
- New Board members were provided a brief history of the hospital bed crisis reporting that as of early July, all state hospitals are at or very near capacity. DBHDS provided direction to hold individuals at the assessment location, including the CSB MCRC (Merrifield Crisis Response Center) or at emergency rooms until a private or state bed could be found; this creates significant high-risk situations for the individual, CSB staff, and attending law enforcement. Mr. Washington confirmed that he has set a 4-hour threshold for holding people for MCRC Emergency Services staff. Should the threshold be met, Mr. Washington will reach out to the Commissioner for further guidance or action.
- Background for the Annual Fee Policy Review was provided, noting that a new and streamlined process has been proposed and will be submitted to the CSB Board at the September CSB Board meeting.

Jessica Burris, CFO, provided an overview of the fiscal documents typically presented at the Fiscal Oversight Committee, noting that the documents provide details through June, the end of the fiscal year. Highlights included:

- Compensation and Fringe expenses remain consistent at approximately \$4.5 million resulting in an approximate \$.5M surplus. This is partially attributed to the number of vacancies that continue to be higher than the Vacancy Breakeven Point (VBP).
- Presenting an overview of the Modified Fund Statement and Fiscal Notes. It was emphasized that the end of year revenue balance was higher than had been projected in the budget.

- Impacts to the end of year revenue included the anticipated Medicaid Expansion shortfall and revenue maximization activities that incorporated billing activation for new programs or services some of which are ARTS (Addiction and Recovery Treatment Services), IOP (Intensive Outpatient Program), medication injection procedures by nurses, and services provided by LMHP (Licensed Mental Health Providers)-Type providers.
- Impacts to expenses included the FY2019 carryover funds, end of year expenses that were less than anticipated including COVID-19 related expenses of approximately \$1M. It was further noted that a large portion of the COVID related expenses have been submitted to Department of Management and Budget (DMB) for reimbursement under the CARES Act. To date, approximately \$473K of operational expenses was approved for reimbursement, further reporting approval of approximately \$1.3M of Pandemic Leave costs that will be reflected in the end of year reports. It was clarified that additional reimbursements may be submitted through the end of Calendar Year (CY) 2020.

Michael Neff, Deputy Director, Administrative Operations, provided an overview of the Human Resources (HR) update highlighting the primarily consistent number of vacancies. Further highlights included a review of vacancies in critical areas including review of the ADC (Adult Detention Center) and Jail Diversion organizational charts included in the meeting materials. A further update on efforts to fill the numerous Behavioral Health Outpatient Services vacancies was provided. Mr. Washington emphasized that the vacancies illustrated the challenges in meeting the Time to Treatment thresholds as illustrated on pages 7A-1 through 7A-4 in the meeting materials.

Mr. Washington announced that CSB Nurse Eleni Halstead is a finalist to be selected as a Star Nurse in the Washington Post/American Nurses Association Star Nurse™ 2020 Program.

Michael Neff provided an update to COVID-19 activities, noting the following:

- Meeting spaces have been measured to identify spaces appropriate for adaptation to treatment spaces. The identified and prepared rooms, with capacity noted, have been added to the online room reservation system.
- Ample stock of PPE (Personal Protective Equipment) is available and monitored daily. Cleaning supplies are also in ample supply and available.
- The CSB has participated in a decontamination initiative for N-95 masks in which used masks are safely collected and sent for decontamination. The process was successful with the decontaminated masks returned in the guaranteed 72-hour turn-around period.
- Recognizing the challenge in identifying the number of persons at each site throughout the day, access to the application Sign-up Genius is provided for staff to post a daily schedule indicating on- or off- site activities and if meeting with a client or if teleworking.
- Further safety steps involve plans for moving safely inside CSB sites including hallways, stairways etc. Plans include posting signs for one-way access as needed, physical distancing reminders including blocking off seating, etc. as needed, and

posting of room maximum capacity signage. Efforts will be piloted at the Reston/Northwest Center. Success of this reengagement plan will result in expansion to additional sites starting with Gartlan, on to South County, to Merrifield, and so on.

The Board of Supervisors (BOS) recently put forth a Board matter requesting that Law Enforcement and Human Services agencies partner to review models of diversion and intervention for working with individuals in mental health or substance misuse crisis. Anticipating approximately 6-8 weeks of review, the results will be provided to the BOS October 1, 2020. This activity was initiated by Braddock District Supervisor Walkinshaw and Lee District Supervisor Lusk.

The CSB was asked to present information at the September Human Services Committee meeting, chaired by Providence District Supervisor Palchik. Proposed talking points include the progression of Developmental Disability Services related to the USDOJSA, and an update to some CSB strategic initiatives including Diversion First, the heroin/opioid epidemic, STEP-VA (System Transformation Excellence and Performance), and efforts to provide services more efficiently and effectively.

The Community Services Performance Contract has been posted for the required 30-day public comment period none of which have been received to date. It was confirmed that the contract will be posted until August 1, 2020.

9. Matters of the Board

Bettina Lawton, noting that under the state of emergency order the committee meetings are not being held, offered a reminder that appointment of Associate Members is postponed until committee meetings resume.

10. Information Item

A. *CSB Board Policy Review*

Sheila Jonas directed members to review the CSB Board policies #1500 and #4000 for edits that may be needed. Copies of the policies were provided in the meeting materials with a request to submit recommendations to CSB Board Clerk, Erin Bloom. The policies will be submitted for further action at the August 26, 2020 CSB Board meeting.

11. Action Item

A. *CSB Board Policy Approval*

Sheila Jonas directed attention to CSB Board policies #1305 and #3040, copies of which were provided in the meeting materials for final review and approval. As no additional recommendations were forthcoming, Ms. Jonas made a motion to approve the policies as presented which was seconded and approved.

B. *CSB Board Officer Nominating Committee*

Ken Garnes provided background to the CSB Board Officer Election process noting that Officers are elected for a period of one year, following which, an opportunity for nominations from the floor was offered. Noting that no nominations were forthcoming, Mr. Garnes made a motion to elect by acclamation the slate of officers as presented, including Bettina Lawton as Chair, Jennifer

Adeli as Vice Chair and Sheila Jones as Secretary. The motion was seconded and approved.

C. DBHDS Forensic Discharge Planning Grant

Marisa Fariña-Morse, Director Diversion and Jail-Based Services, provided an overview of the grant requirements, noting it would provide \$228,000 from DBHDS to fund two senior clinician positions for FY2021 in expansion of forensic discharge planning with a specific population in the mental health unit at the ADC, further noting that staff is require to follow a specific DBHDS model. Edward Rose made a motion to apply for and, if awarded, accept the funding from DBHDS. The motion was seconded and approved.

D. Human Services Issue Paper

Bettina Lawton, offering thanks to the Board for editing assistance, offered an opportunity for further revision. As no recommendations were offered, Edward Rose made a motion for approval of the Human Services Issue Paper as provided. The motion was seconded and approved.

There being no further business to come before the Board, the meeting was adjourned at 6:34 p.m.

Actions Taken - -

- ◆ The July 22, 2020 CSB Board Meeting minutes were approved as presented.
- ◆ CSB Board policies #1305 and #3040 were approved.
- ◆ The FY2021 CSB Board Officers were elected as presented.
- ◆ Approval was granted to apply for and accept, if awarded, funds up to \$228,000 in FY 2021 for the DBHDS Forensic Discharge Planning Grant.
- ◆ The Human Services Issue paper was approved for submission.

August 26, 2020
Date Approved


Staff to the CSB Board