

CSB Fiscal Oversight Committee Meeting Minutes

April 15, 2021

The Fiscal Oversight Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

Members in Attendance:

In-Person: Chair, Jennifer Adeli; Karen Abraham; Captain Derek DeGeare Andrew Scalise; and Sandra Slappey

Remote: Daniel Sherrange (Chantilly)

Members Absent: Bettina Lawton

Staff: Daryl Washington, Lyn Tomlinson, and Jessica Burris

1. Meeting called to order.

The meeting was called to order at 4:02 p.m.

2. Matters of the Public

None were presented

3. Amendments to the meeting agenda

Dan Sherrange made a motion to add the George Mason grant partnership opportunity to the agenda, that was seconded and approved. KARINA SECOND MOTION

4. Review of meeting minutes

The April 15, 2021 meeting minutes were offered for review. Dan Sherrange made a motion to approve the minutes as presented, which was seconded and approved with an abstention by Bettina Lawton.

5. Administrative Operations Report

Daryl Washington introduced newly hired Deputy Director of Operations, Daniel Herr. Following this introduction, Mr. Washington offered a reminder to the committee that recommendations for refinement of the reports provided are welcome. Updates to recent activities included:

- The number of CSB staff testing positive for COVID-19 is 83 with 82 staff having returned to work, confirming this indicates a decrease in new cases.
- The renovation of the crisis stabilization facility is anticipated to be complete and resumption of services by the end of April.
- There was a kick-off meeting for the planned renovations at the Crossroads residential treatment center. It was clarified that involved county agencies were notified that the facility must remain open during renovations that include significant repairs to the HVAC system (mold) and some needed updates to the building.
- Behavioral Health Transformation, now called BRAVO (Behavioral Health Redesign for Access, Value, and Outcomes) will be effective July 2021. Robust efforts are underway to prepare for the operational and administrative changes. Some funding is anticipated with approval of the FY2022 county budget. Additional funding is anticipated for the new STEP-VA resources that include veterans' services,

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expanded peer and outpatient resources. The Regional Office is also anticipated to receive some additional state funding. Some dual encumbered positions are anticipated to be approved to assist with workforce planning.

6. Clinical Operations Report

Lyn Tomlinson provided an overview of the clinical operation reports, including:

- Attention was directed to the agency wide – average clients serviced per day, it was noted that the numbers have declined, attributed to seasonal holidays (Spring Break etc.), but will be monitored.
- It was clarified that the reporting on the *SUD Residential Waiting List* illustrates delivery of intermediate (term) services at A New Beginning, long term services at Crossroads and Next Generation, and that Cornerstones provides long term services to individuals with significant substance use disorders as well as mental health conditions. All programs remain smaller due to physical distancing.
- In response to member requests, the *Individuals Discharged from SUD residential Waiting List* was provided. A reminder was offered that while waiting for placement, individuals can participate in residential treatment supports that include group meetings, access to the PORT team (Peer Outreach and Response Team). Administrative efforts to remain in contact include multiple calls and letters before discharge.
- Referring to the *Adult Outpatient Time to Treatment* report it was clarified that the numbers were skewed due to the limitations of scheduling individual orientations, noting an increase is anticipated in April 2021. The decrease in wait times was attributed to several openings at Intensive Outpatient program.
- Members requested to add an additional month to the reports to provide a 13-month comparison. Additionally, staff will confirm the methodology of data collection. .
- *Youth Time to Treatment* data shows improvement.

7. Financial Status

Jessica Burris provided an overview of the financial reports, some highlights included:

A. *Modified Fund Statement*

- The Statement has been modified to reflect the FY2021 Revised Budget that includes the transfer of \$4.5M from the Operating budget to Compensation and Fringe that was discussed at prior meetings.
- FY2021 projections are updated to reflect a decrease of approximately \$1.4M in variable revenue. It was reported that approximately \$155,000 was received through Medicaid Option billing for the ARTS (Addiction Recovery Treatment Services) program.
- Compensation and Fringe is decreased to reflect the high number of staff vacancies. Projections have been decreased to compensate for the increased number of staff vacancies.
- Operating expenses forecast is higher due in part to the anticipated FY2021 costs of implementing the new EHR (Electronic Health Record) from the \$3M

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reserve fund, noting that unspent funds will be requested in carryover. Approximately \$1.4M was contributed for one-time staff bonuses paid out in the 3rd quarter. Additional expenses include rent on some leased properties, carryover encumbrances, and some other minor contingencies.

Members engaged in robust discussion of the Vacancy Breakeven Point (VBP)

B. *Variable Revenue Report*

- March revenue totals indicate reflect an increase attributed to increased focus on back-billing and claims correction, supported by new staff.

8. Human Resources (HR) Update

Daryl Washington provided an update to recent human resources activities, including:

- Contracting with HSD (Human Systems Development) Metrics to support staff recruitment and retention. Starting with exit surveys, the next step will be 'stay' surveys with staff who do not leave to track trends and identify strategies. This is scheduled to begin by the end of April.
- Related to filling vacancies in critical areas, some flexibility was approved to include
 - Hiring bonuses including for referrals.
 - Job-sharing to allow a full-time position to be filled by to part time staff
 - Resume hiring of retired CSB staff.
 - Approval from Department of Behavioral Health and Developmental Services Director of Licensing, Behavioral Health Director of Medicaid, and Deputy Director of Health Professions to hire counseling interns.
 - General employment ads will be posted to allow for a broader candidate pool with a goal of filling a larger number of equivalent vacancies.

There being no further business to come before the Board, the meeting was adjourned at 5:28 p.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Next Scheduled Fiscal Oversight Committee meeting

Thursday, May 20, 4:00 p.m.

**Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA
Room 3-314, West**

May 20, 2021

Date Approved



Clerk to the Board