



**FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD
EXECUTIVE COMMITTEE VIRTUAL MEETING**

Garrett McGuire, Chair

Wednesday, August 18, 2021, 4:30 p.m.

Will be held electronically due to the COVID-19 pandemic

Dial by your location to access live audio of the meeting:

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Meeting ID: [979 4852 0214](#) • Passcode: 797168

MEETING AGENDA

- | | |
|--|------------------|
| 1. Meeting Called to Order | Garrett McGuire |
| 2. Roll Call and Audibility | Garrett McGuire |
| 3. Preliminary Motions | Garrett McGuire |
| 4. Matters of the Public | |
| 5. Amendments to the Meeting Agenda | Garrett McGuire |
| 6. Approval of the July 2021 Cmte Mtg Draft Minutes | |
| 7. Directors Report | Daryl Washington |
| 8. Review of the August 25, 2021, CSB Bd. Mtg. Agenda | |
| 9. Matters of the Executive Committee | |
| A. Service Delivery Oversight Committee | Anne Whipple |
| B. Compliance Committee | Garrett McGuire |
| C. Fiscal Oversight Committee | Jennifer Adeli |
| D. Other Matters | |
| 10. CSB Board Annual Planning Calendar | |

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).

- 11. Adjourn**

Fairfax-Falls Church Community Services Board
Executive Committee Meeting Minutes
July 21, 2021

The Executive Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Room 3-314, West, Fairfax, VA 22031.

The following Committee members were present: Garrett McGuire, Board Chair; Jennifer Adeli, Captain Derek DeGeare, Bettina Lawton, and Daniel Sherrange

The following Committee members participated remotely:

The following Committee members were absent: Anne Whipple

The following staff were present: Daryl Washington, Daniel Herr, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 5:19 p.m.

2. Matters of the Public.

None were offered.

3. Adoption of the Executive Committee Agenda

The July 21, 2021, Executive Committee meeting agenda was presented for review. Bettina Lawton made a motion to approve the agenda as presented that was seconded by Jennifer Adeli and passed unanimously.

4. Approval of the Minutes

The June 16, 2021, Executive Committee minutes were distributed for review. Following an opportunity for comment, Bettina Lawton made a motion for approval of the minutes as presented that was seconded by Jennifer Adeli and approved with one abstention from Captain Derek DeGeare.

5. Director's Report

Daryl Washington provided an overview of recent agency activities:

- Efforts to fill vacant positions continue.
- The HSD (Health Services Development) Metrics employee surveys continue. The top three reasons for exiting continue to be salary, direction of agency, and supervisors. Analysis of the responses to new employee and onboarding surveys has begun. Efforts to reschedule a meeting with County Human Resources from August to July are underway with a goal of facilitating analysis and resolution to salary concerns.
- Some face-to-face conversations between senior leadership and staff regarding return to office concerns are underway. It was acknowledged that this is an adjustment from teletherapy, and a reminder was offered of the limit of 60% of FT telework hours.
- A slide presentation by the DBHDS (Department of Behavioral Health and Developmental Service) Commissioner regarding staffing shortages at the state

psychiatric hospitals will be included in the July 2021 CSB Board meeting materials. It was clarified that NVMHI (Northern Virginia Mental Health Institute) remains open to admissions. Members and staff engaged in robust discussion.

- A presentation on the Marcus alert bill is planned for August. Current activities include recommendation of a triage system that will identify the type of response needed for each situation including if law enforcement or mental health will be the primary responder or if law enforcement may not be needed in the initial response. Once underway, a reevaluation will be initiated to determine funding needs for expansion.
- Daryl Washington reported that he will be out of the office from August 9th through August 16th with both Lyn Tomlinson and Daniel Herr available if needed.
- Mr. Washington reported an interview by WJLA for a television spot regarding opioid overdose efforts. A new initiative has launched for distribution of test strips to individuals to test for the presence of fentanyl in drugs they are consuming. It was clarified that identification of need will include referrals, recovery programs, for friends and family members to have available for loved ones, etc. This is similar to the availability and use of Narcan/Naloxone.
- Some CSB ICM (Intensive Case Management) youth staff work with CSA (Children's Services Act) staff providing CSB Case Management. Efforts to expand this program will involve some increased funding from the CSB as the CSA budget is anticipated to have limited flexibility to assist with the expansion. It was clarified that CSA funding has a required state match of 23%. Efforts will be made to increase efficiency for placement of youth from hospitalization to other services/lower levels of care and treatment including community care.

6. CSB Board Agenda

The July 28, 2021, CSB Board meeting draft agenda was presented for review. Following a request to add an Agenda Item for the upcoming VA General Assembly Special Session the agenda was adopted as revised.

7. Matters of the Executive Committee

A. *Service Delivery Oversight (SDOC) Committee:*

Anne Whipple, newly elected Chair to the Committee was not present.

The next meeting of the Service Delivery Oversight Committee is Wednesday, August 11, 2021, beginning at 5:00 p.m. at the Merrifield Center, Room 3-314, West.

B. *Compliance Committee:*

CSB Board Chair Garrett McGuire provided a brief overview of the Compliance Committee meeting that was conducted directly prior to this meeting.

The next meeting of the Compliance Committee is Wednesday, August 18, 2021, at 4:00 p.m.

C. *Fiscal Oversight Committee:*

Jennifer Adeli, noting that many of the meeting topics were included in the Director's Report provided earlier in the meeting, provided some additional highlights of the July 15, 2021, Fiscal Oversight Committee meeting to include signing of the new EHR

contract, the state psychiatric hospital bed closures, an overview of the reports and charts had been provided, the vacancy report that was impacted by the addition of 15 new positions.

The next meeting of the Fiscal Oversight Committee is Thursday, August 19, 2021, beginning at 4:00 p.m. at the Merrifield Center, Room 3-314, West.

D. *Other Matters:*

Bettina Lawton offered a reminder that planning for the Annual CSB Board Member Retreat usually begins in July. Discussion ensued regarding the continued impact of COVID and a proposal to consider scheduling a Retreat later this year or early next year. A reminder was offered that 2-3 months of planning time is typical for the Retreat. Possible dates will be identified and forwarded to the Board for consideration.

8. Approval to Submit the FY2022 – FY 2023 Community Services Performance Contract to the Board of Supervisors (BOS)

The Executive Committee is asked to approve submission of the Contract to the BOS. Once approved by the BOS, the Contract will be signed by the CSB Board Chair and the Executive Director and forwarded to the state.

Bettina Lawton made a motion to approve submission of the FY 2022-FY 2023 Community Services Performance Contract to the BOS for approval that was seconded by Daniel Sherrange and unanimously approved.

9. CSB Board Annual Planning Calendar

The July 2021 – July 2022 calendar was reviewed. Acknowledging no recommendations were forthcoming, the calendar was accepted as presented.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:07 p.m.

Actions Taken –

- The June 16, 2021, Executive Committee meeting minutes were approved.
- The July 21, 2021, Executive Committee agenda was accepted as presented.
- The July 28, 2021, CSB Board agenda was approved as presented.
- Approval to submit the FY2022 – FY2023 Community Services Performance Contract to the Board of Supervisors for approval
- The CSB Board Annual Planning Calendar was accepted as presented.

Date Approved

Clerk to the Board

Fairfax-Falls Church Community Services Board

AUGUST 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|---|--|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 Service Delivery Oversight Committee Virtual Mtg – 5PM Access: 918 3465 0333 , Passcode 223562 (2 nd Wednesday bi-monthly) | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 Compliance Cmte Virtual Mtg – 4PM Access: 951 7203 2162 , Passcode: 522247 Executive Cmte – 4:30 PM Access: 979 4852 0214 , Passcode: 797168 | 19 Fiscal Oversight Committee Virtual Meeting – 4PM Access: 963 6411 6054 , Passcode: 891057 | 20 | 21 |
| 22 | 23 | 24 | 25 CSB Board Virtual Meeting – 5PM Access: 991 3995 4309 , Passcode: 272086 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Issues for Board Review, Action, or Information:

- Draft of annual FYE Report to CSB Board Chair 8/30/21 (R)
- CSB Bd Ad Hoc Strategic Planning Meetings - TBD

Events of Interest:

- Upcoming: VACSB Public Policy Conference, Oct. 6-8, 2021 at Hotel Roanoke
- Upcoming: Review of FY2022 Budget

Fairfax-Falls Church Community Services Board

SEPTEMBER 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------------|--|---|---|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 Labor Day | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 Compliance Cmte – 4PM Executive Cmte – 4:30 PM | 16 Fiscal Oversight Committee – 4PM | 17 | 18 |
| 19 | 20 | 21 BOS Meeting *BAC Appointments Public comment | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 CSB Board Meeting – 5PM Moved to accommodate attendance by Members of the General Assembly | 30 | | |

Issues for Board Review, Action, or Information:

- Approval of FY 2022 Budget in Concept (A)
- Match members w/Gen. Assy Rep, for Outreach
- Members Schedule Fall Outreach with GA Legislators (R)
- Review of legislative talking points (R)
- Board Carryover Actions (R)
- Approval to submit annual FYE 2021 Report (A)

Events of Interest:

- [Upcoming Board of Supervisors \(BOS\) Carryover Approvals](#)
- [Upcoming: VACSB Public Policy Conference, Oct. 6-8, 2021, Hotel Roanoke](#)

* BAC; Boards, Authorities, and Commissions

Fairfax-Falls Church Community Services Board

OCTOBER 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|---|---|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 BOS Meeting | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 Service Delivery Oversight Committee – 5PM (2 nd Wednesday bi-monthly) | 14 Fiscal Oversight Committee – 4PM | 15 | 16 |
| 17 | 18 | 19 BOS Meeting *BAC Appointments Public Comment | 20 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 CSB Board Meeting – 5PM | 28 | 28 | 30 |
| 31 | | | | | | |

Issues for Board Review, Action, or Information:

- Outreach with General Assembly Legislators (R)
- Begin prep for January CSB Testimony – local Gen Assy Hearings,
- Submission of annual FYE Report to BOS and Cities

Events of Interest:

- [Board of Supervisors \(BOS\) Carryover Approvals](#)
- [VACSB Public Policy Conference, October. 7-8, 2021](#)
- [Review/Prepare Board of Supervisors \(BOS\) Legislative Priority Issues, VACSB, & Region II CSB Priorities](#)
- [Annual Wellness & Recovery Conference – TBD](#)

* BAC; Boards, Authorities, and Commissions

Fairfax-Falls Church Community Services Board

NOVEMBER 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---|---|---|----------------------------|----------|
| | 1 | 2 Election Day | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 BOS Meeting *BAC Appointments Public Comment | 10 *Compliance Committee Meeting – 4PM *Executive Committee Meeting – 4:30 PM | 11 **Veterans Day *Fiscal Oversight Committee – 4PM | 12 | 13 |
| 14 | 15 | 16 | 17 * CSB Board Meeting – 5PM | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 Thanksgiving Holiday | 26 Thanksgiving Holiday | 27 |
| 28 | 29 | 30 | | | | |

Issues for Board Review, Action, or Information:

- CSB Board Meeting Schedule Approval (A)
- Continued outreach with General Assembly Legislators (R)
- Identify CSB speakers/priorities, & prepare testimony for Jan. 2022 Hearings (R)
- FY 2022 CIP Budget (I)

Events of Interest:

- Review and Prepare Board of Supervisors (BOS) Legislative Priority Issues, VACSB, & Region II CSB Priorities
- Upcoming: VACSB Legislative Conference in January 2022

* Meeting Schedule has Changed to Accommodate Holiday Schedule

** Conflict in Meeting Schedule will be addressed as the meeting date nears

* BAC; Boards, Authorities, and Commissions

Fairfax-Falls Church Community Services Board

DECEMBER 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---|--|---|----------------------------------|----------|
| | | | 1 Service Delivery Oversight Committee Meeting – 5PM (2 nd Wednesday bi-monthly) | 2 | 3 | 4 |
| 5 | 6 | 7 BOS Meeting *BAC Appointments Public Comment | 8 *Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 9 *Fiscal Oversight Committee Meeting – 4PM | 10 | 11 |
| 12 | 13 | 14 | 15 *CSB Board Meeting – 5PM | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 Christmas Eve (1/2 Day) | 24 Christmas Day | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 New Year's Day Observed | 1/1 |

Issues for Board Review, Action, or Information:

- [Finalize Testimony; Jan. 2022 State Budget Hearings in early Jan.](#) (R)
- [Visits with General Assembly Representatives](#) (R)
- [FY 2022 CIP Budget](#) (I)

* [Meetings moved up one week to accommodate Holiday Schedule](#)

Events of Interest:

- [Upcoming: House Appropriations-Senate Finance Committee's Public Hearings on Budget \(early January\)](#)
- [Upcoming: Fairfax County Delegation's Pre-General Assembly Public Hearing \(early January\)](#)
- [Review of Governor's Proposed Budget](#)
- [Upcoming VACSB Legislative Conference in January 2022](#)

* BAC; Boards, Authorities, and Commissions

Fairfax-Falls Church Community Services Board

JANUARY 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---------|---|--|----------------------------|----------|
| | | | | | 12/31 New Year's Day | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 Martin Luther King, Jr. Holiday | 18 | 19 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 20 Fiscal Oversight Cmte Mtg – 4PM | 21 | 22 |
| 23 | 24 | 25 | 26 CSB Board Meeting – 5PM | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Issues for Board Review, Action, or Information:

- [CSB Board Testimony before the House Appropriations – Senate Finance Committee – State Budget \(R\)](#)
- [CSB Board testifies before No. VA. Legislative Delegation \(R\)](#)
- [FY 2021 CSB CIP](#)

Events of Interest:

- [CSB Board Testimony before House Appropriations-Senate Finance Committee's Budget Public Hearings and Fairfax County Delegation's Pre-General Assembly Public Hearing](#)
- [VACSB Legislative Conference, January](#)
- [Board of Supervisors \(BOS\) Budget Committee Meetings](#)

Fairfax-Falls Church Community Services Board

FEBRUARY 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------|---------|---|---|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 Service Delivery Oversight Committee Meeting – 5:00 PM | 10 | 11 | 12 |
| 13 | 14 President's Day | 15 | 16 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 17 Fiscal Oversight Committee Meeting – 4PM | 18 | 19 |
| 20 | 21 | 22 | 23 CSB Board Meeting – 5PM | 24 | 25 | 26 |
| 27 | 28 | | | | | |

Issues for Board Review, Action, or Information:

- [Preparation of Talking Points for County Advertised Budget Public Hearings \(April 2022\) continues.](#)
- [CSB Board reviews updated FY2023 CSB Fee Schedule \(I\)](#)
- [Possible Third Quarter Submission due to DMB \(R\)](#)

Events of Interest:

- [Board of Supervisors \(BOS\) Budget Committee Meetings](#)
- [Release of FY 2023 Advertised County Budget by County Executive](#)
- [BOS Proclamation of March 2022 as DD Inclusion Month and pre-proclamation Reception – Government Center](#)

Fairfax-Falls Church Community Services Board

MARCH 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|---|--|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 17 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 16 Fiscal Oversight Committee Meeting – 4PM | 18 | 19 |
| 20 | 21 | 22 | 23 CSB Board Mtg – 5PM | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Issues for Board Review, Action, or Information:

- Identify CSB Board members for budget testimony (R)
- Prep for budget testimony & BOS Budget Public Hearings-April (R)
- Development of CSB input for Human Services Council 2022 budget testimony before the BOS (R)
- CSB Bd approval FY2023 CSB Fee Schedule submission to BOS

Events of Interest:

- [Board of Supervisors \(BOS\) Markup of County FY 2022 Budget](#)
- [VACSB Development & Training Conference, May 5-6, 2021](#)
- [Updated FY2022 CSB Fee Schedule Added to May BOS Meeting Agenda](#)
- [BOS FY 2022 Advertised Budget Public Hearings – CSB Testimony, \(R\)](#)

Fairfax-Falls Church Community Services Board

April 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|---|--|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 Service Delivery Oversight Committee Meeting – 5PM | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 21 Fiscal Oversight Cmte Meeting – 4PM | 22 | 23 |
| 24 | 25 | 26 | 27 CSB Board Meeting – 5PM | 28 | 29 | 30 |

Issues for Board Review, Action, or Information:

- Appointment of CSB Officer Nominating Committee (A)
- Initial discussion of possible Annual CSB Board Member Retreat (R)
- BOS FY 2023 Advertised Budget Public Hearings – CSB Testimony, (R)

Events of Interest:

- [Board of Supervisors \(BOS\) Markup of County FY 2023 Budget](#),
- [VACSB Development & Training Conference, May 2022](#)
- [2022 CSB Spirit of Excellence and Honors Awards, May 2022](#)
- [Updated FY2022 CSB Fee Schedule Added to May BOS Meeting Agenda](#)

Fairfax-Falls Church Community Services Board

MAY 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------|---------|---|--|--------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 20 Fiscal Oversight Committee – 4PM | 21 | 22 |
| 23 | 24 | 25 | 26 CSB Board Meeting – 5PM | 27 | 28 | 29 |
| 30 | 31 Memorial Day | | | | | |

Issues for Board Review, Action, or Information:

- [Review of County Legislative Proposals in preparation for the Human Services Issue Paper](#)
- [Revised Fee Policy and Related Materials Presented to BOS for approval \(effective July 1\)](#)

**Closed Session: CSB Exec Director Evaluation*

Events of Interest:

- [VACSB Development & Training Conference, May 2022](#)
- [CSB Executive Director Evaluation due June](#)
- [Board of Supervisors \(BOS\) Adoption of County FY 2023 Budget](#)

* BAC; Boards, Authorities, and Commissions

Fairfax-Falls Church Community Services Board

JUNE 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|-------------------|--|---|--------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 BOS Meeting | 8 Service Delivery Oversight Committee Meeting – 5PM | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 Compliance Committee Meeting – 4PM Executive Committee Meeting– 4:30 PM | 16 Fiscal Oversight Committee Meeting – 4PM | 17 | 18 |
| 19 | 20 | 21 BOS Meeting | 22 CSB Board Meeting – 5PM | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Issues for Board Review, Action, or Information:

- [Election of CSB Board Officers \(A\)](#)
- [SDOC Associate Member Nominations and Appointment \(A\)](#)
- [Community Services Performance Contract \(CSPC\) Renewal \(A\)](#)
- [CSB Board Review of Human Services Issues Paper \(R\)](#)

Events of Interest:

- [Budget Carryover Due in July](#)
- [Board of Supervisors \(BOS\) Meetings](#)

Fairfax-Falls Church Community Services Board

JULY 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------|--|---|--|--------|----------|
| | | | | FY 2023 BEGINS | 1 | 2 |
| 3 | 4 Independence Day | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 BOS Meeting | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 Compliance Committee Meeting – 4PM Executive Committee Meeting – 4:30 PM | 21 Fiscal Oversight Committee – 4PM | 22 | 23 |
| 24/31 | 25 | 26 BOS Meeting *BAC Appointments Public Comment | 27 CSB Board Meeting – 5PM | 28 | 29 | 30 |

Issues for Board Review, Action, or Information:

- [Fiscal Year End CSB Report to BOS and Cities Preparation \(R\)](#)
- [CSB Board and Executive Committee Review and Approval of Human Services Issues Paper \(A\)](#)
- [Begin preparations for legislative advocacy](#)
- [Updated FY2023 CSB Fee Schedule goes into effect.](#)

Events of Interest:

- [FY 2022 Budget Carryover](#)
- [Board of Supervisors \(BOS\) Meetings](#)

* BAC; Boards, Authorities, and Commissions