

CSB Fiscal Oversight Committee Virtual Meeting Minutes

August 19, 2021

The Fiscal Oversight Committee of the Fairfax-Falls Church Community Services Board met electronically due to the COVID-19 pandemic that has made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available via video and web conferencing platform to CSB Board members, CSB staff, and members of the public. The meeting notice, including participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, attendees were offered an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

The following Committee members were present: Board Chair Jennifer Adeli (Great Falls); Captain Derek DeGeare (Loudoun); Bettina Lawton (Vienna); Diana Rodriguez (McLean); Andrew Scalise (Fairfax); and Daniel Sherrange (Chantilly)

The following Committee members were absent: Sandi Slappey Brown

The following staff were present: Daniel Herr, Jessica Burris, Linda Mount, and Lyn Tomlinson

1. Meeting Called to Order

Jennifer Adeli called the meeting to order at 4:06 p.m.

2. Roll Call and Audibility

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

A motion was offered confirming that each member's voice was audible to each other member of the Committee present; this motion was seconded by Captain Derek DeGeare and passed unanimously.

3. Preliminary Motions

Committee Chair Jennifer Adeli 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 CSB 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 video and web conferencing platform, that may be accessed via Meeting ID: 963 6411 6054 and Passcode 891057. Motions were seconded by Derek DeGeare and unanimously approved. o

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Ms. Adeli made a final motion that that all the matters addressed on today's agenda are statutorily required or necessary to continue operations and the discharge of the CSB Board's lawful purposes, duties, and responsibilities. The motion was seconded by Bettina Lawton and unanimously passed.

4. Matters of the Public.

None were presented.

5. Amendments to the meeting agenda

As no recommendations were forthcoming, Daniel Sherrange offered a motion to accept the meeting agenda as presented that was seconded by Bettina Lawton and unanimously approved.

6. Review of meeting minutes

The June 17, 2021, meeting minutes were offered for review. Bettina Lawton made a motion to approve the minutes as presented, which was seconded by Captain Derek DeGeare and unanimously approved.

7. Administrative Operations Report

Daniel Herr provided updates to recent activities including:

- It is anticipated that return to work plans with an allowance for telework of up to 60% of assigned work hours will be implemented for September 7, 2021, as initially scheduled. The EOC (Emergency Operations Center) has resumed regular update calls with County agencies for continued COVID-19 planning to include increased PPE (personal protective equipment) demand.
- Approximately \$220M in American Rescue Plan Act (ARPA) federal fiscal recovery funds were awarded to Fairfax County that will be paid in two payments the first of which has already been received. Grant requests will be submitted for use of the funding, some details of which are provided below.
 - CSB staff Lyn Tomlinson, Lisa Potter, and Abbey May are working with law enforcement to develop a grant request related to Marcus Alert for submission to DMB (Department of Management and Budget) as DMB is managing this grant submission process. More information will be provided as it becomes available. There has been some reallocation of vacant positions to emergency services if support of development of the co-responder model.
 - Additional grant funds may be used to address CSB specific needs. Identification of which has begun. It is anticipated that this may include strengthening partnerships with community providers to

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address gaps in services and increase in demand or acuity related to the pandemic. Updates will be provided as available.

- DBHDS (Department of Behavioral Health and Developmental Services) has requested approximately \$96M in state funding for FY22 with an additional state funding request of about \$78M for FY23 for facilities and related operations. In that same period, approximately \$48M was requested for the CSB system of services.
- DBHDS is offering up to \$150,000 in time limited, one-time funding with the *Equity at Zero (0) Intercept* grant. The funding will be awarded regionally in support of Marcus Alert efforts. It was clarified that Prince William County, as the first CSB to pursue Marcus Alert services, will be the named recipient. The funding will assist with development of an array of culturally competent crisis services. The preferred vendor will be black or minority owned businesses to provide services such as crisis intervention, 72-hour support following a crisis, and cultural competence training, etc.
- A reminder was offered that five of the State Psychiatric Hospitals had previously closed to admissions, reporting that three remain closed to admissions. It was emphasized that one of these is the only child and adolescent hospital in the state, noting that the capacity has been reduced by approximately 60%. In response to the ongoing closures, two letters have been sent to the state.
 - One is a collaborative communication from Fairfax County Board of Supervisors Chairman Jeff McKay, Mayor David L. Meyer for the city of Fairfax and Legislative Committee Chair, David Snyder for the city of Falls Church as well as the Executives in Arlington, Alexandria, Loudoun and Prince William counties, all in Region 2. Noting that a copy had previously been shared with the members, a reminder was offered that the three core recommendations include 1) that priority be given to the services in support of state hospital discharges to assist with aftercare services and supports, 2) investments in workforce efforts, and 3) strengthening the community continuum of care.
 - The VACSB (Virginia Association of Community Services Boards), State Police Association, Sheriffs Association, Network of Private Providers, College of Emergency Physicians, and the Association of Private Hospitals also wrote a letter asking for collaboration and consultation related to closure of state hospitals including adequate investment in alternative services. A copy of the letter was forwarded earlier this month.

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- An update to the employee surveys was provided to include:
 - The resignation surveys have a 53% response rate with consistent results including 1) compensation, 2) lack of opportunity for promotion, 3) supervision, and 4) workload.
 - Surveys sent to new staff also have a response rate of 53%. The satisfaction rate is 77% - 95%. Comments included concerns with the timeframe to finalize the hiring process and onboarding and training in assigned services areas. Efforts to improve in these areas include working with service directors and managers to address and provide support in identified challenge areas including clients served and increased workload due to workforce vacancies.
 - The engagement survey that will be sent to existing staff is in the beta testing stage and is scheduled to be sent out August 30, 2021. A reminder was offered that it is typically six weeks until an adequate amount of data is received and analyzed, following which an update will be provided.

Clinical Operations Report

Lyn Tomlinson provided the Clinical Operations Report referring to the materials included in the meeting packet. Some highlights included:

- An overview of the HR Update report. The increase in vacancies was partially attributed to the addition of some new positions, noting that some additional positions remain in process. Additionally, there is a plan to place generic job ads to broaden candidate pools. A reminder was offered that some vacancies occur due to existing CSB staff moving to a new position.
- An overview of the July data reports was provided.
- It was announced that next week, Jim Gillespie, CSB Service Director for Youth & Family and Director of Healthy Minds is convening a conversation with all child service partners in the region. Members will be provided an update to this effort when available.

8. Financial Status

Jessica Burris provided an overview of the financial reports, including the following:

A. *Program Budget vs. Actuals – Expenditures and Unrestricted*

Attention was directed to the bar charts included in the fiscal materials clarifying that the second chart has been revised to reflect only the operating budget expenses.

B. *Modified Fund Statement*

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- A reminder was offered that this report reflects the first month in FY22 with a deficit of approximately \$16,000 in revenue, anticipated to balance out over time.
- A further reminder was offered that the variance in compensation & fringe is primarily attributed to the accrual reversal that occurs annually in the first month of the fiscal year.
- The approximately \$2.7M variance in operating expenses is also attributed to accrual reversals.
- A reminder was offered that service area budgets are being directly managed by the Director in each area.

C. *Variable Revenue Report*

- Revenue is slightly under the budget target. It was clarified that this is anticipated to balance out over the year.

Members requested that the dollar amounts of the accruals discussed previously be provided in the next report.

9. FY 2021 End of Year Report

Jennifer Adeli provided an update to development of the End of Year Report, reporting that the first draft is due to be delivered next week.

A reminder of the projected timeline was provided. Members were encouraged to quickly review the draft report following receipt to maintain the scheduled timeline.

- 8/25/2021 – Draft to CSB Leadership
- 8/30/2021 – Draft to CSB Board Chair
- 9/3/2021 – Draft to full CSB Board
- 9/10/2021 – Turn-around for CSB Board review/comment to cover letter and report.
- 9/17/2021 – Review by CSB Board
- 9/22/2021 – Approval by CSB Board to forward to BOS/Cities
- 10/23/2021 – Submission to the CSB Board and the Mayors of the cities of Fairfax and Falls Church.

New Fiscal Oversight Committee member Diana Rodriguez was welcomed to the Committee

There being no further business to come before the Fiscal Oversight Committee, Bettina Lawton made a motion to adjourn that was seconded by Captain Derek DeGeare and unanimously passed. The meeting was adjourned at 5:06 p.m.

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Action Items/Responsible Party Required Prior to Next Meeting:

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Provide an update to the addition of 20 new beds at Inova, including the projected completion date.

Provide the dollar amounts of the accruals impacting the FY2022 financial reports discussed earlier.

Next Scheduled Fiscal Oversight Committee meeting

Thursday, September 16, 4:00 p.m.

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA

Room 3-314, West

09/16/2021

Date Approved



Clerk to the Board