

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
FEBRUARY 21, 2024**

The CSB Executive Committee met in regular session at the Sharon Bulova Center, 8221 Willow Oaks Corporate Drive, Level 3, Room 3-314 West, Fairfax, VA 22031

1. Meeting Called to Order

Committee Chair Dan Sherrange called the meeting to order at 4:04 PM.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** COMMITTEE CHAIR DAN SHERRANGE; BETTINA LAWTON; ANDREW SCALISE; EVAN JONES

ABSENT: **BOARD MEMBERS:** CAPTAIN DANIEL WILSON

Also present: Executive Director Daryl Washington, Deputy Director of Administrative Operations Jean Post, Deputy Director of Clinical Operations Abbey May, Director of Quality Improvement Joan Rodgers, and Board Clerk Sameera Awan.

3. Matters of the Public

None were presented.

4. Amendments to the Meeting Agenda

Committee Chair Dan Sherrange has requested the inclusion of three crucial points under the "Directors Report" section on the agenda for the CSB Executive meeting. The first point will focus on Youth Services and Crisis Response Centers (CRC), followed by the second point covering DD Waivers.

MOTION TO ADOPT THE FEBRUARY 21, 2024, MEETING AGENDA WAS MOVED BY COMMITTEE MEMBER ANDREW SCALISE AND SECONDED BY COMMITTEE MEMBER BETTINA LAWTON.

MOTION TO ADOPT WAS APPROVED BY EVAN JONES, DAN SHERRANGE, BETTINA LAWTON AND ANDREW SCALISE.

5. Approval of the Minutes

The December 13, 2023, Executive Committee Meeting Minutes were provided for review; no amendments were made.

MOTION TO ADOPT DECEMBER 13, 2023, MEETING MINUTES WAS MOVED BY COMMITTEE MEMBER ANDREW SCALISE, SECONDED BY COMMITTEE MEMBER EVAN JONES.

MOTION TO ADOPT WAS APPROVED BY ANDREW SCALISE AND EVAN JONES. BETTINA LAWTON AND DAN SHERRANGE ABSTAINED.

The minutes of the Executive Committee Meeting held on January 17, 2024, were presented for review and revision. Committee Member Bettina Lawton recommended the removal of the word "city's" from the first sentence of Agenda Item #6.3, as mentioned in Deputy Director of Administrative Operations Jean Post's report.

MOTION TO ADOPT JANUARY 17, 2024, MEETING MINUTES WAS MOVED BY COMMITTEE MEMBER BETTINA LAWTON AND SECONDED BY COMMITTEE MEMBER ANDREW SCALISE.

MOTION TO ADOPT WAS APPROVED BY DAN SHERRANGE, ANDREW SCALISE, EVAN JONES AND BETTINA LAWTON.

6. Compliance Committee Update

Director of Quality Improvement Joan Rodgers provided information on the CSB Board Audit and the CAP Reports and the status of CSB Annual Training. In January, the CSB Office of Compliance & Risk Management (OCRM) conducted internal audits for system monitoring purposes, and the CSB had an unannounced license review by the Department of Behavioral Health and Developmental Services (DBHDS) for Assisted Community Residential Services (ACRS), Support Coordination Services, and the Supported Living Program.

The OCRM team conducted and supported 69 separate audit activities, reviewing 399 records this fiscal year. The internal audits focused on the regulatory compliance elements for client records, and discovered low-risk issues that did not impact health, safety, or billing. OCRM is assisting staff that need support with targeted training on the development of specific person-centered Individualized Service Plans (ISPs) that include measurable goals and objectives, the completion of progress notes by the end of shift, and uploading of all necessary documents into charts, including external reports and assessments.

The unannounced DBHDS review focused on program-level quality improvement plans, Root Cause Analysis procedures, and incident thresholds. Similar auditing focus has been reported by other CSBs across the state, including Goochland, Alleghany Highlands, Middle Peninsula Northern Neck, Danville-Pittsylvania, and Piedmont Community Services Boards.

Regarding the Kaiser audit in January 2024, the CSB received the auditor's report, which reported that 38 out of 40 audited areas were met. OCRM pushed back on the two items cited: an Occupational Safety and Health Administration (OSHA) and an evacuation poster was not posted in the CSB suite at the Heritage site, and these are not required items by DBHDS. The auditor did not review the cited issues and corrected her report. Thus, the CSB was in 100% compliance with the Kaiser audit.

One new Corrective Action Plan was required in January related to a recent serious incident reported by Mental Health Case Management services. There were thirteen Level 3 series

incidents reported in January 2024. There was no indication of any related systemic issues or increased reporting in this area. Finally, the CSB 2023 Annual Training period closed on January 31, 2024, and the data is being evaluated.

7. Director's Report

Executive Director Daryl Washington shared updates at the state level; the House is currently reviewing amendments to bills under consideration where crossover occurs with CSB service delivery. The outcome and potential impact on the bills are still uncertain at this early stage.

One ongoing process at the state level involves the Department of Behavioral Health and Developmental Services (DBHDS) reevaluating the System Transformation Excellence and Performance (Step VA) measures and processes. Mr. Washington participates in bi-weekly meetings with DBHDS and CSB leadership to contribute to the reevaluation. The focus is on aligning outcome measures with Certified Community Behavioral Health Clinic (CCBHC) standards, and the success of this endeavor remains an ongoing dialogue.

A positive development from this collaboration is the partnership with DBHDS to streamline and improve interpretations. Initial discussions are centered around enhancing the efficiency of the screening assessment process over the next six to eight months. Another noteworthy change is the agreement on a new format for sending information to Richmond. Over the next nine months, efforts will be made to implement this new format, aiming to reduce administrative burdens and improve data analysis capabilities.

The Department of Justice (DOJ) hearings have been rescheduled to May 23rd and 24th, 2024. The agency is closely monitoring the governor's budget process, with updates provided by one of the Deputy Commissioners from DBHDS. Trends suggest potential waivers being reassigned and given the agency's Priority One Waitlist status as the largest in the state, there is optimism for additional waivers to address the need.

B) Youth Services and Crisis Response Centers

Deputy Director of Clinical Operations Abbey May provided an update on the hiring progress for the Youth Mental Health Outreach and Engagement and Youth Medication Assisted Treatment (MAT) programs. The focus has been on extending offers to the management team and conducting interviews for clinical staff. These teams are expected to be operational by the spring of 2024.

Furthermore, partnerships have been formalized with Neighborhood Community Services (NCS) through signed memorandums of understanding. Plans are underway to co-locate the Youth Outpatient teams within the community and provide presentations for their staff. This collaborative approach, leveraging existing vendors and partnerships, has been beneficial.

The Request for Proposals (RFP) for the Youth Detox Crisis Receiving Center is scheduled for release on February 27, 2024. In addition, overnight mobile crisis services commenced in February, with plans to expand operations to seven days a week by April 2024.

C) Fiscal Year 2025 Budget

Executive Director Daryl Washington outlined that the County Executive had proposed a 4-cent rate increase. However, even with this adjustment, it still needs to fully fund the market rate adjustment (MRA) at 4%. The proposed budget includes a 2% MRA and full allocation for longevity and performance-based salary increases. This equates to a total of over \$7 million for the agency. Additionally, \$2.2 million is set aside for contractual rate adjustments, \$2 million for supplementary funds for Support Coordination, and \$2 million for benefit support or fringe. Periodically, there is a need for a fringe bump due to the fact that the CSB is not a general fund agency.

The budget included additional charges, mainly focusing on minor expenses for vehicle services amidst reductions. The Employment and Day team played a crucial role in identifying these efficiencies, contributing \$5.5 million through operating efficiencies and an additional \$166 thousand in leasing efficiencies. Additionally, five vacant positions were eliminated as part of the cost-saving measures.

A \$1 million increase in the revenue target has been attributed to the agency's impressive and consistent performance that has surpassed expectations. The implementation of the new youth initiative has yet to be accompanied by additional funding, resulting in the agency needing to absorb the associated costs. Ongoing discussions are being held with the Department of Management and Budget (DMB) to secure financial flexibility in light of these incremental changes. Finally, negotiations continue with the City of Fairfax regarding the Memorandum of Understanding (MOU).

8. Review of the February 28, 2024, CSB Board Meeting Agenda

The agenda for the upcoming February 28, 2024, CSB Board Meeting was reviewed with no changes suggested. The board approved the agenda as presented.

9. CSB Board Annual Planning Calendars

Committee Chair Dan Sherrange requested that an email be sent to the CSB Board informing them about the upcoming Virginia Association of Community Services Boards (VACSB) Development & Training Conference scheduled for May 1st - 3rd, 2024, at the Norfolk Marriott Waterside. The purpose is to determine if any Board members are interested in attending.

Additionally, Dan has reminded everyone about the schedule for Agenda Item #10.1 regarding the 2024 CSB Board and Committee meetings. He noted that the Executive Committee meeting, initially scheduled for June 19, 2024, will now take place on June 20, 2024, due to Juneteenth being observed as a holiday. To facilitate participation, Dan proposed holding both the Executive Committee meeting and the Fiscal Oversight Committee meeting on the same day. The suggested timing is 4:00 PM for the Executive Committee meeting and 5:15 PM for the Fiscal Committee meeting to accommodate the availability of most participants.

10. Matters of the Executive Committee

A. **Service Delivery Oversight Committee:**

Service Delivery Oversight Committee Chair Evan Jones presented committee updates, noting the committee's focus on increasing attendance and participation, particularly from associate members. Recognizing the need for enhanced communication, Evan mentioned sending three or four reminders to the community partners' list. Despite potential outdated contacts due to pre-COVID circumstances, the last meeting saw a promising attendance of 40 participants. He expressed optimism about maintaining this momentum to achieve self-generating and more robust participation. The meeting was deemed relatively robust, featuring discussions, with the legislative aspect being a highlight. Evan suggested exploring the DD waiver issue, emphasizing the importance of involvement in executing the initiative. **The next Service Delivery Oversight Committee meeting is Wednesday, April 10, 2024, at 5:00 PM.**

B. **Compliance Committee:**

Compliance Committee Chair Dan Sherrange had no updates or information to share from the February 2024 meeting. **The next meeting of the Compliance Committee will be held on Wednesday, March 20, 2024, in conjunction with the Executive Committee meeting starting at 4:00 PM.**

C. **Fiscal Oversight Committee:**

Acting Chair of the Fiscal Oversight Committee, Andrew Scalise, provided updates. The committee is actively addressing the issue of potential excess capacity in residential treatment programs compared to the waitlist. The analysis is ongoing, and further information is expected. Additionally, the committee approved 18 new positions, although they are yet to be funded. This approval resulted in an exciting trend in the vacancy report, as more were created than initially anticipated. The committee closely monitors these numbers, expecting them to decrease once the positions are filled. The goal is to ensure this trend helps hiring in other critical areas requiring ongoing attention. Furthermore, the committee keeps track of exit surveys and other relevant data, mainly as vacancy rates fluctuate with simultaneous departures and new hires. A thorough review of the January trends is scheduled for the upcoming meeting. **The following Fiscal Oversight Committee meeting is Thursday, March 21, 2024, at 4:00 PM.**

11. Adjournment

A motion to adjourn the meeting was made by Committee Chair Bettina Lawton and seconded by Committee Member Andrew Scalise. The motion was approved unanimously, and the meeting was adjourned at 5:31 PM.

Date Approved

Clerk to the Board