



FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD FISCAL OVERSIGHT COMMITTEE VIRTUAL MEETING

Dan Sherrange, Chair

Thursday, December 15, 2022, 4:00 PM

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: [845 8368 8957](https://www.zoom.us/j/84583688957) • Passcode: 445583

MEETING AGENDA

- | | |
|--|-------------------------|
| 1. Meeting Called to Order | Dan Sherrange |
| 2. Roll Call, Audibility and Preliminary Motions | Dan Sherrange |
| 3. Matters of the Public | Dan Sherrange |
| 4. Amendments to the Meeting Agenda | Dan Sherrange |
| 5. Approval of the November 17, 2022, Meeting Minutes | Dan Sherrange |
| 6. Administrative Operations Report | Daryl Washington |
| 7. Clinical Operations Report | Lyn Tomlinson |
| 8. Financial Status | Paresh Patel |
| A. Modified Fund Statement | |
| B. Variable Revenue Report | |
| C. FX-FC CSB Expenditures-Budget vs. Actuals | |
| 9. Open Discussion | Dan Sherrange |
| 10. Adjournment | Dan Sherrange |

Meeting materials are posted online at www.fairfaxcounty.com/municipal-services-board/board/archives or may be requested by contacting Sameera Awan at 703-324-7827 or at Sameera.Awan@fairfaxcounty.gov

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
FISCAL OVERSIGHT COMMITTEE VIRTUAL MEETING MINUTES
NOVEMBER 17, 2022**

The Fiscal Oversight Committee of the Fairfax-Falls Church Community Services Board met electronically due to the COVID-19 pandemic, which has made it unsafe to physically assemble a quorum in one location or 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 where the meeting is typically held. Additionally, attendees were offered an opportunity to register for public comment 30 minutes before the meeting was called to order.

1. Meeting Called to Order

Committee Chair Dan Sherrange called the meeting to order at 4:01 PM.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** COMMITTEE CHAIR, DAN SHERRANGE (CHANTILLY, VA); KAREN ABRAHAM (FAIRFAX, VA); CAPTAIN DANIEL WILSON (FAIRFAX, VA); BETTINA LAWTON (VIENNA, VA); ANDREW SCALISE (FAIRFAX, VA); SANDRA SLAPPEY-BROWN (FAIRFAX CITY, VA)

ABSENT: **BOARD MEMBERS:** JENNIFER ADELI; CLAUDIA VOLK

Also present: Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Director of Analytics & Evaluation Linda Mount, Chief Financial Officer Paresh Patel, and Board Clerk Sameera Awan.

Committee Chair Dan Sherrange conducted a roll call with each CSB Board Member present, as identified above, to confirm that a quorum of CSB Board members was present and audible. Committee Chair Dan Sherrange passed the virtual gavel to Committee Member Andrew Scalise 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 CSB Board present; this motion was seconded by Committee Member Sandra Slappey-Brown and approved unanimously.

Preliminary Motions

Committee Chair Dan Sherrange 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: 839 9387 2562 and Passcode: 034916. Motions were seconded by Committee Member Sandra Slappey-Brown and approved unanimously.

Committee Chair Dan Sherrange 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 Committee Member Sandra Slappey-Brown and approved unanimously.

3. Matters of the Public

None were presented

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review, no amendments were made.

UNANIMOUS CONSENT TO APPROVE AGENDA ITEM NO. 4

5. Approval of Minutes

The October 20, 2022, Fiscal Oversight Committee Meeting minutes were provided for review, no amendments were made.

MOVED BY COMMITTEE MEMBER KAREN ABRAHAM, SECONDED BY COMMITTEE MEMBER SANDRA SLAPPEY-BROWN TO APPROVE AGENDA ITEM NO. 5, AS AMENDED.

6. Administrative Operations Report

Executive Director Daryl Washington reported the administrative operations team continues to face recruitment challenges. We are at a different capacity than we would like to be but hopes to see positive changes. The financial and IT departments have multiple vacancies, so we continue to focus on the target areas with recruitment challenges.

7. Clinical Operations Report

Deputy Director of Clinical Operations Lyn Tomlinson provided the staff report and an overview of the October 2022 Capacity Data Reports; she noted that the vacancy count had dropped down from 206 to 136 vacancies. We continue to focus on the target areas with recruitment challenges.

Director of Analytics & Evaluation Linda Mount presented the CSB Status Report and Quarterly Performance Measures.

8. Financial Status

Chief Financial Officer Paresh Patel provided the staff report and an overview of the Modified Fund Statement, Variable Revenue Report, and Expenditures-Budget vs. Actuals Financial Reports.

9. Open Discussion

Board Member Discussion included concerns about the clinical and financial reports integrated into the committee agenda packet every month and whether each report should be included monthly or quarterly.

10. Adjournment

MOVED BY COMMITTEE MEMBER SANDRA SLAPPEY-BROWN TO ADJOURN THE MEETING AT 4:58 PM.

Date Approved

Clerk to the Board

DRAFT

Fiscal Oversight Committee Agenda Item Reports

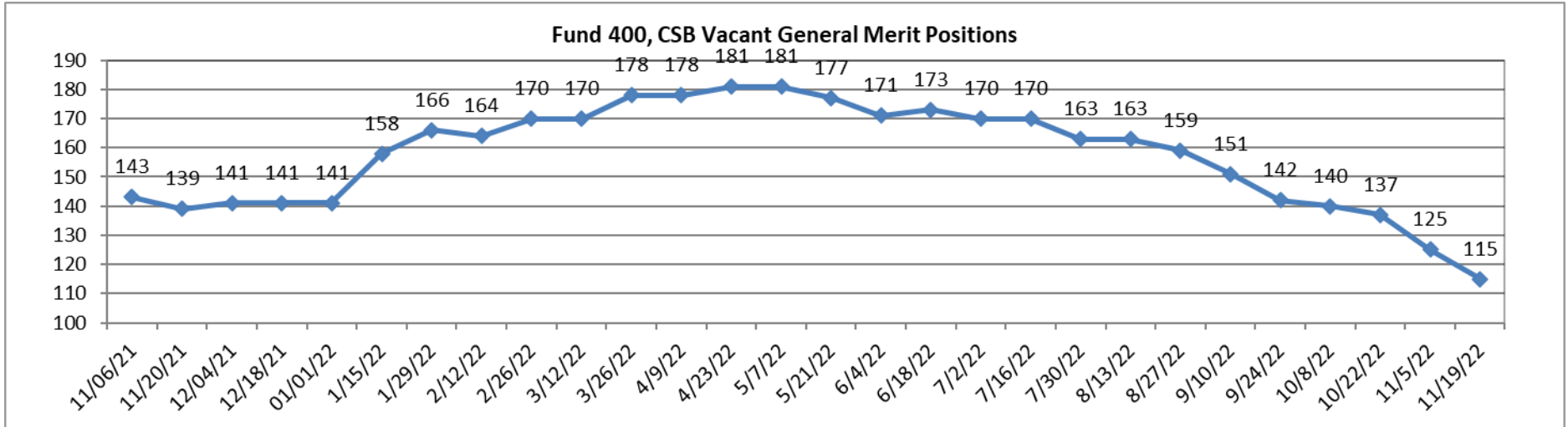
During last month's Fiscal Oversight Committee meeting, a discussion occurred regarding the Clinical and Financial reports included in the committee agenda packet every month. The list below is all the reports the committee members have decided should be presented monthly or quarterly.

Fiscal Oversight Committee Reports *monthly basis*:

- CSB HR Update
- Adult Outpatient Time to Treatment
- CSB Status Reports
- Fund Statement
- FY23 Revenue Analysis

Fiscal Oversight Committee Reports *quarterly basis*:

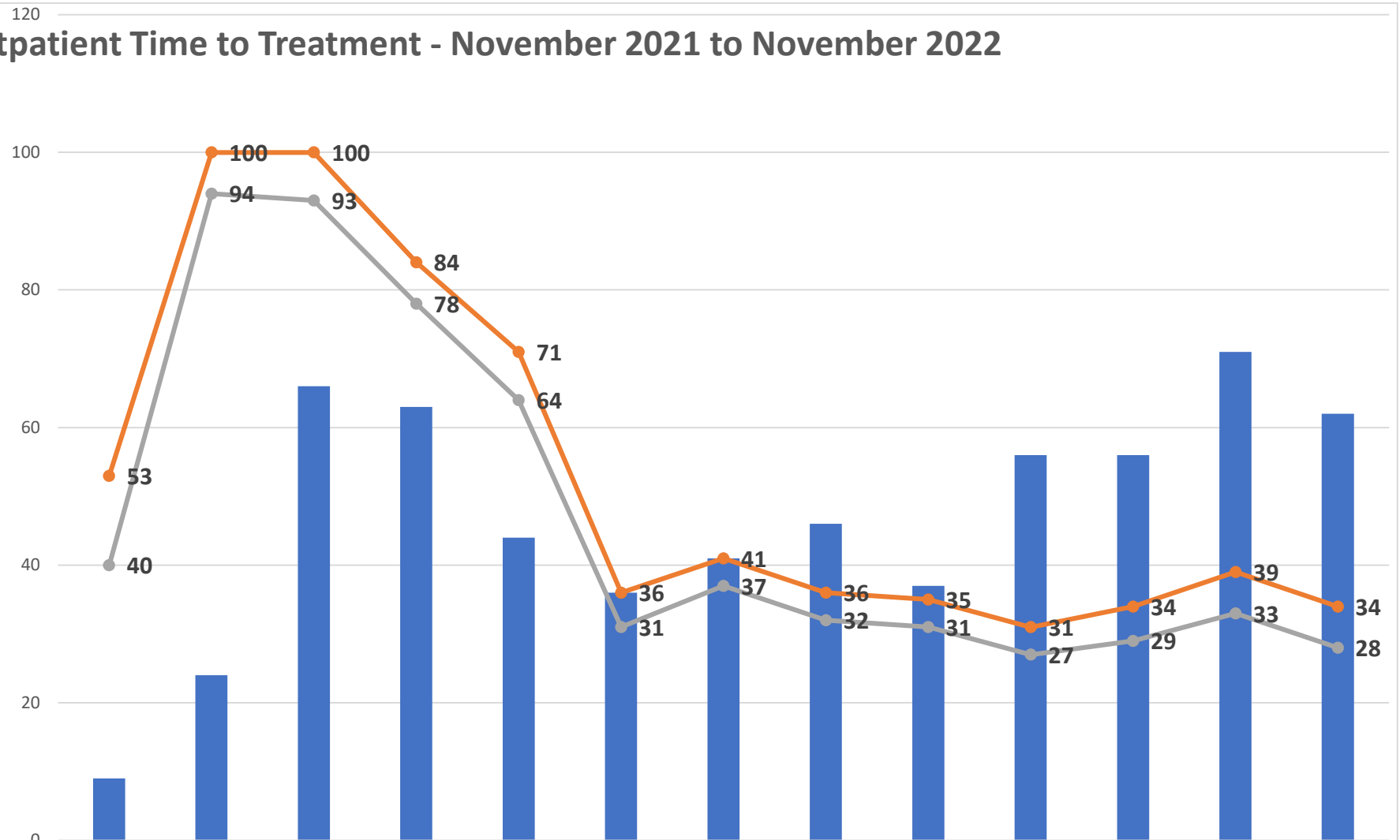
- Service Capacity Report
- Service Area Dashboard FY23
- Service Area Dashboard FY23 (chart)



Vacancies in critical areas* *includes all merit positions (all funds – regular 400 and grant 500)

Service area	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	October		November	
Emergency Svcs/MCU	4	12	11	12	18	22	23	21	23	29	27	21	15 CIS	20	17 CIS
													4 HSW I		1 HSW I
													2 Peer Supp Spec		2 Peer Supp Spec
Behavioral Health – Outpatient Svcs	16	19	21	22	21	27	18	17	16	8.5	14.5	10.5	2 BHS II	7	2 BHS II
													3.5 BH Sr. Clin		2 BH Sr. Clin
													2 BHN Clin/Case Mgr		
													1 BH Supv		1 BH Supv
													1 BHN Supv		1 BHN Supv
													1 BH Mgr		1 BH Mgr
Youth & Family – Outpatient Svcs	6	6	8	11	11	12	13	11	9	7	5	4	2 BH Sr. Clin	3	2 BH Sr. Clin
													1 BHS II		
													1 BH Supv		1 BH Supv
Support Coordination	27	28	26	27	27	27	28	30	29	23	22	18	17 DDS II	18	17 DDS II
													1 Mgmt Analyst		1 Mgmt Analyst
ADC/ Jail Diversion	13	12	13	12	8	11	8	8	8	9	8	9	1 BHS II	14	5 BHS II
													2 BHS I		2 BHS I
													1 BH Supv		3 BH Supv
													4 BH Sr. Clin		4 BH Sr. Clin
													1 Peer Supp Spec		
EAR	8	8	6	5	3	4	4	3	3	2	1	1	2 BH Sr. Clin	1	1 BH Sr. Clin.

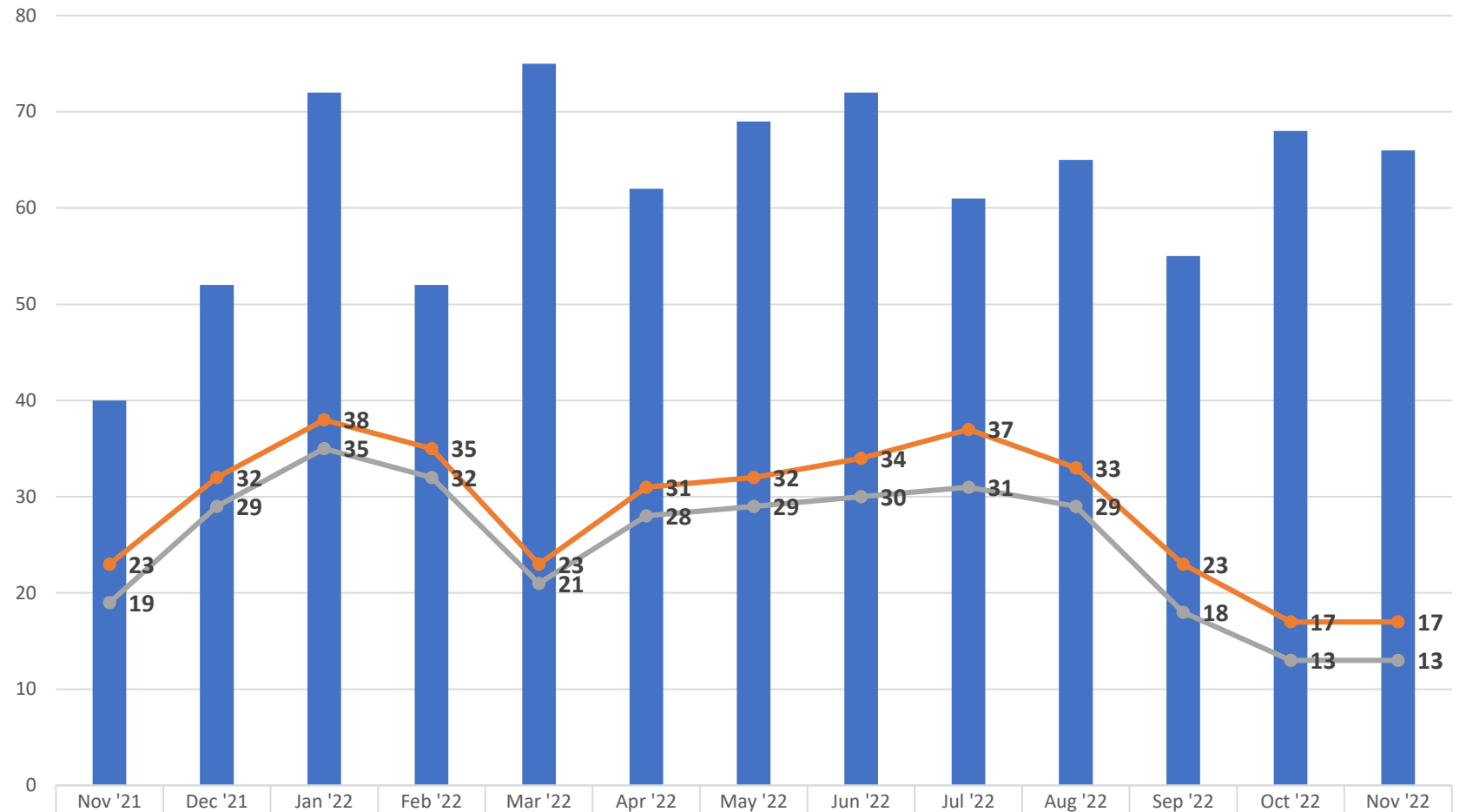
Adult Outpatient Time to Treatment - November 2021 to November 2022



	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22
# Adults Who Attended 1st Treatment Appt	9	24	66	63	44	36	41	46	37	56	56	71	62
Average # Days from Assessment to Treatment	53	100	100	84	71	36	41	36	35	31	34	39	34
Average # Days from Assessment to 1st Available / Accepted Appt*	40	94	93	78	64	31	37	32	31	27	29	33	28

*Average number of days from Assessment to Date of First Available Appointment (if known) OR from Assessment to Date of First Accepted Appointment

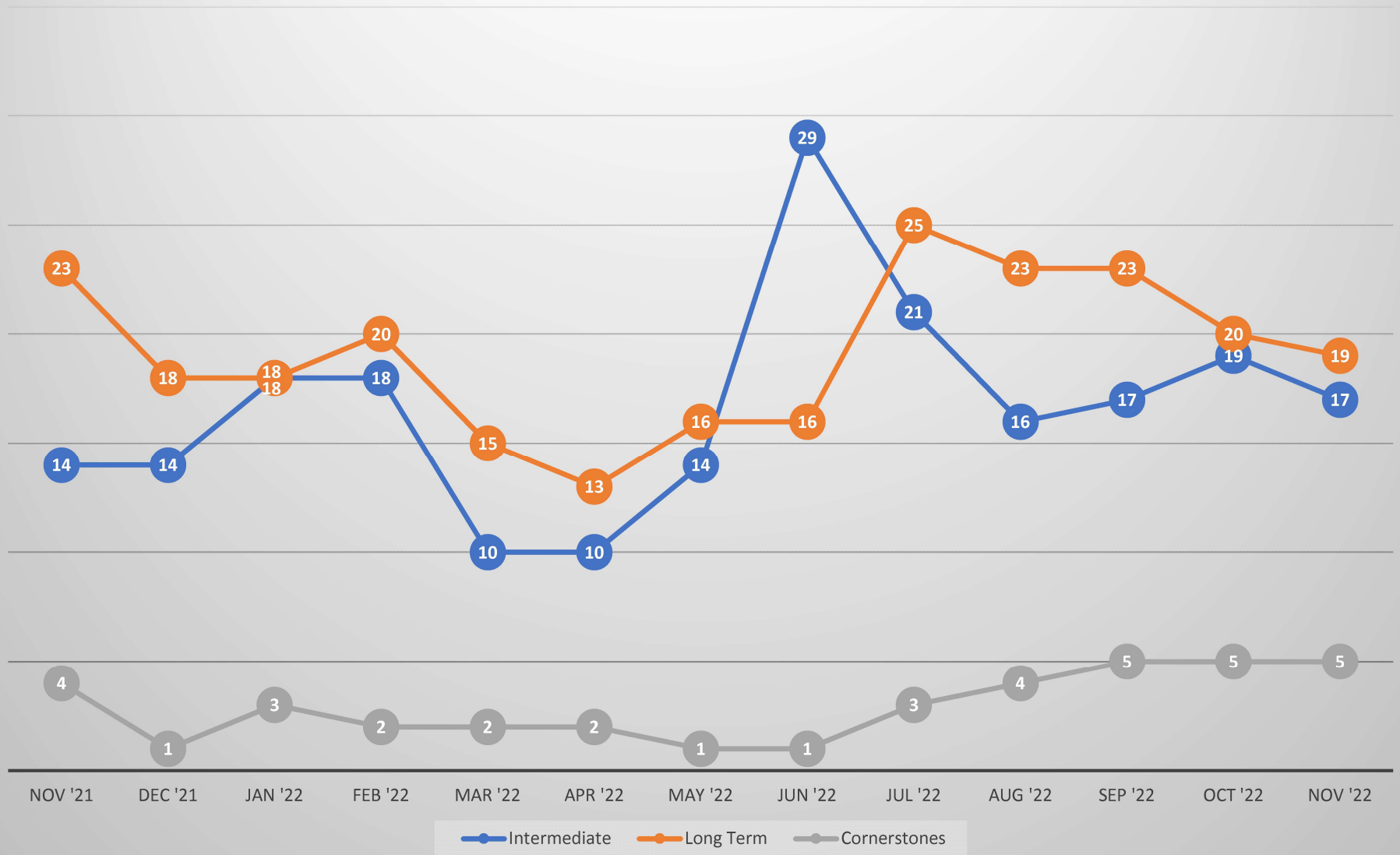
Youth Outpatient Time to Treatment - November 2021 to November 2022



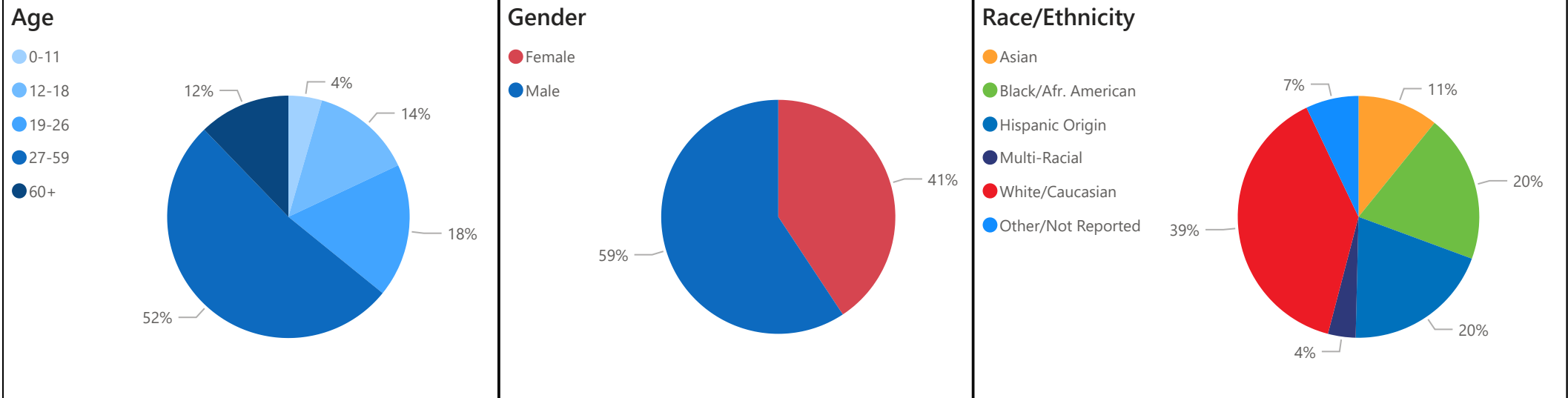
	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22
# Youth Who Attended 1st Treatment Appt	40	52	72	52	75	62	69	72	61	65	55	68	66
Average # Days from Assessment to Treatment	23	32	38	35	23	31	32	34	37	33	23	17	17
Average # Days from Assessment to 1st Available / Accepted Appt*	19	29	35	32	21	28	29	30	31	29	18	13	13

*Average number of days from Assessment to Date of First Available Appointment (if known) OR from Assessment to Date of First Accepted Appointment

SUD Residential Waiting List Individuals Waiting by Program Type November 2021 - November 2022

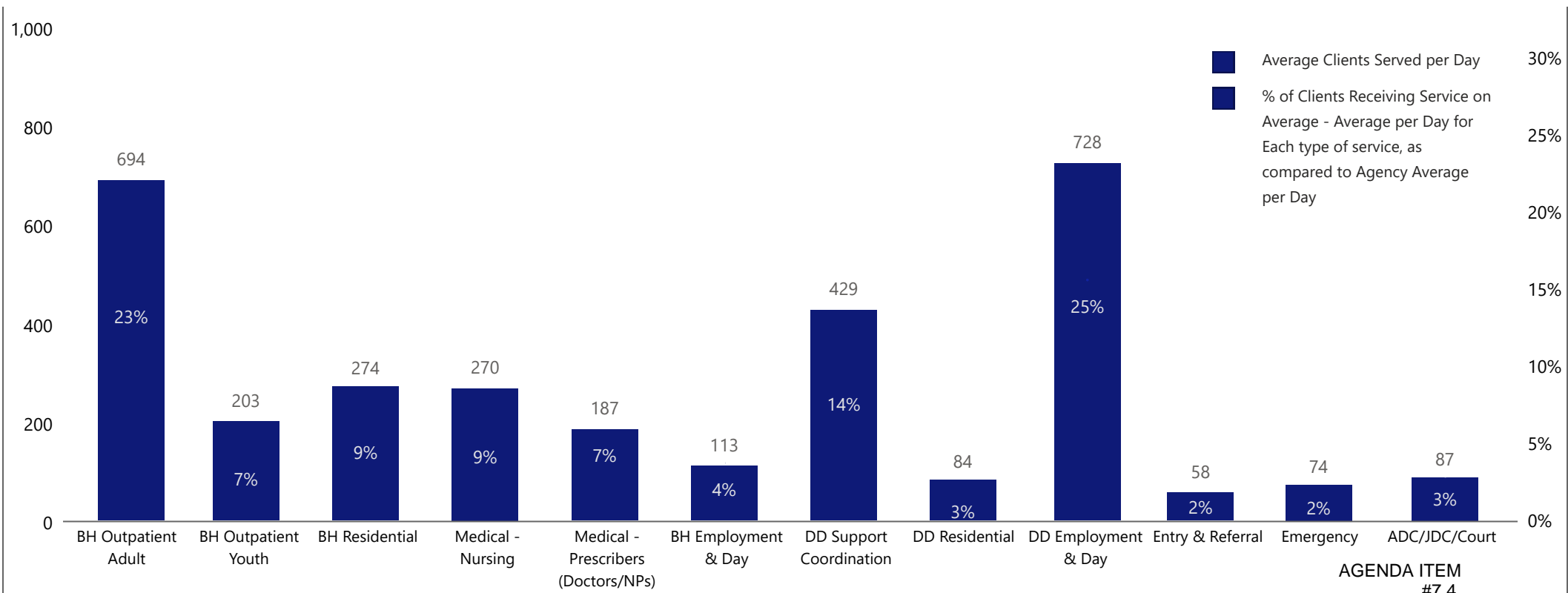


CSB Status Report



Average Clients Served per Day by Type of Service - September 2022

Agency Average Served per Day in September 2022 = 2,725





Individuals Served by Month by Type of Service Oct'21 - Oct'22

Service Area	Oct'21	Nov'21	Dec'21	Jan'22	Feb'22	Mar'22	Apr'22	May'22	Jun'22	Jul'22	Aug'22	Sep'22	Oct'22	Monthly Variance	Yearly Variance	# Served Past 12 Months
All Individuals Served	9,144	8,670	8,797	8,933	8,865	9,416	9,056	9,175	9,184	8,824	9,137	9,188	9,070	-1.3%	-0.8%	20,614
BH Outpatient Adult	3,202	3,118	3,084	3,115	3,047	3,091	3,058	3,052	3,091	3,067	3,199	3,175	3,185	0.3%	-0.5%	5,046
BH Outpatient Youth	857	852	913	903	911	951	969	1,001	1,020	955	918	894	925	3.5%	7.9%	1,904
BH Residential	463	459	449	436	415	463	458	446	428	423	428	433	442	2.1%	-4.5%	1,325
Medical - Nursing	1,387	1,215	1,206	1,275	1,226	1,380	1,324	1,228	1,359	1,354	1,418	1,404	1,424	1.4%	2.7%	3,593
Medical - Prescribers	2,792	2,604	2,625	2,634	2,560	2,897	2,584	2,649	2,788	2,645	2,799	2,611	2,744	5.1%	-1.7%	6,497
BH Employment & Day	377	396	371	363	361	379	378	350	351	346	346	355	337	-5.1%	-10.6%	648
DD Support Coordination	2,775	2,454	2,559	2,744	2,529	2,751	2,455	2,536	2,629	2,431	2,524	2,518	2,386	-5.2%	-14.0%	5,101
DD Residential	87	85	86	85	85	85	85	85	85	84	84	84	84	0.0%	-3.4%	87
DD Employment & Day	903	951	926	917	919	1,024	1,040	1,063	982	976	1,109	1,124	1,140	1.4%	26.2%	1,334
Entry & Referral (EAR)	546	484	496	517	613	704	649	627	629	569	603	619	543	-12.3%	-0.5%	4,802
EAR Screenings	271	375	335	294	379	420	396	354	380	362	379	396	383	-3.3%	41.3%	3,837
EAR Assessments	146	131	153	174	165	206	179	177	160	172	215	233	251	7.7%	71.9%	2,125
Emergency	938	845	864	791	851	993	885	941	868	824	915	873	884	1.3%	-5.8%	6,614
ADC/JDC/ Court	483	447	455	461	489	559	546	542	576	559	609	639	662	3.6%	37.1%	2,472

* Monthly variance compares current month to previous month; Yearly variance compares current month to the same month in previous calendar year (Ex: May 2021 compared to May 2020). Number Served Past 12 Months is an unduplicated count of clients served in each area in the 12 months prior to end of the reporting period (ex: June 2021 - May 2021).

Service Definitions

All	Includes all individuals receiving services from the Community Services Board. Includes services for people of all ages who have mental illness, substance use disorders and/or developmental disabilities.
BH Outpatient Adult	Individuals receiving services from adult outpatient behavioral health programs. Includes the following service areas/programs: Behavioral Health Outpatient (BHOP) - MH Outpatient, MH Case Management, SUD Intensive Outpatient, Turning Point, Partial Hospitalization; Intensive Community Treatment - Intensive Case Management, PACT, Discharge Planning, PATH; Jail Diversion; Medication Assisted Treatment. Includes individuals receiving engagement, monitoring and treatment services.
BH Outpatient Youth	Individuals receiving services from youth behavioral health outpatient programs. Includes the following service areas/programs: Youth & Family Outpatient - MH Outpatient, MH Case Management, SUD Outpatient; Youth & Family Intensive - Wraparound Fairfax, Resource Program, Youth Discharge Planning. Includes individuals receiving assessment, monitoring, and treatment services.
BH Residential	Individuals receiving services from behavioral health residential programs. Includes the following service areas/programs: Supportive Community Residential - directly operated and contracted residential services; SUD Residential Treatment - Crossroads, Cornerstones, A New Beginning, New Generations; Youth Residential - Leland House; Wellness Circle Residential Crisis Stabilization, Fairfax Detoxification.
Medical - Nursing	Individuals receiving Nursing services in an outpatient setting.
Medical - Prescribers	Individuals receiving services from a prescriber (psychiatrist or nurse practitioner). Services are provided in a variety of treatment settings, including outpatient, residential, assessment, and emergency services.
BH Employment & Day	Individuals receiving behavioral health individual or group supported employment services.
DD Support Coordination	Individuals receiving developmental support coordination services. Includes individuals receiving targeted case management, monitoring, and assessment services.
DD Residential	Individuals receiving developmental disability residential services. Includes directly operated group homes and apartments, and locally funded contracted residential placements.
DD Employment & Day	Individuals receiving developmental day support services; individual, group, or sheltered employment services; and self-directed services. Includes both waiver and locally-funded services.
Entry & Referral (EAR)	Individuals receiving behavioral health entry and referral services. Includes Adult & Youth walk-in screening and assessment clinical services, case coordination, and call center referrals.
EAR Screenings	Individuals receiving behavioral health screening services at Entry & Referral.
EAR Assessments	Individuals receiving behavioral health assessment services at Entry & Referral.
ADC/JDC/Court	Individuals receiving CSB jail-based or court services. Includes CSB services provided at the Adult Detention Center, Juvenile Detention Center and adult participants in specialty court dockets (Veterans' Docket, Mental Health Docket, Drug Court).

Notes:

Page 1:

- Demographics – Typically little change in demographics over time. Reflects demographic characteristics of all individuals served in the reporting month.
- Average Clients Served per Day by Type of Service – Compares average served per day in each service area to the agency-wide average number served. Individuals may receive more than one type of service per day and totals may be greater than 100%.

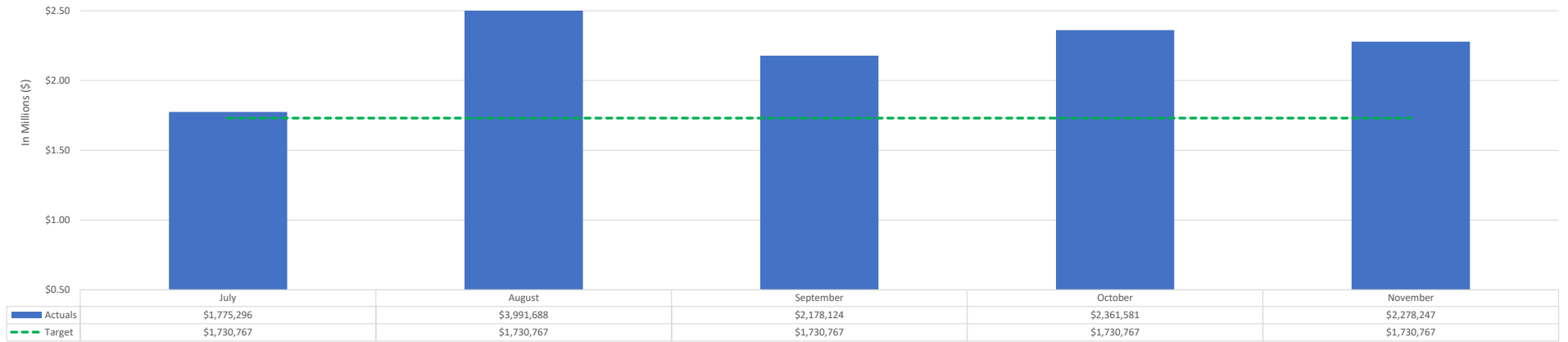
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- Numbers reported show the unduplicated number of clients served in each service area. Individuals may receive multiple services each month within a service area and may receive more than one type of service each month.
- The Monthly Variance compares the reporting month to the prior month. The Yearly Variance compares the reporting month to the same month in the previous calendar year.
- BH Outpatient Adult – The number of individuals served is trending higher over the past three months primarily due to increases in adult mental health case management services in the Behavioral Health Outpatient (BHOP) program.
- BH Outpatient Youth – This service area typically sees an increase in referrals and individuals served in the late fall that continues throughout the school year and drops off over the summer months.
- BH Residential – The number of individuals served has increased compared to September partly due to an increase in admissions in certain SUD residential programs. The number served is trending lower compared to the prior year due to reductions through attrition in the RIC programs and slowed admissions in SUD residential programs due to COVID and staff vacancies,
- Medical – Nursing & Prescribers (Psychiatrists & Nurse Practitioners) serve individuals in a variety of treatment settings. There is regular fluctuation in the number of clients served for Nursing based on the needs of the clients. The number of clients receiving Prescriber services have increased this month following a decrease in September which was partly due to fewer individuals seeking Emergency medical services.
- BH Employment & Day – The number served is trending lower as compared to the prior year. The implementation of the Individual Placement and Support model in the Supported Employment program requires reduced caseload sizes and it is anticipated that numbers may remain lower as compared to previous years. Additionally, the number of participants in the contracted PsychoSocial day program have also been trending lower and staff from these programs have been working to increase referrals to this program with improvements expected in future months.
- DD Support Coordination – There is typically monthly variation based on service plan review cycles.
- DD Residential – Includes all individuals served in directly operated residential programs and locally-funded contract placements. The number of individuals served each month is trending lower overall due to reductions in the directly operated group home census and locally funded contract placements through natural attrition. New residential placements through community partners are waiver funded.
- DD Employment & Day – There has been an upward trend in this service area as developmental employment & day programs have been able to reopen from closures that were necessary earlier in the pandemic. Since August there has been an increase in the number of individuals served due to some self-directed services re-opening from the summer break, people returning to service who had deferred earlier in the pandemic, and new graduate placements.
- Entry & Referral – The number of individuals assessed continues to trend higher, with an 8% increase in October and September following a 25% increase in August partly due to an increase in staff resources. In Mid-October 2021, Entry & Referral launched a new streamlined screening and assessment process with changes to the triage, screening, and assessment workflows. Direct comparisons cannot be made to the prior year.
- Emergency – There is some monthly fluctuation in the demand for Emergency services. All clients who present for services are evaluated by Emergency services staff.
- ADC/JDC/Court – The number of individuals served is trending higher compared to the previous year. The jail census was significantly reduced earlier in the pandemic in response to health and safety issues. The number of individuals is also trending higher over the past two months, primarily due to an increase in referrals, including substance use clients receiving medication assisted treatment.

	FY 2023 REVISED Budget	FY 2023 - 4 Months YTD Budget *	FY 2023 Actuals November YTD	Variance from YTD Budget	FY 2023 Projection	FY 2023 Projection vs. FY23 REVISED Budget
Est. Beginning Balance	45,581,191	45,581,191	45,581,191	-	45,581,191	-
F Fairfax City	2,479,063	826,354		(826,354)	2,479,063	-
F Falls Church City	1,123,651	374,550		(374,550)	1,123,651	-
F State DBHDS	8,451,543	2,817,181	3,836,868	1,019,687	8,451,543	-
F Federal Pass Thru SAPT Block Grant	4,053,659	1,351,220	2,147,662	796,442	4,053,659	-
V Direct Federal Food Stamps	154,982	51,661	36,126	(15,535)	86,701	(68,281)
V Program/Client Fees	4,296,500	1,432,167	2,167,623	735,457	5,202,296	905,796
V CSA	890,000	296,667	291,922	(4,745)	700,613	(189,387)
V Medicaid Option	8,582,708	2,860,903	6,174,196	3,313,293	14,818,069	6,235,361
V Medicaid Waiver	7,000,000	2,333,333	3,873,531	1,540,198	9,296,475	2,296,475
V Miscellaneous	124,800	41,600	52,000	10,400	124,800	-
Non-County Revenue	37,156,906	12,385,635	18,579,928	6,194,292	46,336,871	9,179,965
General Fund Transfer	165,445,478	41,361,370	165,445,478	-	165,578,661	-
Total Available	248,183,575	99,328,196	229,606,597	6,194,292	257,496,723	9,179,965
Compensation	101,422,808	35,107,895	33,012,296	2,095,599	94,683,619	6,739,189
Fringe Benefits	42,963,615	14,872,021	14,060,555	811,465	40,327,527	2,636,088
Operating	68,904,186	22,968,062	21,536,641	1,431,421	51,781,011	17,123,175
Recovered Cost (WPFO)	(1,568,760)	(522,920)	(129,967)	(392,953)	(1,568,760)	(1,568,760)
Capital	419,866	139,955	168,747	(28,792)	404,993	14,873
Transfer Out	10,000,000	10,000,000	-	10,000,000	10,000,000	-
Total Disbursements	222,141,714	82,565,013	68,648,273	13,916,740	195,628,390	24,944,564
Ending Balance	26,041,861	16,763,183	160,958,324		61,868,333	
DD MW Redesign Reserve ¹	2,500,000	2,500,000			2,500,000	
Medicaid Replacement Reserve ²	2,800,000	2,800,000			2,800,000	
Opioid Epidemic MAT Reserve ³	50,000	50,000			50,000	
Diversion First Reserve ⁴	5,853,866	4,408,162			4,408,162	
Unreserved Balance	14,837,995				52,110,171	
*** Opioid Settlement Funds	10,152,020	3,384,007	2,134,988	1,249,019	10,152,020	

November FY23 YTD Revenue Analysis

Variable Revenue by Month
FY23
Actuals vs. Target



Variable Revenue by Category
FY23 Year to Date
Actuals vs. Target

