

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
FISCAL OVERSIGHT COMMITTEE MEETING MINUTES  
SEPTEMBER 22, 2022**

The CSB Fiscal Oversight 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 4:03 PM.

**2. Roll Call, Audibility, and Preliminary Motions**

**PRESENT:**       **BOARD MEMBERS:** COMMITTEE CHAIR, DAN SHERRANGE; KAREN ABRAHAM; CAPTAIN DANIEL WILSON; BETTINA LAWTON; ANDREW SCALISE; SANDRA SLAPPEY-BROWN; CLAUDIA VOLK

**ABSENT:**       **BOARD MEMBERS:** JENNIFER ADELI

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

**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 August 18, 2022, Fiscal Oversight Committee Meeting minutes were provided for review, no amendments were made.

**MOVED BY COMMITTEE MEMBER ANDREW SCALISE, SECONDED BY COMMITTEE MEMBER CAPTAIN DAN SHERRANGE TO APPROVE AGENDA ITEM NO. 5, AS AMENDED.**

**ABSTAIN:**       **BOARD MEMBERS:** BETTINA LAWTON; CLAUDIA VOLK; CAPTAIN DANIEL WILSON

**6. Administrative Operations Report**

**Executive Director Daryl Washington** reported that the RFP for Electronic Healthcare Record had launched this month. The first round of interviews for the Deputy Director of Administration

Operations position has started. Once the top candidate is selected, a Board Member will be part of the second interview panel.

**7. Clinical Operations Report**

**Deputy Director of Clinical Operations Lyn Tomlinson** provided an overview of the CSB Clinical Operations Report and the August 2022 Service Capacity Report; she noted that we are not at the capacity we would like to be but hopes to see positive changes by this fall. The vacancy count has dropped down 206, to 157 vacancies. We have extended 29 offers with start dates between now and the first week of November. Deputy Director of Community Living Barbara Wadley-Young stated that four new staff members joined BHOP services in July 2022 and eight new staff in August 2022.

**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, Expenditures-Budget vs. Actuals Financial Reports, and Federal Grants.

**Committee Chair Dan Sherrange** requested for the Grant and Earmarked Funds to be included on the September CSB Board Meeting Agenda to be approved by the CSB Board.

**9. Open Discussion**

**Committee Member Discussion included** concerns for the Fiscal Oversight Committee to meet nine times a year rather than twelve.

**10. Adjournment**

**MOVED BY COMMITTEE MEMBER BETTINA LAWTON TO ADJOURN THE MEETING AT 6:13 PM.**

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10/20/2022

Date Approved

DocuSigned by:

*Sameera Awan*

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Clerk to the Board