

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
FISCAL OVERSIGHT COMMITTEE MEETING MINUTES
JANUARY 18, 2024**

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 Claudia Volk called the meeting to order at 4:00 PM.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** COMMITTEE CHAIR CLAUDIA VOLK; ANDREW SCALISE;
EVAN JONES; KAREN ABRAHAM; BETTINA LAWTON

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

Also present: Executive Director Daryl Washington, Deputy Director of Clinical Operations Barbara Wadley-Young, Deputy Director of Administrative Operations Jean Post, Deputy Director of Clinical Operations Abbey May, Chief Financial Officer Elif Ekingen, Director of Residential Treatment & Detox Services David Simmons, incoming Director of Residential Treatment & Detox Services Stacey Lawson, 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.

5. Approval of Minutes

The December 14, 2023, Fiscal Oversight Committee Meeting minutes were presented for review and revision.

MOTION TO ADOPT DECEMBER 14, 2023, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER ANDREW SCALISE, SECONDED BY COMMITTEE MEMBER EVAN JONES.

MOTION TO ADOPT WAS APPROVED BY CLAUDIA VOLK, ANDREW SCALISE, EVAN JONES, AND KAREN ABRAHAM.

***Committee Member Bettina Lawton joined the meeting in-person following the approval of the minutes.*

6. Administrative Operations Report

Deputy Director of Administrative Operations Jean Post presented an update on the CSB Human Resources Positions Vacancy Report, Agenda Item #6.1. The vacancies are captured by

pay period, and in the last pay periods, there were 118 vacancies, representing a 2.6% increase over annual low of 115. The overall table includes monthly vacancies in various critical service delivery areas. Notable highlights include 11 vacancies in Emergency Services (ES) and Mobile Crisis Unit (MCU), which have remained stable between 9 and 11 over the last six months. Behavioral Health Outpatient Services has 8 vacancies (up by 1 from the previous month), while Youth & Family Outpatient Services maintains stability at 4 consistent with the last two months. Support Coordination vacancies increased from the previous month by 2 to 7. Adult Detention Center (ADC) in Jail Diversion vacancies stand at 9 (up by 1 from the prior month).

A review of Critical Administrative Operations vacancy updates as of December 27th was also provided. Notable highlights include 15 merit human resource positions with 2 vacancies, a 13% merit vacancy rate and 9 data analytic positions with 2 vacancies, a 22% vacancy rate, 18 compliance and risk management positions (including 3 training positions), with 3 total vacancies, a 17% vacancy rate, 32 fiscal positions with 3 vacancies, a 9% vacancy rate. The fiscal vacancies include one position in workforce planning and 2 in active recruitment.

The overall vacancy rate increased to 145 on the passed Tuesday, driven by positive reasons, as the 18 new BOS approved positions for Youth Services were established and are in active recruitment. Currently, there are 126 positions in active recruitment, with 13 offer letters sent out and start dates planned over the next 8 weeks.

Exit interview results were presented. In December, there were 15 separations, including 9 resignations, 3 retirements, 0 transfers out, and 3 separations by the CSB. Year-to-date, there have been 80 separations, with 48 resignations, 18 retirements, 5 transfers out, 8 separations by the CSB, and 1 other. December exit survey results were zero, secondary to agency challenges in submitting the data to the vendor, which will likely inflate January exit interview numbers.

Lastly, the ongoing efforts in supervisor training, including roundtable leadership training for managers, and supervisors. A consultant proposal for this training is under review. The Lead Well training is being provided again this year and it focuses on self-care, team care, and effective leadership, and the program is expected to commence in mid-March.

7. Clinical Operations Report

Deputy Director of Clinical Operations Barbara Wadley-Young presented the Adult Behavioral Health Outpatient (BHOP) Time to Treatment Report. The overall Time to Treatment for adult outpatient services increased from November to December, averaging 20 days. The first available appointment time also increased from 15 in October and November. The October and November numbers represented the lowest average in the past 12 months. The primary factor contributing to the increase is longer wait times at the Northwest Center in Reston, which currently has the highest number of staffing vacancies. Some increases were observed at two other sites due to staff vacancies, impacting overall capacity. Staff shortages at these sites affect the ability to assist the Reston location, leading to increased wait times for Intensive Outpatient groups. Some of these delays are attributed to scheduling challenges during the holiday season. During this

period, 51% of individuals were offered an appointment within 14 days, which is a notable statistic.

Deputy Director of Clinical Operations Abbey May presented the Youth Time to Treatment and the Support Coordination Service Capacity Report. Similar to Adult Outpatient Time to Treatment, there was an increase in Youth Outpatient Time to Treatment from an average of 22 days in November to the first available appointment compared to 14 in August and October. The majority of vacancies are concentrated at the Sharon Bulova Center, where six staff members are currently on FMLA, impacting wait times. In December, the Reston and Chantilly sites assisted in managing the workload at the Sharon Bulova Center by providing virtual assessments due to staffing shortages. The Sharon Bulova team reported an increased demand for in-person assessments.

Regarding Substance Use Disorder (SUD), new charts are presented under Agenda Item #7.3. Special guests David Simmons, the current Director of Residential Treatment & Detox Services, and Stacey Lawson, the incoming Director, joined the meeting. Ms. Lawson will assume the role when Mr. Simmons retires in May 2024. Moving back to Agenda Item #7.3, the SUD chart illustrates the current licensed and staff capacity, indicating the number of beds that can be safely operated with current staffing. There are currently 15 vacancies across residential services. The chart also outlines the number of clients served in long-term, intermediate and short-term residential treatment programs, including the Cornerstones program.

Deputy Director of Clinical Operations Barbara Wadley-Young presented the CSB Status Report and Quarterly Performance Measures, specifically addressing Agenda Item #7.5. There is an overall 2% increase in all individuals served compared to the prior year, driven by increases in Behavioral Health Outpatient (BHOP) Youth, DD Support Coordination, and DD Employment & Day services. BHOP Youth shows a 14% increase since last year, particularly in Youth Substance Use and Medication-Assisted Treatment. Behavioral Health Residential services report a 6% decrease month over month and a 5% decrease from last year, attributed partly to slight declines in demand for Detox & Residential Crisis Stabilization services.

Moving down the page to DD Employment & Day services, the number of clients served dipped in September due to staff turnover, but it is now trending up by 7%, returning to prior-month levels. For DD Residential, the number of clients served dropped from last month to this month but comparing this time last year to the current year, there is an 8% decrease related to the assignment of Medicaid waivers for some CSB contracted programs. Once waivers are in place, the number of individuals served reduces, as tracked in alignment with State Performance Contract and CSB service data management purposes.

Engagement Assessment and Referral (EAR) numbers are trending higher overall compared to the prior year, and recent drops reflect staffing challenges and a slight decrease in demand from October to November.

8. Financial Status

Chief Financial Officer Elif Ekingen delivered the staff report, presenting an overview of the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports as of December 31, 2023. The compensation is slightly behind due to being one pay period behind, while other expenses are exactly at 50%. Revenues are at 94% of last year, with only a 6% decrease compared to the previous year, excluding a one-time successful recovery of over \$5 million. The monthly average revenue last year was \$2.5 million, and the current average is \$2.3 million, indicating performance close to last year's levels. The CSB expects successful recoveries from denials in future months. The revenue forecast was revised to \$6.8 million, considering actuals and improvements in January 2024.

Regarding expenses, compensation expenses reflect lower vacancies than last year, with ongoing improvements and adding 18 newly created positions. If Support Coordinators are added to respond to increased Medicaid waivers, this may impact revenues and compensation expenses. The forecast includes an efficiency of \$4 million on the personnel side. The CSB has agreed with the Department of Management and Budget (DMB) to transfer \$5 million if the budget is outspent by the end of the year due to challenges in forecasting compensation expenses due to uncertainties in the personnel situation; the transfer will be initiated in February 2024 after closing the month of January.

Committee Member Bettina Lawton sought clarification on whether it was mentioned that the fringes for the organization were increasing more significantly than others, asking for the reasons behind this difference.

Chief Financial Officer Elif Ekingen clarified that the fringe percentages are not comparable to those of other entities. She explained that the calculated fringe, budgeted at a certain percentage of salaries, varies depending on employee benefit enrollment. This factor is beyond the organization's control, and the percentages fluctuate based on the composition of the employee population, which differs among agencies.

Elif reported that, within the service and program area, the organization has reached 50% of the fiscal year budget for programming, while nonprogram spending stands at 45%. The current fiscal year's overall spending levels surpass the previous years.

9. Adjournment

A motion to adjourn the meeting was made by Committee Member Bettina Lawton and seconded by Committee Member Andrew Scalise. The motion was approved unanimously, and the meeting was adjourned at 5:14 PM.

10/31/2024 | 15:01:26 EDT

Date Approved

DocuSigned by:

Sameera Awan

Clerk to the Board