

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD FISCAL OVERSIGHT
COMMITTEE MEETING MINUTES
MARCH 21, 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

Acting Committee Chair Andrew Scalise called the meeting to order at 4:04 PM

2. Roll Call, Audibility, and Preliminary Motions

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

ABSENT: **BOARD MEMBERS:** CAPTAIN DANIEL WILSON; KAREN ABRAHAM

Also present: Executive Director Daryl Washington, Deputy Director of Administrative Operations Jean Post, Deputy Director of Clinical Operations Abbey May, Chief Financial Officer Elif Ekingen, Director of Analytics & Evaluation Linda Mount 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 January 18, 2024, Fiscal Oversight Committee Meeting minutes were presented for review and revision.

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

6. Administrative Operations Report

Deputy Director of Administrative Operations Jean Post provided an update on the CSB Human Resources Positions Vacancy Report under Agenda Item #6.1. As of March 9, 2024, there were 139 vacancies, but she mentioned a decrease to 135 vacancies as of Monday, indicating a positive trend. In Youth and Family Outpatient Services, vacancies stood at 18, partly covered by new positions and addressing turnover. Emergency Services and Mobile Crisis Units (MCU) had 13 vacancies, while Support Coordination had 8 vacancies, down by 2 from the previous month. Similarly, Adult Detention Center and Jail Diversion had 12 vacancies, down by 1.

There were 2 merit vacancies in HR for Administrative Operation positions, currently in active recruitment. Data Analytics had 2 vacancies with a 22% vacancy rate, and Fiscal and Revenue Management had 3 vacancies with a 10% vacancy rate. Progress was made in hiring a Procurement Director and a replacement for the Revenue Manager. Additionally, of 17 Compliance and Risk Management positions there are 2 vacancies, with ongoing recruitment efforts.

Finally, exit interviews were discussed, highlighting 7 separations in February and 104 separations year-to-date. Only 46 individuals completed the exit survey, resulting in a response rate of 44%. The main reasons cited for employee separations were supervision and management (23%) and pay (17%), both representing small sample sizes of 7 and 5, respectively. Increasing survey participation is necessary to gather more thorough feedback.

7. Fiscal Year 2025 Budget

Executive Director Daryl Washington provided county updates, regarding budget Q&A sessions; there are no current requests for extra funds. The State Budget has been submitted for approval following the adjournment of sessions, with no changes from the original proposal. However, new initiatives are pending progress, potentially leading to additional resources upon approval. Notably, the third-quarter recommendations include the proposal for seven new Support Coordinator positions, now open for public input. Moreover, a two-year plan seeks to eliminate the Priority One Waiver Waitlist, with a \$150 million allocation, alongside an initiative to expand permanent supported housing, budgeted at \$30 million. Further details on fund distribution and planning efforts are expected soon.

8. Clinical Operations Report

Deputy Director of Clinical Operations Abbey May presented the Adult and Youth Outpatient Time to Treatment and the Support Coordination Service Capacity Report. She noted an overall decrease in Time to Treatment from January 2024, now at 21 days for the first available appointment, down from 25 in June. However, wait times have slightly increased at the Sharon Bulova Center and Reston, attributed to rises in caseloads and staffing.

Regarding Agenda Item #8.3, concerning Substance Use Disorder Services (SUD) Residential Capacity & Utilization, there was an increase in Intermediate and Long-Term Residential Utilization, while Cornerstone Residential saw a slight decrease. However, contract bed utilization increased, indicating positive progress. Following an offsite meeting held since the last gathering, the management team has generated numerous ideas to enhance utilization. Key among them is addressing rapid admissions to capture individuals when they're ready rather than scheduling appointments that may not materialize. Additionally, efforts are underway to collaborate with community partners, provide education on program initiation, and address any identified barriers. Another initiative being explored is allocating regional office funding to offer admissions to residential programs for regional CSBs.

Director of Analytics & Evaluation Linda Mount recounted the CSB Status Report and Quarterly Performance Measures. The average daily number of individuals served has remained relatively stable over the past year, with a 2% increase compared to the previous year. The rise primarily stems from the Outpatient area, Developmental Support Coordination, and Emergency Services. In Behavioral Health Outpatient for Adults, there were slight increases compared to the previous year, notably a 4% rise compared to December 2023, attributed in part to Adult Mental Health Outpatient services returning to levels seen in prior months. Behavioral Health Outpatient for Youth has seen significant increases, with a 12% rise compared to 2023, following the school year cycle trend. However, Behavioral Health Residential numbers have decreased compared to January 2023, primarily due to reductions in the Residential Intensive Care Program. Behavioral Health Employment and Day programs had a temporary dip attributed to staff turnover, but numbers are rebounding. DD Support Coordination continues to trend higher, with a 5% increase in individuals served due to new waivers and increased assessment services. Entry and Referral saw a notable increase in screenings and assessments in January following some reductions due to staffing shortages. Emergency Services experienced a 9% increase compared to the previous year, partly due to program expansion and more individuals receiving mobile and Community Response Team services. Lastly, in the Adult Detention Center (ADC) and courts, numbers are rebounding after reductions in November and December, with the jail services program facing staff vacancies.

9. Financial Status

Chief Financial Officer Elif Ekingen delivered the staff report, providing an overview of the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports. In Agenda Item #9.1, the Fund Statement offers a snapshot of the current financial status as of the end of February, representing the 8th period out of 12. The first column displays the annual budget, while the second shows the year-to-date budget for reference. The third column presents the revenues and expenses to date, with the fourth column indicating the variance from the year-to-date budget. The projection for the year-end balance is displayed at the top, listing revenue line items, while the lower part shows expenses and the ending balance. Elif explained each line item, beginning with revenues expected from agreements with cities for services provided by the CSB, noting that the agreement is progressing. State revenue reflects an increase due to the incorporation of salary increases starting from January. Notably, revenue from fees charged for services rendered, including Medicaid Options, Medicaid Waiver, and program client fees, is closely monitored for monthly performance. The projection considers the impact of the recent data breach involving Change Healthcare, particularly the loss from United Healthcare payments. Despite this, revenue is expected to exceed the budget by approximately \$10 million, reflecting a performance similar to the previous year.

10. Open Discussion

Committee Member Dan Sherrange stated that there would be a closed session following the standard meeting during the CSB Board meeting on March 27, 2024.

Acting Committee Chair Andrew Scalise informed the group that the Executive Committee had received a comprehensive briefing on the recent data breach, which will be shared with the full board during the upcoming general meeting. The breach affected Change Healthcare, a major intermediary software provider owned by United Healthcare, through which approximately 90% of medical information flows. He explained that the breach resulted from a ransomware attack, and while investigations were ongoing, it might take several months for the full extent of the breach to be understood. As a precaution, all data was treated as compromised until proven otherwise. The primary focus was promptly implementing procedures to address the situation. Following discovering the breach, Change Healthcare promptly shut down its system, requiring the CSB to operate manually. Andrew reassured everyone that client data was safeguarded, but certain parts of the infrastructure had to be temporarily shut down. He mentioned ongoing reconciliations and precautionary measures, including withholding payments until the situation was fully understood.

11. Adjournment

A motion to adjourn the meeting was made by Committee Member Bettina Lawton and seconded by Committee Member Dan Sherrange. The motion was approved unanimously, and the meeting was adjourned at 5:26 PM.

10/31/2024 | 15:01:12 EDT

Date Approved

DocuSigned by:

Samsara Awan

Clerk to the Board