

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD FISCAL OVERSIGHT
COMMITTEE MEETING MINUTES
APRIL 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

Acting Committee Chair Andrew Scalise called the meeting to order at 4:01 PM

2. Roll Call, Audibility, and Preliminary Motions

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

ABSENT: **BOARD MEMBERS:** CAPTAIN DANIEL WILSON; PATRICIA ZISSIOS

Also present: Executive Director Daryl Washington, Deputy Director of Administrative Operations Jean Post, Chief Financial Officer Elif Ekingen, Director of Analytics & Evaluation Linda Mount, Division Director of Behavioral Health Out-Patient (BHOP) Services Eileen Bryceland 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

March 21, 2024, Fiscal Oversight Committee Meeting minutes were presented for review and revision.

MOTION TO ADOPT MARCH 21, 2024, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER BETTINA LAWTON, SECONDED BY COMMITTEE MEMBER EVAN JONES.

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

6. Administrative Operations Report

Deputy Director of Administrative Operations Jean Post provided an update on the CSB Human Resources Positions Vacancy Report during Agenda Item #6.1. The report highlighted key data, including vacancies in critical service delivery areas. In January, there were notable changes, such

as 18 vacancies in Youth and Family Outpatient services, 12 vacancies in Emergency Services/Mobile Crisis Unit (decreasing by 1 from the previous month), 6 vacancies in Support Coordination (decreasing by 2), and 9 vacancies in ADC/Jail Diversion (decreasing by 3), which indicates a positive trend in filling vacancies. As of March 7, 2024, there were 15 HR merit positions (22 total/7 non-merit) with a 13% merit vacancy rate in critical Administrative Operations areas. Recruitment efforts are underway for the Director and Human Resource Generalist roles. In Data Analytics, there were 10 positions with 3 vacancies, with 1 position under active recruitment. Fiscal and Revenue Management had 32 positions with 3 vacancies (a 10% vacancy rate), and the Grant position was in the second interview stage. Compliance and Risk Management had 17 positions with 2 vacancies, both in the recruitment process. The merit vacancy rate saw an increase to 149 due to the creation of 10 new positions, with 20 merit offer letters issued. In terms of exit numbers and interview results, there were 15 separations in March and 119 separations year-to-date. Of those who left, 47 completed the exit survey, resulting in a response rate of 39%. Supervision/Management and Pay were identified as significant factors in separation decisions.

7. Clinical Operations Report

Director of Analytics & Evaluation Linda Mount delivered updates on the Adult and Youth Outpatient Service Timeliness to Treatment, Support Coordination Service Capacity, CSB Status, and Quarterly Performance Measures report. Regarding Agenda Item #8.1, Adult Time to Treatment, the overall time to treatment decreased by 8 days, averaging 13 calendar days, the lowest in the past 12 months. Youth outpatient services also experienced an 8-day decrease, with an average of 21 days to the first available appointment. Factors impacting youth services included:

- Staff vacancies
- Reduced caseloads
- Higher rates of no-shows
- Spring break affects family responsiveness.

For residential utilization (Agenda Item #8.3), Long Term Residential Bed Capacity & Utilization slightly decreased, primarily due to multiple unplanned discharges at Crossroads. Intermediate Residential Bed Capacity & Utilization increased to 13.4, the highest recorded this fiscal year. Cornerstones Residential Bed Capacity & Utilization decreased slightly, with limited utilization of Contract Beds during February. Efforts are ongoing to examine changes and plans to boost utilization.

The status report's overall numbers remained stable compared to the previous month. There was a slight increase in the number of individuals served, particularly in Youth Behavioral Health Outpatient, Developmental Disability Support Coordination, Developmental Disability Employment and Day programs, and Emergency Services Mobile Crisis Programs. Behavioral Health Outpatient Adult saw a slight increase in individuals served, partly due to increases in Medication Assisted Treatment (MAT) and Assertive Community Treatment (ACT) services. Youth Outpatient services experienced a 10% increase compared to the previous year, primarily driven

by school referrals. Behavioral Health Residential services saw fewer individuals served due to reductions in the residential intensive care risk program. DD Support Coordination showed an upward trend compared to the previous year, while DD Employment and Day programs experienced a 4% increase attributed to new graduate placements and returning individuals. Entry and Referral experienced a significant increase in screenings and assessments, returning to prior months' trends after recent reductions due to staffing shortages. Emergency Services saw increases due to the expansion of the Co-responder program and higher demand for community response and mobile crisis teams. Additionally, the Adult Detention Center program increased after a December dip caused by staff vacancies affecting service delivery.

8. Financial Status

Chief Financial Officer Elif Ekingen delivered the staff report, offering insights into the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports. Agenda Item #9.1 provided a fiscal snapshot as of March 31st, marking 75% of the fiscal year completed. The budget numbers versus actuals were highlighted with projections indicating a state income of \$2.5 million and client fees totaling \$6.7 million, slightly lower than the previous month due to a data breach affecting payments from Change Healthcare System. However, improvements were noted in collections, with adjustments being made to projections accordingly. As of today, actual fee revenue exceeded the budget target by \$2 million, with a year-end projection of \$6.7 million. Delays in United Healthcare payments were also addressed, with discussions ongoing regarding potential accrual adjustments. Elif's projection for salary and fringe benefits included filling all 18 positions within the next two weeks, improving overall vacancy rates and subsequent budget projections. With the current status, a year-end balance of approximately \$22 million was anticipated, slightly lower than the previous year. Agenda Item #9.4 provided a breakdown of service areas spending, with overall fund-based spending at approximately 66%, indicating variations in program performance as the fiscal year progressed.

9. Open Discussion

None were raised.

10. 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 5:08 PM.

10/31/2024 | 15:00:59 EDT

Date Approved

DocuSigned by:

Samara Awan

Clerk to the Board