

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD FISCAL OVERSIGHT
COMMITTEE MEETING MINUTES
MAY 16, 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 4:00 PM

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** ACTING COMMITTEE CHAIR ANDREW SCALISE; DAN SHERRANGE; CAPTAIN DANIEL WILSON; PATRICIA ZISSIOS; KAREN ABRAHAM; EVAN JONES; BETTINA LAWTON (NORTH CAROLINA)

Also present: Deputy Director of Administrative Operations Jean Post, Deputy Director of Clinical Operations Abbey May, Chief Financial Officer Elif Ekingen, Director of Medical Services Dr. Debra O'Beirne, 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

April 18, 2024, Fiscal Oversight Committee Meeting minutes were presented for review and revision.

MOTION TO ADOPT APRIL 18, 2024, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER DAN SHERRANGE, SECONDED BY COMMITTEE MEMBER KAREN ABRAHAM.

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

6. Administrative Operations Report

Deputy Director of Administrative Operations Jean Post presented the CSB Human Resources Positions Vacancy Report during Agenda Item #6.1, revealing a vacancy increase to 157 in the last pay period due to new positions and turnover. Notably, 36 positions were established, with 36%

already filled or pending. In critical service areas, youth and family outpatient services vacancies rose to 20, while emergency services and mobile crisis vacancies increased by 1 to 13.

System realignment last month led to notable changes in positions, with Human Resources having 2 vacancies out of 15, and data analytics with 3 vacancies, 2 in workforce planning. Fiscal now comprises 42 positions, including new roles for utilization management and MCO (Managed Care Organization) contracting. Compliance and risk management expanded to 29 positions.

Quarterly data reports were shared, showing a combined vacancy rate of 12% for Northern Virginia CSBs in Q2 (second quarter of the fiscal calendar), with Fairfax CSB at 9%. Exit interview processes include email surveys and follow-up calls, with efforts to improve data submission frequency.

A new Human Resources director starts in June 2024, focusing on timely information dissemination. April saw 6 separations, with 51% completing exit surveys. Supervision and pay were the primary reasons cited for leaving, with 58% mentioning pay, which aligned with trends in Prince William County.

7. Clinical Operations Report

Director of Analytics & Evaluation Linda Mount presented the Adult Behavioral Health Outpatient (BHOP) Time to Treatment report. In April, 74 orientations were conducted from front door assessments, marking an increase from the previous month and the highest number recorded in a month over the past year. The overall average time to the first available appointment offered remained steady at 13 days, which falls below the state target of 14 calendar days or 10 business days. Notably, 77% of clients were offered an appointment within 14 days, the highest average in the past year. The team has been actively engaged in ongoing efforts, including weekly meetings of their TREAT team, also known as The Rapid Engagement and Assessment Team. This initiative aims to enhance client experience, reduce wait times, and provide targeted engagement for clients. Additionally, progress has been made in filling vacancies, enabling the team to increase their caseloads as new staff members gain experience in their roles.

Deputy Director of Clinical Operations Abbey May presented the Youth Time to Treatment and the Support Coordination Service Capacity Report. In terms of youth, there was an increase in the average wait time, rising to 30 days from the first available appointment compared to 21 in March. The month saw 78 orientations, marking the highest number recorded in the past year, with 47% offered appointments within 10 business days. Contributing factors to the increase included the lag time from spring break at the end of March and mandatory three-day training in March and April for youth and family staff, impacting scheduling efficiencies.

Regarding Substance Use Disorder (SUD) residential capacity, efforts have been ongoing to address utilization issues. While there have been slight increases in long-term and contract bed utilization, overall changes have not been significant. To optimize resources, plans are underway to consolidate the 16-bed Cornerstones facility into the New Beginnings location, reallocating

staffing to fill existing vacancies across the division. Additionally, adjustments to service operations are proposed, including establishing a rapid admissions unit to expedite admissions and addressing barriers to timely assessments and admissions. This operational change aims to enhance flexibility and responsiveness, aligning with competitive practices in the private sector. Furthermore, consideration is given to adding Outpatient services (ASAM Level 1.0) to the CSB's offerings, expanding the scope of substance use treatment provided.

Director of Analytics & Evaluation Linda presented the CSB Status Report and Quarterly Performance Measures. Overall, the number of individuals served remained relatively unchanged compared to the prior month, with a mix of small increases and decreases across the CSB, balancing the overall number. Over several months, a consistent upward trend in behavioral health outpatient adult services was attributed partly to increased utilization of adult case management, outpatient therapy, Medication-assisted Treatment (MAT), and assertive community treatment (ACT) service programs.

Behavioral health outpatient youth services followed typical seasonal trends, with referrals increasing during the school year, peaking in spring, and tapering off in summer. However, a decrease in the number of individuals served in behavioral health residential services compared to last year was observed, partly due to attrition and reductions in the residential intensive care program.

In behavioral health employment and day services, a noticeable upward trend was observed, with a 7% increase compared to February, attributed to enhancements in the supported employment program and filling vacant positions. Similarly, in DD (Developmental Disability) Support Coordination, although there are monthly variations based on review cycles, the number served has stabilized in recent months, with expectations of future increases due to the allocation of additional waivers.

Developmental Disability Employment and Day services saw a 4% increase over the prior year, primarily driven by new graduate placements and individuals returning to service. In entry and referral services, efforts to refine business processes and pilot new models aim to improve efficiency and reduce client lead times for same-day assessments, prioritizing screenings to identify clients needing assessments or community resources promptly.

Emergency services witnessed an increase in individuals served due to the expansion of the Co-responder program, enhanced community response, and mobile crisis teams. Lastly, ADC (Adult Detention Center) and JDC (Juvenile Detention Center) services saw a 10% increase compared to the prior month, attributed to filling previously vacant positions on the adult side.

8. Financial Status

Chief Financial Officer Elif Ekingen delivered the staff report, providing insights into the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports during Agenda Item #9.1. A fiscal snapshot was presented on revenues, noting an increase in state income to an anticipated \$2.495 million by the end of the fiscal year, primarily due to salary increases.

Additionally, fees from service charges were projected to reach approximately \$8 million, conservatively exceeding the budgeted amount.

On the expense side, compensation was discussed, particularly regarding the addition of Co-responder positions to the budget in previous fiscal years. However, it was discovered that extra funding expiring at the end of the calendar year 2024 could be allocated to already incurred expenses through the American Rescue Plan Act (ARPA), resulting in another unspecified amount for year-end. This adjustment will impact the first half of 2025, with charges subsequently returning to the budget.

Regarding operating expenses, the state projected an underspent amount of approximately \$10.5 million, contributing to an overall balance of \$23 million between revenues and expenditures. Elif emphasized the conservative approach to fee revenue projection.

9. Open Discussion

None were raised.

10. Adjournment

A motion to adjourn the meeting was made by Committee Member Dan Sherrange and seconded by Committee Member Evan Jones. The motion was approved unanimously, and the meeting was adjourned at 5:28 PM.

10/31/2024 | 15:00:46 EDT

Date Approved

DocuSigned by:

Sameera Awan

Clerk to the Board