

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD FISCAL OVERSIGHT
COMMITTEE MEETING MINUTES
JUNE 20, 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 5:22 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; BETTINA LAWTON

ABSENT: **BOARD MEMBERS:** EVAN JONES

Also present: Deputy Director of Clinical Operations Abbey May, Deputy Director of Clinical Operations Barbara Wadley-Young, Chief Financial Officer Elif Ekingen, Director of Medical Services Dr. Debra O’Beirne 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 minutes from the May 16, 2024, Fiscal Oversight Committee Meeting were presented for review and revision. As directed by the committee chair, a comparative analysis was conducted to identify any errors in wording. No errors were detected.

MOTION TO ADOPT MAY 16, 2024, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER DAN SHERRANGE, SECONDED BY COMMITTEE MEMBER BETTINA LAWTON.

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

6. Administrative Operations Report

Chief Financial Officer Elif Ekingen presented the CSB Human Resources Positions Vacancy Report during Agenda Item #6.1, revealing that there are currently 157 vacancies as of this pay period, down to 143. Over the last six months, 36 positions were added, 19 of which are now filled, representing 53% of the new positions. Four positions have operators assigned, four have start dates, and the remaining nine are under recruitment, accounting for 25% of the overall positions. Additionally, seven new positions were added as part of the approved budget and are ready as of July 1st.

These seven positions are not included in the 143 vacancies but bring the number up to 48 as of this Monday, June 17th. Specifically, there has been an increase from 13 to 17 positions in Support Coordination, due to new additions in the Support Coordination area and entry assessment and referral, where two new positions have been established and funded by grants. Emergency services vacancies have decreased from 13 to 10 since May. Some positions were updated at the last meeting. The realignment has resulted in 16 HR manager positions, seven non-merit positions, and two merit vacancies, corresponding to a 12.5% merit vacancy rate. As of today, all HR positions are filled.

The CSB Human Resources Managing Director, Jennifer Wright, has started her role. Jennifer holds a Juris Doctor (J.D.) degree and joins from the Virginia Department of Social Services (DSS) Human Resources Department, where she led Human Resource Compliance efforts. Her strategic leadership in Employee Relations, Compliance, and Quality Assurance has been exemplary. Jennifer revamped DSS Performance Management processes, authored legislation codifying background check requirements for social service providers and implemented complex staff training standards.

7. Clinical Operations Report

Deputy Director of Clinical Operations Barbara Wadley-Young presented the Adult Behavioral Health Outpatient (BHOP) Time to Treatment report. The report indicated that the overall average time to treatment for adults increased from an average of 13 days in March to 17 days for the first available appointment. This increase is attributed to a significant rise in the number of orientations and referrals at one of the two sites in April, leading to an uptick in wait times.

The teams closely monitor the situation and work to balance staff support across the different locations better. Despite the increased wait time, 81% of appointments are being offered within 14 days, the highest average in the past year. Efforts are being made to ensure people are referred to the right programs, taking into account changes in some intensive outpatient programs. This ensures that the clock starts ticking at the right time for their treatment.

Deputy Director of Clinical Operations Abbey May presented the Residential Treatment Service Capacity Report. The report indicated a slight increase in youth time to treatment, with the average time rising from 30 days to 32 days for the first available appointment. Furthermore, 42% of appointments were offered within 10 business days, a decrease from 47% in April. It was

noted in a previous team meeting that new staff members may not be documenting the first available appointments correctly, which could be affecting the reported time to treatment. Efforts are underway to address these training issues and ensure accurate data entry.

There is interest in observing the impact of the new youth teams being established over the next few months, with a goal of reducing wait times. For SUD (substance use disorder) residential utilization, the figures remain largely the same, although there has been a slight decrease in long-term residential placements. Feedback from the teams indicated several unexpected administrative discharges due to rule violations, such as bringing drugs into the program, which has influenced these numbers.

Regarding the consolidation plan, the project management process has begun for three key projects: the consolidation of Cornerstones, the development of the Rapid Admissions Team, and the Outpatient 1.0 ASAM (American Society for Addiction Medicine) level of care. The management team is working on assigning managers and supervisors to various programs. The next step will involve addressing staff-level assignments and honoring preferences where possible while ensuring all positions are filled to establish the new teams effectively. The immediate priority is the Rapid Admissions Team, which is essential for quickly processing admissions.

Deputy Director of Clinical Operations Abbey May presented the CSB Status Report and Quarterly Performance Measures. The overall number of individuals served increased by 3%. Notable increases were observed in Youth Outpatient, Support Coordination, Employment and Day services, and Medication-assisted Treatment (MAT) community service programs. Specifically, behavioral health outpatient services showed a 5% increase compared to the previous year. There were also increases in BHOP, mental health case management, outpatient therapy, MAT, and assertive community treatment (ACT) services.

Behavioral health residential services decreased by 10% from the prior year, attributed to reductions in contracted services and program attrition. Behavioral health employment and day services experienced a 16% increase compared to last year, mainly due to a rise in mental health individual-supported employment. Developmental Disabilities (DD) employment and day services also trended upward with a 6% increase, driven by new graduate placements.

In Entry and Referral services, there was a 13% increase in the number of individuals receiving screening services over the past few months. The entry and referral team has been piloting a new model to enhance efficiency, reduce client wait times, and focus on screenings to quickly identify clients who need further assessment or connection to community resources. Emergency services have been trending upward recently, partly due to increased demand and the expansion of the Co-Responder program.

8. Financial Status

Chief Financial Officer Elif Ekingen delivered the staff report, providing insights into the Modified Fund Statement and the Expenditures-Budget vs. Actuals Financial Reports. On the revenue side,

revenue collections from cities exceeded projections. The State has provided a \$2.5 million compensation increase in funding, and the federal grant block grant money is expected to be \$350,000 more than budgeted. Overall, fee collections will be higher than budgeted, with actual revenues amounting to approximately \$11.5 million above the budgeted figures.

Regarding expenditures, budget adjustments made to accommodate new hires affected compensation and benefits, although not all positions have been filled to date. There was also a \$3 million shift in expenses related to program adjustments. The financial outlook for the next year is expected to be different, with anticipated budget reductions impacting on operating costs and compensation. The year-end balance is projected to be approximately \$70 million, an increase from the starting balance of \$61 million and above the budgeted ending balance of \$48 million.

9. 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 6:42 PM.

10/31/2024 | 15:00:35 EDT

Date Approved

DocuSigned by:

Sansara Awan

Clerk to the Board