

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD FISCAL OVERSIGHT
COMMITTEE MEETING MINUTES
AUGUST 22, 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 Dan Sherrange called the meeting to order at 4:01 PM

2. Roll Call, Audibility, and Preliminary Motions

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

ABSENT: **BOARD MEMBERS:** ANDREW SCALISE

Also present: Deputy Director of Administrative Operations Jean Post, Deputy Director of Clinical Operations Barbara Wadley-Young, Chief Financial Officer Elif Ekingen, Director of Administration & Policy Shweta Adyanthaya 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 June 20, 2024, Fiscal Oversight Committee Meeting were presented for review and revision.

MOTION TO ADOPT JUNE 20, 2024, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER KAREN ABRAHAM, SECONDED BY COMMITTEE MEMBER CAPTAIN DANIEL WILSON.

THE MOTION TO ADOPT WAS APPROVED BY DAN SHERRANGE, PATRICIA ZISSIOS, BETTINA LAWTON, KAREN ABRAHAM AND CAPTAIN DANIEL WILSON. EVAN JONES 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. The report highlighted that there are

currently vacant merit positions within CSB, with details captured by pay period. As of August 10, 2024, the vacancy rate was the lowest since the end of December 2023, following the creation of 51 additional positions. The report included a lower table that captures monthly vacancies and focuses on several critical service delivery areas. Notably:

- Emergency Services and Mobile Crisis Unit decreased to 5 vacancies from 7.
- Behavioral Health Outpatient remained unchanged.
- Youth and Family Outpatient decreased to 13 vacancies from 16.
- Support Coordination decreased to 20 vacancies from 24.
- Jail and Court-Based Services decreased to 8 vacancies from 9.
- Entry Assessment and Referral decreased to 1 vacancy from 2.

As of August 8, 2024, there were updates on Administrative Operations positions. For Human Resources, there are 15 merit positions with no vacancies. There are 3 vacancies in Data Analytics: 2 have progressed through workforce planning and are now in the recruitment phase, while 1 is actively being recruited. For Fiscal positions, there are 41 total positions with 4 vacancies; 1 of these vacancies is in procurement and 1 is in revenue. In compliance and risk management, there are 29 positions with 3 vacancies, 2 of which resulted from internal promotions following the completion of spring workforce planning.

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 decreased to 13 days, down from 17 days for the first available appointment in June. While the wait time remained unchanged at one site, it declined at all other locations. She noted that 73% of clients were offered an appointment within 14 days, an improvement from 56% in June, though still below the 81% peak in May.

The report highlighted that 22% of all incoming orientations were for Intensive Outpatient (IOP) services, which is significant as there are ongoing challenges with the availability of Spanish-speaking clinical staff for some groups. This has impacted wait times. However, improvements were noted due to increased caseload capacity, with newer staff being trained and able to manage more clients, thereby creating more capacity for orientations. While challenges remain regarding Spanish-speaking services, the team is exploring the option of contracting out these services to prevent further delays. There has also been some success in finding capacity in the community to support this effort.

In terms of youth services, the average wait time decreased to 12 days, down from 17 days in June and 32 in May, marking the lowest average in the past year. There were 54 orientations, down from 78, which reflects a decrease in referrals over the past few months.

Regarding the Residential Treatment Service Capacity Report, all levels of care across residential treatment programs, including contracted services, have seen a marginal uptick in bed utilization since April. Teams continue to collaborate to determine the best approach to meet community

needs and improve efficiencies. They are focusing on rapid admissions in light of Executive Director Daryl Washington's recent participation in ASAM (American Society of Addiction Medicine) training, which is essential for governing outpatient, residential treatment, and medication-assisted services. This information will be integrated into their planning process to optimize service delivery and resource allocation. Despite these ongoing efforts, Services continue to be provided consistently while the teams work to maximize business operations and create efficiencies across programs.

Director of Analytics & Evaluation Linda Mount presented the CSB Status Report and Quarterly Performance Measures. She noted a slight decrease in the overall number of individuals served compared to last year. However, certain programs have seen increases over the past several months, including Behavioral Health (BH) Case Management, Outpatient DD Support Coordination, and Medication-Assisted Treatment (MAT), while there have been decreases in jail services and residential programs.

The Behavioral Health Outpatient Adult program reported a 4% increase compared to the previous year, with growth seen across several areas, including mental health case management, outpatient services, substance use disorder (SUD) services, intensive outpatient programs (IOP), medication-assisted treatment, and the Assertive Community Treatment (ACT) programs.

Behavioral Health Residential services decreased compared to last year, primarily due to reductions in contracted residential services in June and staff attrition in the residential intensive care program. However, on the SUD residential side, there was a 2% increase in individuals served compared to the prior month, somewhat offsetting the overall decline.

The Behavioral Health Employment & Day programs have shown a 12% increase in the number of individuals served compared to last year, primarily due to the individual supported employment program filling vacancies. The DD Employment & Day programs also showed an upward trend due to new graduates in recent months. However, in June, there was a dip in participation in self-directed programs as individuals took a summer break.

For Entry & Referral services, the number of individuals seeking assistance has been increasing overall, though there was a lower demand for both adult and youth services in May and June.

8. Financial Status

Chief Financial Officer Elif Ekingen delivered the staff report, providing updates on the Modified Fund Statement and the Expenditures-Budget vs. Actuals Financial Reports. She explained that in FY 2024, nearly the entire compensation allowance was utilized, with a variance of \$1.3 million. This is mostly due to improvements in vacancy rates, and after funds were shifted from operating to personnel, which positively impacted the spending figures by the end of the fiscal year.

For FY 2025, personnel budget appropriation is higher mostly due to Market Rate Adjustments and additional support coordination positions and Elif projected that it will be fully utilized. FY 2024 ended with \$5.5 million already encumbered, which was carried over to the current fiscal

year. Additionally, some of the operating budget appropriation was also shifted to personnel. In July, with only one pay period reflected, the projections show continued improvement in vacancy rates and new support coordinator positions, which will further impact the personnel budget. She noted that if vacancy improvements continue, the budget may be fully utilized, but any further need for improvement could strain the budget.

On the revenue side, she mentioned that certain funds had not yet been appropriated due to pending carryover decisions. As a result, the report only reflected the regular budget appropriation, excluding state income. Without recognizing and appropriating this revenue, the funds would remain as excess revenue to be carried over into the next fiscal year.

In terms of operating spending, she projected that it would be fully spent by the end of FY 2025, with no year-end surplus anticipated. On the revenue side, fee revenue is expected to maintain current levels, with a \$2 million increase in the revenue target due to past decisions made as part of FY 2024 Carryover process. This increase will limit excess revenue, but appropriation decisions are still pending.

9. Adjournment

A motion to adjourn the meeting was made by Committee Member Bettina Lawton and seconded by Committee Member Captain Daniel Wilson. The motion was approved unanimously, and the meeting was adjourned at 5:46 PM.

10/31/2024 | 15:00:24 EDT

Date Approved

DocuSigned by:

Samara Awan

Clerk to the Board