

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
FISCAL OVERSIGHT COMMITTEE MEETING MINUTES
AUGUST 17, 2023**

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

Committee Chair Claudia Volk called the meeting to order at 4:01 PM.

2. Roll Call, Audibility, and Preliminary Motions

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

ABSENT: **BOARD MEMBERS:** CAPTAIN DANIEL WILSON

Also present: Deputy Director of Community Living Barbara Wadley-Young, Deputy Director of Administrative Operations Jean Post, Acting Chief Financial Officer Tom Young, 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 May 18, 2023, and June 22, 2023, Fiscal Oversight Committee Meeting minutes were presented for review and revision. Claudia Volk, the Committee Chair, highlighted that the meeting minutes from May 18, 2023, were featured in the August 17, 2023, agenda due to the absence of a quorum during the preceding Fiscal Oversight Committee Meeting.

MOTION TO ADOPT MAY 18, 2023, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER DAN SHERRANGE, SECONDED BY COMMITTEE MEMBER ANDREW SCALISE.

MOTION TO ADOPT WAS APPROVED BY DAN SHERRANGE, ANDREW SCALISE, AND KAREN ABRAHAM. CLAUDIA VOLK AND EVAN JONES ABSTAINED.

MOTION TO ADOPT JUNE 22, 2023, MEETING MINUTES AS AMENDED WAS MOVED BY COMMITTEE MEMBER ANDREW SCALISE, SECONDED BY COMMITTEE MEMBER DAN SHERRANGE.

MOTION TO ADOPT WAS APPROVED BY ANDREW SCALISE AND CLAUDIA VOLK. EVAN JONES, DAN SHERRANGE AND KAREN ABRAHAM ABSTAINED.

6. Administrative Operations Report

Deputy Director of Administrative Operations Jean Post shared that the CSB Human Resources Positions Vacancy Report indicated a notable vacancy decrease in the most recent pay period, dropping from 132 to 122. However, it's essential to recognize that the CSB maintains a 6% surplus over their fiscal year 2023 annual low, set at 150 vacancies. Comparatively, in July of the previous year, the CSB had 189 vacancies, indicating a downward trend of approximately 35% from the prior year. The report's lower table provided a monthly breakdown of vacancies in critical service areas, with specific highlights. In July, Emergency Services vacancies hit a low of 10, marking the lowest vacancy rate in this service area in 13 months. Behavioral Health Outpatient vacancies experienced a slight increase from 10 to 11. Youth and family Outpatient vacancies for July decreased to 5 from 7 in June. Support Coordination consistently maintained between 9 to 10 vacancies over the past four months, and in July, ADC Jail Diversion vacancies decreased to 8. These insights shed light on the staffing situation within critical service areas, warranting attention and action. As of Monday, August 14th, the CSB has 27 merit offer letters awaiting confirmation of start dates within the next eight weeks and three hiring packages in the queue. Concerning critical administrative operations positions, as of July 31st, there are currently 22 HR positions of which only 15 are merit-based positions and 7 non-merit positions. Of the merit positions, 15 are vacant, resulting in a 20% vacancy rate, while 4 non-merit positions remain unfilled.

7. Clinical Operations Report

Deputy Director of Community Living Barbara Wadley-Young presented the Adult Behavioral Health Outpatient (BHOP) Service Capacity Report and Support Coordination Service Capacity Report, highlighting changes from June to July 2023. Over this period, BHOP figures have shown a noteworthy increase of 14% in patient numbers. Particularly notable is the rise in job vacancies, necessitating a more balanced caseload distribution, with some individuals having to wait for services. There has also been an uptick between June and July in the realm of Youth Services. Furthermore, there has been a significant surge in intensive services for youth, especially those affected by mental abuse. This surge has led to increased reports from staff and heightened collaboration with the medical services team to prioritize the needs of individuals with significant mental health challenges versus those facing other pressing mental health issues. This balancing act presents a challenge as they strive to address the varying intensities of needs within their caseload.

Director of Analytics & Evaluation Linda Mount presented the CSB Status Report and Quarterly Performance Measures. She indicated few significant changes since the last meeting, with many indicators continuing to follow the trends observed in previous discussions. Several areas have shown an increase compared to the previous year, although there have been slight declines in recent months. Overall, there has been a 5% increase in the number of individuals served compared to the previous year, a trend that has persisted since January 2023. This increase is

attributed to higher numbers in Adult and Youth Behavioral Health, Outpatient Jail-Based services, and Adult Mental Health and Day Programs. Notably, Behavioral Health Outpatient Adults has seen a consistent upward trend over the past few months, with a 14% increase compared to last year.

8. Financial Status

Chief Financial Officer Tom Young provided the staff report and an overview of the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports.

9. Open Discussion

None were presented.

10. Adjournment

A motion to adjourn the meeting was made by Board Member Bettina Lawton and seconded by Board Member Evan Jones. The motion was approved unanimously, and the meeting was adjourned at 4:53 PM.

September 21, 2023

Date Approved

DocuSigned by:

Samsara Awan

Clerk to the Board

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