

Fairfax-Falls Church Community Services Board

EXECUTIVE COMMITTEE MEETING

Andrew Scalise, Chair

Wednesday, January 21, 2026, 5:00 PM

Sharon Bulova Center for Community Health
8221 Willow Oaks Corporate Drive, Room 3-314 West
Fairfax, VA 22031

MEETING AGENDA

1.	Meeting Called to Order	Andrew Scalise
2.	Roll Call, Audibility and Preliminary Motions	Andrew Scalise
3.	Matters of the Public	Andrew Scalise
4.	Amendments to the Meeting Agenda	Andrew Scalise
5.	Approval of Meeting Minutes (December 10, 2025)	Andrew Scalise
6.	Compliance Committee Update	Joan Rodgers
	A. Compliance Audit Report (January 2026)	
	B. Board Cap Report (January 2025)	
7.	Executive Director's Report	Barbara Wadley-Young
	A. MOU Update	
	B. Healthcare System Update	Jennifer Aloï
8.	Review of the Full Board Meeting Agenda (January 28, 2026)	Andrew Scalise
9.	CSB Board Annual Planning Calendar	Andrew Scalise
10.	Matters of the Executive Committee	
	A. Service Delivery Oversight Committee	Evan Jones
	B. Compliance Committee	Andrew Scalise
	C. Fiscal Oversight Committee	Dr. Patricia Zissios
	D. Ad Hoc Committee	
	E. Other	
11.	Information Item	Andrew Scalise
	A. Policy 0005 – Definitions	
	B. Policy 1108 – Performance Evaluation of the Executive Director	
	C. Policy 1200 – Definition of Policy Regulations and Procedure	
	D. Policy 1400 – Executive Director	
12.	Close Session: <i>Discussion of personnel matters as permitted by Virginia Code Section 2.2-3711 (A)(1).</i>	Andrew Scalise
13.	Adjournment	

Meeting materials are posted online at www.fairfaxcounty.com/municipal-services-board/board/archives or may be requested by contacting the CSB Board Clerk at 703-324-7000 or at CSBBoardClerk@fairfaxcounty.gov.

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FAIRFAX - FALLS CHURCH

Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD EXECUTIVE COMMITTEE MEETING December 10, 2025

The Executive Committee met in regular session at the Sharon Bulova Center located at 8221 Willow Oaks Corporate Drive, Fairfax, Virginia 22031, in room 3-314 West.

1. Meeting Called to Order

Committee Chair, Andrew Scalise, called the meeting to order at 5:04 P.M.

2. Roll Call, Audibility and Preliminary Motions

PRESENT: COMMITTEE MEMBERS: BOARD CHAIR ANDREW SCALISE; VICE CHAIR EVAN JONES; SARAH COUGHTER; KAREN ABRAHAM; BETTINA LAWTON; DR. PATRICIA ZISSIOS.

ABSENT: Daria Akers; Jennifer Desai; Kasey McNamara; Michele Menapace; Srilekha Palle; Captain Jaime Popik; Daniel Sherrange; Jesper Sullivan den Bergh; Anne Whipple.

Staff in Attendance: Executive Director, Daryl Washington; Senior Strategy Director, Shweta Adyanthaya; Deputy Director of Clinical Operations, Abbey May; Deputy Director of Administrative Operations, Jean Post; Healthcare Systems Director, Jennifer Aloji; Executive Assistant, Aferdita Balla and Board Clerk, Pura Valdez.

3. Matters of the Public

No matters were presented.

4. Amendments to the Meeting Agenda

The meeting agenda was reviewed and adopted without objection.

5. Approval of Minutes

The minutes of the Executive Committee Meeting held on November 5, 2025, were reviewed. Board Member Bettina Lawton presented her edits for amendments.

MOTION: CHAIR ANDEW SCALISE MOVED TO ADOPT THE MINUTES AS AMENDED

ACTION: MOTION CARRIED UNANIMOUSLY

6. Executive Director's Report

Executive Director Daryl Washington reported on the following:

The Board of Supervisors adopted the SEIU collective bargaining agreement

- Two floating holidays annually (non-carryover)

- Salary adjustments: 0.5% for lower pay scale employees
- Raises are expected to take effect after July 1, 2026.

The County CFO emphasized that the agreement was designed within financial guardrails to ensure affordability. This reflects a shift in fiscal philosophy, balancing budget reductions with the need to fund pay increases. Departments may still face 5% reduction exercises, but net budgets will be adjusted to accommodate these changes. Additionally, the recent joint meeting between the School System and Board of Supervisors highlighted a county-wide budget shortfall, signaling a tight fiscal year ahead.

The Governor's budget release on December 17, 2025, may prompt amendments under the incoming administration. A discussion with the regional office staff and CFO is scheduled for December 11, 2025, to review retained earnings and consider a potential reimbursement-based funding model. While such a shift could increase administrative workload, it remains financially manageable.

The State of the County recording will take place in the coming days. As part of this annual update, remarks will focus on Youth Services, partnerships, and the expansion of Medication-Assisted Treatment (MAT) programs.

Daryl Washington also mentioned the facilities concerns regarding ongoing issues at Crossroads have drawn attention to a broader county-wide problem with aging infrastructure. Systems such as HVAC are often run to failure, relying on long-term Capital Improvement Program (CIP) funding, which can take up to eight years from approval to implementation. This approach has resulted in closures, such as the upcoming year-long closure of a library for HVAC replacement. County leadership is exploring a new strategy to set aside funds for major system repairs and replacements before failure occurs. The need for crisis response plans for critical CSB facilities was emphasized, as closures could severely impact essential services like detox and crisis stabilization.

Leadership coverage during Daryl's upcoming leave periods has been arranged: **Shweta Adyanthaya** will serve as Acting Director during the week of Christmas, followed by **Abby May** the following week of December 29, 2025.

Upcoming Legislative Engagement:

Next Tuesday, December 16, 2025, the Board of Supervisors will meet with all delegates and senators. The recent special election resulted in Rachna Sizemore Heizer, a former CSB board member, winning a seat. This may lead to increased engagement and questions regarding CSB operations.

General Assembly Public Hearings:

- Regional hearing scheduled for **January 7, 2026**; sign-up opens January 6.

- Additional hearing scheduled for **January 10, 2026**, in person at the Board of Supervisors room.
- Coordination underway to confirm speakers and alternates for these sessions.

Healthcare Systems Director Jennifer Aloï reported on EHR Implementation Update: The Electronic Health Record (EHR) project is on track, currently in the design phase, with go-live scheduled for early June 2026.

- The team completed 327 workflows for all programs, now in draft form and under review.
- A productive meeting with NextGen addressed paperwork delays for customizations.
- Training for custom configurations is expected to be scheduled soon, enabling the team to begin system build-out.
- Overall, progress has been strong over the past 3–4 weeks, with workflow documentation nearly finalized.

Deputy Director of Clinical Operations Abbey May reported that Crossroad relocation was successfully moved to its new facility on December 15–16, with clients arriving on the 16th. Staff did an exceptional job securing licensure approvals and preparing the facility for operations.

Deputy Director of Clinical Operations Barbara Wadley-Young updated on Federal Housing. On November 13, 2025, HUD issued the 2025 Notice of Funding Opportunity (NOFO) for Continuum of Care programs, introducing significant changes in funding priorities.

- Fairfax County received \$11.86 million for 16 permanent supportive housing projects, 2 rapid rehousing projects, serving 430 households.
- The most notable change is a departure from the Housing First model, requiring stronger integration of treatment and services.
- CSB and other agencies have been asked to provide MOAs and letters of commitment to support these requirements.
- Discussions are underway to explore a blanket MOA involving CSB, Health Department, DFS, and Public Safety, though approval may be challenging.
- Legal and operational concerns remain, particularly around encampment and compliance with new federal priorities.
- Timeline: Applications are likely due within 60 days, with funding decisions expected by summer 2025. The full impact of these changes may not be clear for two years, when transitional definitions expire.

Executive Director Daryl Washington updated on the mandated MOUs. A review of all statutory MOUs has been completed, and outdated agreements have been removed.

- A centralized SharePoint site now tracks all active MOUs, including expiration dates and responsible staff.
- Automated email notifications will alert primary and secondary contacts before renewal deadlines to ensure timely updates.
- This process aims to maintain compliance and avoid future large-scale review efforts.
- MOU updates will be included in the next full board meeting in January 2026.

Daryl Washington noted that city-level reporting for Fairfax City and Falls Church remains limited due to their relatively small service volumes. Fairfax City accounts for roughly 2% of overall service activity, Falls Church about 1%, while Fairfax County represents the remaining 97%. A primary challenge in generating accurate city-specific data is address validation, as zip codes frequently cross both city and county boundaries. Despite these constraints, the reports continue to play a critical role in demonstrating value to city partners and maintaining funding commitments under existing Memoranda of Understanding (MOUs).

7. CSB Board Annual Planning Calendar

The **2026 Board Calendar** was reviewed and approved.

8. Matters of the Executive Committee

Service Delivery Oversight Committee chair Evan Jones mentioned that Dr. Debra O'Beirne, CSB Medical Director, presented on a new addiction treatment program funded through a grant.

- The program provides immediate, wrap-around services for individuals with substance use disorders, improving access and outcomes. Early utilization has been strong, and the program is already reducing pressure on traditional services, increasing overall capacity and responsiveness. A key feature is the ability to dispense medication on-site, addressing barriers such as pharmacy closures late in the day, which previously delayed treatment initiation. Research supports this model as highly effective in improving engagement and recovery outcomes.
- **Next Meeting: February 11, 2026, at 5:00 P.M.**

Compliance Committee Meeting Board Chair Andrew Scalise reported that after two months without CAP reports, a new report was issued following a comprehensive review of one program.

- Findings were expected given the depth of the review.
- Analysis indicated no systemic issues; the only recurring dynamic involves newer staff requiring retraining and refreshers, which are being addressed.
- No significant trends or concerns were identified beyond this observation.
- **Next Meeting: April 15, 2026, at 5:00 P.M.**

Fiscal Oversight Committee chair Dr. Patricia Zissios reported on the results of performance dashboard and exit survey results.

- Dashboard indicates the organization remains on target, with stable trends across key metrics.
- Enhancements are planned to improve clarity of trend visualization.
- Exit Survey Results (as of November 29):
 - **96%** of respondents would recommend CSB services.
 - **83%** indicated they would return for services if needed.
- These results reflect strong client satisfaction and reinforce program effectiveness.
- Financial updates remain stable; no significant concerns are reported.

- Crossroads relocation remains ahead of schedule.
- **Next Meeting: January 21, 2026, at 4:00 P.M.**

Executive Committee

- **Next Meeting: January 21, 2026, at 5:00 P.M.**

Other Report: Outreach and Engagement

Board Chair Andrew Scalise emphasized a significant awareness gap during a recent Mount Vernon community meeting, where none of the 30+ attendees were familiar with the Community Services Board (CSB). This highlights the urgent need for strategic outreach and visibility, particularly in regions with board vacancies such as Mount Vernon.

Suggestions to address this gap included hosting board meetings at service sites (e.g., along the Route 1 corridor) combined with site visits to enhance engagement and understanding of CSB operations. Key considerations involve ensuring staff flexibility through virtual participation options, balancing precedent-setting for other regions with practical feasibility, and exploring creative meeting formats (abbreviated sessions, hybrid attendance) to minimize operational impact.

No final decisions were made; staff will develop options for future discussion. Additionally, an Ad Hoc Committee will design specific outreach tactics to advance strategic goals of increasing CSB visibility and engagement. This proposal will be added as Item D for the January Executive Committee agenda.

9. Information Item

Legislative Outreach Updates:

- A positive meeting was held with Delegate Stella, and continued advocacy will be essential to secure the \$3M in base funding.
- Delegate expressed interest in connecting CSB with other organizations that reach out to her, reinforcing the need for coordinated advocacy to avoid fragmented messaging.
- Discussion emphasized CSB's role as a central hub for behavioral health advocacy, ensuring legislators receive a unified message rather than competing priorities from multiple agencies.

10. Adjournment

BOARD CHAIR ANDREW SCALISE MADE A MOTION TO ADJOURN THE MEETING. THE MOTION WAS UNANIMOUSLY APPROVED, AND THE MEETING WAS ADJOURNED AT 7:12 P.M.

Date Approved

Clerk to the Board

Audit Report CSB Board for December 2025

Item Custom ID	Audit Start Date	Entity	Audit Scope	Department	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan	Additional Information
007188	12/1/2025	Support Coordination (Pennino)	CSB Internal Review	DD Case Management	Clinical Records	6	Standard Business Risk	Quality Review	Completion: 1/2/2026
007189	12/1/2025	Support Coordination (Pennino)	CSB Internal Review	DD Case Management	Clinical Records	6	Standard Business Risk	Quality Review	Completion: 1/2/2026
007190	12/5/2025	Emergency & Crisis Services (Merrifield)	CSB Internal Review	Crisis Care Program (Wellness Circle)	Clinical Records	4	Standard Business Risk	Quality Review	Completion: 1/2/2026
007191	12/5/2025	Behavioral Health Outpatient Services (Northwest Center/Reston)	CSB Internal Review	MH Case Management - Adult	Clinical Records	4	Standard Business Risk	Quality Review	Completion: 1/2/2026

Audit Report CSB Board for December 2025 *cont.*

Item Custom ID	Audit Start Date	Entity	Audit Scope	Department	Audit Type	Sample Size	CSB Board Reporting	Audit Action Plan	Additional Information
007192	12/5/2025	Community Residential Services (Merrifield)	CSB Internal Review	MH Supervised Living Program (RIC)	Clinical Records	4	Standard Business Risk	Quality Review	Completion: 1/2/2026
007193	12/5/2025	Youth & Family (South County Center)	CSB Internal Review	MH Outpatient Youth	Clinical Records	2	Standard Business Risk	Quality Review	Completion: 1/2/2026
007194	12/5/2025	Youth & Family (Northwest Center/Reston)	CSB Internal Review	MH Outpatient Youth	Clinical Records	2	Standard Business Risk	Quality Review	Completion: 1/2/2026
	12/1/2025	UHC - 1 Optum - 9 Anthem - 73 Wellpoint - 42 CareFirst - 1 Aetna - 5 BCBS - 4 Kaiser - 6 Sentara - 1 Cigna - 1	Insurance Coverage Review	CSB-wide	Clinical Records	143	Standard Business Risk	Service/Billing Review	Rolling Completions: 1/2026

Audit Report CSB Board for December 2025 cont.

FY2026	Total service areas audited in the current month	Total individual audits in the current month	Total individual audits completed in FY26	Total Insurance Record Requests in FY26
	7 internal (5 program areas) 1 external audit	28 Internal, 1 external: 143 Insurance Total Reviews = 171	1,110	736

Audit Legend

Item Custom ID	Item Custom ID Numbers will be entered on 12/8/2023, a day after the CSB Board Compliance Committee data is required for submission for the Board package
Audit Start Date	Date the audit was initiated
Entity	Location where the audited services was provided
Audit Scope	The agency conducting the audit and the scope of the audit
Department	Service Area
Audit Type	Description of audit, e.g., record review only, onsite audit
Sample Size	Number of charts reviewed
CSB Board Reporting	Level of business risk associated with audit findings
Audit Action Plan	Description of actions taken in response to the audit

CSB Board CAP Report For December 2025

Item Custom Id	Start Date	Entity	Reviewing Agency	Corrective Action (Narrative)	CAP Status	Additional Information
7093	Nov 14, 2025	Diversion & Jail-Based Services (Jail Diversion- CM)	DBHDS	The Corrective Action Plan has been accepted by the DBHDS Office of Licensing (OL).	Closed	Late SIR
7094	Nov 12, 2025	Support Coordination (DD Case Management, ID Group Homes (ACRS), ID Supervised Living (ACRS))	DMAS	The Corrective Action Plan has been submitted to DMAS.	Pending	Annual Review- ISP, SPR, Progress Notes, Documentation
7121	Nov 25, 2025	Residential Treatment & Detox Services (SA Residential Treatment- A New Beginning)	DBHDS	The Corrective Action Plan has been accepted by the DBHDS Office of Licensing (OL).	Closed	Late SIR
7122	Nov 25, 2025	Emergency & Crisis Services (Crisis Stabilization/ Wellness Circle)	DBHDS	The Corrective Action Plan has been accepted by the DBHDS Office of Licensing (OL).	Closed	Late SIR
7160	Dec 17, 2025	Youth & Family Outpatient Services	DBHDS	The Corrective Action Plan has been submitted to the DBHDS Office of Licensing (OL).	Pending	Late SIR

CAP LEGEND	
Item	Identification number automatically assigned by Comply Tracker
Audit No.	References the audit number in the Audit Report
Start	Date the CSB was notified of the need for a CAP
Entity	Location where the audited service was provided
Reviewing Agency	Agency requesting and reviewing the CAP
Narrative	Description of the reason for the CAP
Date CAP	
Closed	Date the reviewing agency approved the CAP

2026 CSB Board and Committee Meetings

Fairfax-Falls Church Community Services Board

	Service Delivery Oversight Committee	Compliance Committee	Executive Committee ¹	Fiscal Oversight Committee	CSB Board
Meeting Cadence	2 nd Wednesday 5:00 PM	3 rd Wednesday 5:00 PM	3 rd Wednesday 5:30 PM	3 rd Wednesday 4:00 PM	4 th Wednesday 5:00 PM
January	*	*	21	21	28
February	11	*	18	18	25
March	*	*	18	18	25
April	8	15	15	15	22
May	*	*	20	20	27
June	10	*	17	17	24
July	*	*	15	*	22
August	12	19	19	19	26
September	*	*	16	16	23
October	7	*	14	14	21
November	*	*	4**	4**	18**
December	9**	16**	16*	16**	*

* No Meeting

** Meeting date changed to accommodate holiday schedule (Juneteenth, Thanksgiving, Christmas Day, and New Year's Day Holidays)
 On dates when the Fiscal, Compliance and Executive Committee meetings are concurrent, the Fiscal meeting will be held at 4:00 PM, followed by the Compliance meeting at 5:00 PM and Executive meetings at 5:30 PM. On dates when the Fiscal and Executive Committee meetings are concurrent, the Fiscal meeting will be held at 4:00 PM and directly followed by the Executive meeting at 5:00 PM.

Note: All in person meetings are held at the Sharon Bulova Center located at 8221 Willow Oaks Corporate Dr, Fairfax, VA 22035 in Suite 3-314 West.

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW YEAR'S DAY COUNTY CLOSED	2	3
4	5	6	7 House of Appropriation (10 AM)	8	9	10 Fairfax County General Assembly Public Hearing (Tentative)
11	12	13	14	15	16	17
18	19 MARTIN LUTHER KING COUNTY CLOSED	20 VACSB LEGISLATIVE CONFERENCE (1/20- 1/21)	21 FISCAL OVERSIGHT COMMITTEE 4:00 P, EXECUTIVE COMMITTEE 5:00 P	22	23	24
25	26	27	28 CSB FULL BOARD 5:00 P	29	30	31

EVENTS

BUDGET

- January FCPS Superintendent releases FY 2027 Proposed Budget.
- CSB Board member testimony House, Senate Finance Committee, and State Budget.

LEGISLATIVE & OTHER

- VACSB Legislative Conference in Richmond, VA.
- Medicare publishes updates to Physician Fee Schedule.
- CSB staff updates the fee schedule.

BOARD ACTIONS

- Adopt the 2026 annual calendar.

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 SERVICE DELIVERY OVERSIGHT COMMITTEE 5:00 P	12	13	14
15	16 PRESIDENT'S DAY COUNTY CLOSED	17 County Executive releases FY27 Advertised Budget Plan	18 FISCAL OVERSIGHT COMMITTEE 4:00 P EXECUTIVE COMMITTEE 5:00 P	19	20	21
22	23	24 Joint County/School Budget Committee discuss FY27 Budget and tax rate	25 CSB FULL BOARD 5:00 P	26	27	28

EVENTS

BUDGET

- Feb. School Board holds public hearings on Budget.
- Feb. 17th County Executive releases FY27 Advertised Budget Plan.
- Feb. School Board Adopts FY27 (proposed) Budget Plan
- Feb. 24th Joint County/School Budget Committee discuss FY27 Budget and tax rate.

LEGISLATIVE & OTHER

- CSB Board reviews updated fee schedule as an informational item.
- Q3 Submission to DMB.
- FY Strategic Plan Mid-Year Accomplishments
- CSB Status Report Q2

BOARD ACTIONS

- The School Board holds public hearings on Budget.
- The CSB Board reviews the updated fee schedule as an informational item.

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 BOS Advertises FY27 tax rate and FY26 Third Quarter Review	18 FISCAL OVERSIGHT COMMITTEE 4:00 P EXECUTIVE COMMITTEE 5:00 P	19	20	21
22	23	24	25 CSB FULL BOARD 5:00 P	26	27	28
29	30	31				

EVENTS

BUDGET

- Mar. 17th BOS Advertises FY26 tax rate & FY26 Third Quarter Review

LEGISLATIVE & OTHER

- CSPC Measures Q2 Report
- Prep CB input for Human Services Council FY Budget Testimony; BOS Budget Hearings in April.

BOARD ACTIONS

- CSB Board votes to approve the fee schedule and submits it to BOS for implementation. Work with BOS Clerk to add informational Board Item to the upcoming BOS meeting.
- Select Board Members for Testimony.

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 SERVICE DELIVERY OVERSIGHT COMMITTEE 5:00 P	9	10	11
12	13	14 School Board Presents FCPS Budget to BOS BOS holds public hearings on FY27 Budget	15 FISCAL OVERSIGHT COMMITTEE 4:00 P COMPLIANCE 5:00 P & EXECUTIVE COMMITTEE 5:30 P BOS holds public hearings on FY27 Budget	16 BOS holds public hearings on FY27 Budget	17	18
19	20	21	22 CSB FULL BOARD MEETING 4:00-6:00 P (Board Retreat)	23	24	25
26	27	28 BOS marks-up FY27 Budget	29	30		

EVENTS

BUDGET

- Apr. 14th School Board presents FCPS Budget to BOS.
- Apr. 14-16th BOS holds public hearings on FY27 Budget
- Apr. 28th BOS marks-up FY27 Budget

LEGISLATIVE & OTHER

- State Performance Contract Review.
- Begin preparation for CSB Board member retreat.

BOARD ACTIONS

There is no full Board meeting in April 2026.

- CSB Board reviews updated fee schedule as an informational item.
- State Performance Contract Review (informational item).
- Appointment of CSB Officer Nominating Committee.

Policy Number: 0005
Policy Title: Definitions
Date Adopted: February 25, 2026

Purpose

To define selected used in policies.

Policy

In order to clarify references to the Community Services Board in policy statements, different terms will be used to refer to the members of the CSB Board and the agency.

1. "Administrative Policy Board" also known as the "CSB Board" refers to the citizen governing Board appointed by the Fairfax County Board of Supervisors, the Council of the Cit of Fairfax, the Council of the City of Falls Church, and the Sheriff of Fairfax County and City.
2. "CSB" refers to the Community Services Board as an agency.

Approved _____
Secretary

Date

Policy Adopted: December 20, 1989
Revision Adopted: December 22, 1993
Revision Adopted: April 23, 1997
Revision Adopted: March 29, 2000
Policy Readopted: April 23, 2003
Policy Readopted: April 26, 2006
Policy Readopted: February 25, 2009
Revision Adopted: December 17, 2014
Revision Adopted: July 24, 2019
Policy Readopted: February 25, 2026

Policy Number:	1200
Policy Title:	Definition of Policy, Regulation and Procedure
Date Adopted:	February 25, 2026

Purpose

To define CSB Board policies, related regulations, and procedures.

Policy

The CSB Board is empowered by State Code to, among other things, develop policies concerning the operation of services under its direction or supervision. Promulgation of regulations and operating procedures is delegated to the Executive Director, except when federal, state or local law requires that the CSB Board formulate and adopt specific types of regulations or when the CSB Board determines that a matter of such importance that the CSB Board deems it necessary to promulgate and adopt a regulation.

1. Policy defined as a definite course of method of action established in consideration of given conditions to guide and determine present and future decisions. Policies are adopted by the CSB Board.
2. Regulation is defined as a mandatory rule applied to agency widely. Where applicable, regulations must be consistent with policies of the Board of Supervisors of Fairfax County, and the Department of Behavioral Health and Developmental Services (DBHDS). Unless otherwise directed by the CSB Board, all regulations are issued by the Executive Director. CSB internal website, copies of which will be made available to the CSB Board as requested.
3. Operating procedure is defined as a formally stated method of carrying out a policy, regulations, or program practice and usually refers to a specific program area. Procedures are issued at the discretion of Service Directors, the Medical Director, and other senior staff designated by the Executive Director.
4. The CSB Board may review, amend or revoke and policy.

Approved _____
Secretary

Date

Reference: §37.2-504 of the Virginia Code

Policy Adopted: December 20, 1989

Revision Adopted: August 24, 1994

Revision Adopted: April 23, 1997

Revision Adopted: March 29, 2000

Revision Adopted: June 25, 2003

Revision Adopted: February 18, 2009

Policy Readopted: March 25, 2009

Revision Adopted: January 28, 2015

Revision Adopted: September 25, 2019

Policy Readopted: February 25, 2026

Policy Number: 1400
Policy Title: Executive Director
Date Adopted: February 25, 2026

Purpose

To state the authority of the Board as it relates to the Executive Director, as well as the authority and responsibilities of the Executive Director.

Policy

The Board will participate with Fairfax County government in the appointment of the Executive Director, to whom it will delegate the authority and responsibility for the overall management of the Fairfax-Falls Church Community Services Board (CSB) in accordance with Board policies. The Board will participate with the Fairfax County government in the annual evaluation of the performance of the Executive Director.

The Executive Director is responsible for the following functions:

1. Provides overall leadership and professional direction to the clinical operations of largescale health care system which provides and coordinates a system community-based supports for individuals and families in Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental delay, developmental disability, serious emotional disturbance (youth), mental illness and /or substance use disorders.
2. Provides overall leadership and professional direction to the administrative operations of the agency, including
 - Revenues must be consistently monitored and expenditures adjusted to stay within the budget.
 - Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and Managed Care Organizations (MCO's) as well as direct client payments.
 - Serves as the appointing authority for all positions with full responsibility for hiring, promotion, separation, discipline and grievances. The staff consists of numerous professionals including psychiatrists.
 - Responsible for operations at all locations.
 - Negotiates and manages all major service-related contracts.

3. Develops the agency’s long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.
4. Serves as the chief staff person to a sixteen-member board of directors operating under the administrative policy board model in Virginia.
5. Serves as the chief liaison to elect and appointed officials as the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church)
6. Build and maintains a network of relationships with other public and private agencies, consumers and family members as well as numerous advocacy and professional organizations.
7. Ensures that a comprehensive corporate compliance program is in place and functioning so that the CSB is compliant with laws, regulations, policies and procedures in all areas of operation.
8. Participates in various planning, coordinating, and advocacy functions at the state, regional and local level.

The Executive Director has overall responsibility for managing the CSB but may delegate any of all of these functions.

In performing all of the above, the Executive Director will ensure that the CSB Board is informed sufficiently, and in a timely manner, to allow the Board to fulfill its statutory responsibilities for oversight and governance as set forth in Virginia Code §37.2-504(A)(B).

Approved _____
Secretary
Date

- Policy Adopted: September 1979
- Revision Adopted: March 1995
- Revision Adopted: March 29, 2000
- Revision Adopted: June 25, 2003
- Revision Adopted: February 18, 2009
- Policy Readopted: March 25, 2009
- Revision Adopted: November 20, 2013
- Revision Adopted: June 27, 2018
- Policy Readopted: February 25, 2026