

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
FISCAL OVERSIGHT COMMITTEE MEETING MINUTES
NOVEMBER 14, 2024**

The CSB Fiscal Oversight Committee met in regular session at the Sharon Bulova Center located at 8221 Willow Oaks Corporate Drive, Room 3-314 West, Fairfax, VA 22031.

1. Meeting Called to Order

Committee Chair Andrew Scalise called the meeting to order at 4:06 PM.

2. Roll Call, Audibility, and Preliminary Motions

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

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

Also present: Deputy Director of Administrative Operations, Jean Post; Deputy Director of Clinical Operations, Abbey May; Director of Medical Services, Dr. Debra O’Beirne; Chief Financial Officer Elif Ekingen; Director of Analytics & Evaluation, Linda Mount, and Board Clerk Sameera Awan.

3. Matters of the Public

No matters 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 Fiscal Oversight Committee Meeting held on November 14, 2024, were presented for review and revision.

COMMITTEE MEMBER BETTINA LAWTON MOTION TO ADOPT THE MINUTES ON THE NOVEMBER 14, 2024, FISCAL COMMITTEE MEETING AS AMENDED. THIS MOTION WAS SECONDED BY COMMITTEE MEMBER KAREN ABRAHAM.

THE MOTION TO ADOPT WAS APPROVED BY DAN SHERRANGE, KAREN ABRAHAM, ANDREW SCALISE, PATRICIA ZISSIOS, AND EVAN JONES.

6. Administrative Operations Report

Deputy Director of Administrative Operations Jean Post presented the CSB Human Resources Positions Vacancy Report (referring to Agenda Item #6.1). The first table highlights the number of agency vacancies by pay period. The vacancy count has decreased from 119 to 108 due to two factors: the team's hard work in expediting onboarding processing and the removal of six discontinued merit positions.

The report also noted that vacancies have increased in the Behavioral Health Outpatient Program (BHOP) and decreased in Support Coordination. In the Human Resources (HR) department, there are 17 merit positions with 2 vacancies, both tied to new positions established through workforce planning and active recruitment. In Data Analytics, there are 3 vacancies, two are newly vacated, and one is in active recruitment.

On the Budget, Revenue Management, and Compliance and Risk Management teams there are 27 positions with 2 vacancies. Both vacancies are pending prior workforce planning efforts, requiring coordination with the Department of Human Resources.

The turnover report showed that, for FY24, the merit position turnover rate was 10.79% (rounded to 11%). For FY25, the rate has risen to 20.7% reflecting 43 separations, including 29 resignations, 8 retirements, 3 transfers out, 1 separation by the CSB, and 2 classified as "other." 21 individuals participated in the exit survey, amounting to approximately 50% completion rate. Cited reasons include supervision and management (1 individual); and significantly higher pay (7 individuals). No specific trends have emerged as a primary reason for separation. When asked if they would recommend the CSB as an employer, 76% of respondents said yes, exceeding the national average of 68%. Similarly, when asked if they would consider returning to the agency in the future, 76% said yes, compared to the national mean of 60%.

7. Clinical Operations Report

Deputy Director of Clinical Operations Abbey May presented the Adult Behavioral Health Outpatient (BHOP) and the Youth Outpatient Time-to-Treatment reports, referencing Agenda Items #7.1 and #7.2. Adult BHOP reported positive progress as the overall term of outreach decreased from 12 days in September to 11 days ;76% of clients were offered an appointment within 14 days. While the report indicated a slight increase in BHOP vacancies, there has been significant recruitment activity, with nine offer letters extended.

In Youth Outpatient the time-to-treatment metrics also look promising. The average wait time remained steady at 10 days until the first available appointment;87% of clients were offered an appointment within 14 days, marking the lowest wait time in 13 months. However, referrals for youth services have slightly decreased. Notably, the suicide assessment typically administered in schools often leads to an increased referrals, so changes are anticipated in the near future.

Director of Analytics & Evaluation Linda Mount presented the CSB Status Report and Quarterly Performance Measures, focusing on data from September, as referenced in Agenda Item #7.4.

Overall, the numbers have remained relatively stable, as there were increases in some programs offsetting decreases in others.

In adult behavioral health, there have been increases in outpatient services, developmental disabilities (DD) support coordination, employment and day services, medication-assisted treatment (MAT), and emergency services; this 8% increase compared to last year, driven primarily by adult BHOP, MAT, the ACT program, and peer services. These are balanced by decreases in residential programs, reducing their census through attrition. Behavioral health outpatient services typically drop in numbers during the summer. However, there has been an increase in youth receiving MAT and peer services compared with this time last year, while the demand for mental health outpatient and case management services has decreased. There is a 6% decrease in behavioral health residential services, partly due to reductions in contracted residential support and services through attrition. However, there have been increases in substance use disorder (SUD) residential programs. In the Research-Intensive Care Program, the numbers are steady. Behavioral health employment and day services have been trending upward, showing a 26% increase compared to last year. This growth is primarily from the Supported Employment Program, which is filling vacancies that existed last year. Developmental disabilities (DD) residential services are trending downward as directly operated group homes reduce their census and transition individuals to waivers. DD employment and day services have remained steady, with a slight dip over the summer, but are now at typical levels.

Entry and referral numbers have been trending higher, with increased demand across adult and youth services. Although there was a drop over the summer, compared to July 2024, screenings and assessments have actually increased by over 22%.

Emergency services have seen a 4% increase compared to last year, reflecting increased demand. The Co-Responder Program has expanded, and more individuals are being served through the Community Response Team.

Lastly, the numbers for the Juvenile Detention Center and Health Detention services have decreased slightly, with a minimal drop in the number of individuals served, representing a 4% decrease compared to last year.

8. Financial Status

Chief Financial Officer Elif Ekingen presented updates on the Modified Fund Statement and the Expenditures-Budget vs. Actuals Financial Reports, as outlined in Agenda Item #8.1. Quarterly payments were reflected on the revenue side, with income projections in the last column. These figures represent the amount that has been billed and collected, and they also serve as the expected year-end actual numbers. Other revenue items are tied to service charges, with a moderate to conservative forecast in place. While these numbers may increase, this is not a cause for concern, as the forecast is simply a budgeting estimate for the fiscal year-end. Including state income and city-related increases, the projected year-end revenue is expected to slightly exceed the budget of \$11 million.

9. Adjournment

COMMITTEE CHAIR ANDREW SCALISE MOTIONED TO ADJOURN THE MEETING AT 5:45 PM.

December 11, 2024

Date Approved



Clerk to the Board

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