

CSB Fiscal Oversight Committee
Pennino Building,
12011 Government Center Parkway, Suite 836
Fairfax, VA
November 9, 2018
Meeting Agenda

Agenda Item	Facilitator
Meeting Called to Order	Captain Basilio 'Sonny' Cachuela, Jr
Deputy Director, Administrative Operations Report <ul style="list-style-type: none">• Introduction of Jessica Burris, Chief Financial Officer• FY 2019 Modified Fund Statement<ul style="list-style-type: none">○ will be emailed Nov. 16, 2018	Mike Goodrich
Review of October 19th Meeting Minutes	Captain Basilio 'Sonny' Cachuela, Jr
Deputy Director, Clinical Operation Report <ul style="list-style-type: none">• Springfield MH Center Closure Update• Diversion First• Time to Treatment	Lyn Tomlinson
Financial Status <ul style="list-style-type: none">• Pay Period Metrics	Mike Goodrich
HR Update <ul style="list-style-type: none">• Position Status	Marta Cruz
Open Discussion	
Adjourn	

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CSB Fiscal Committee Meeting Minutes

Date: October 19, 2018

Attending: Members; Jennifer Adeli; Gary Ambrose; Ken Garnes; Suzette Kern;

Absent: Chair, Basilio 'Sonny' Cachuela, Jr.; Members Bettina Lawton and Edward Rose

Staff: Daryl Washington, Lyn Tomlinson, Mike Goodrich; Robyn Fontaine, Marta Cruz

Summary of Information Shared/Decisions:

Review of meeting minutes

Committee members reviewed and accepted the minutes of the September 21, 2018 meeting as presented.

Financial Status

Robyn Fontaine distributed a revised Modified Fund Statement (MFS) noting the format had been revised to simplify and clarify the data provided. Highlights of the data included:

- FY 2019 projections were included in the MFS as stated at the September meeting.
- An overview of the FY 2018 Carryover Actions was provided some highlights are:
 - The Medicaid Replacement Fee includes FY 2019, estimated at \$700K and FY 2020 at an estimated \$2.5M. In order to provide a projected Recovery Rate for Medicaid billing, a baseline will need to be established, anticipated to require a revenue cycle of 60-90 days.
- There is a projected reduction in Medicaid revenue of approximately \$1M attributed to Medicaid Expansion revenue projections and remaining ITC (Infant & Toddler Connection) funds still to be moved to DFS (Department of Family Services) following the move of the ITC to program to DFS.
- Projected End of Year balance is approximately \$13.5M.

Administrative Operations Report

Mike Goodrich provided an overview of recent administrative activities to include:

FY 2020 Budget Update

- This information was included in Ms. Fontaine's Financial Status Report.

FY 2020 Budget Submission Update

- The requested budget items for the FY 2020 Budget Submission have an estimated total cost of \$20M including a requested 17 Full Time positions. Also included were projections for Recovered Costs, Contract and Lease Rate Adjustments, and Revenue from the Cities, further reporting that Compensation and Fringe Benefits are in development.

CIP – Capital Improvement Projects

- Priorities remain mostly unchanged. Plans include participation with the Office of Strategy Management (OSM).
- Mr. Washington added that, in recognition of the \$5M dollar appropriation for Special Projects/Facilities Improvements for renovation of Boys Probation at Woodburn Place Crisis Care Program, some revision of CIP priorities may occur to include priority treatment for mold at Crossroads, and facility updates, including ADA compliance accommodations, to Cornerstones, A New Beginning, and Fairfax Detoxification. Additional requests may include establishment of Intermediate Care Facilities (ICF) for individuals with Developmental Disabilities.

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- Additional requests not currently on the CIP, but with a possible affect/impact the SB include consideration of a public /private partnership for use of the East County building (Baileys Crossroads area), and consideration of use of the North County Corridor (Reston).

Financial Positions Update

- Jessica Burris was hired as Chief Financial Officer, starting October 29, 2018.
- Two Financial Specialists II's (FS II) were recently hired, also starting October 29, 2018.
- LaKeisha Kennedy-Flores, Business Operations Director, recently offered her resignation to take a position with the Office of Strategy Management in mid-November. The ad for this position will be placed in early November, noting the advertisement will be placed widely including on human services job sites.

Human Resources (HR) Update

Marta Cruz reviewed the HR update report including the following:

- The total Vacant General Merit positions, as of October 13, 2018, was 120.
- Providing an overview of the critical area vacancies, some highlights were included:
 - Recent implementation of a retention incentive stipend for Clinical Psychologist/Independent Evaluators for Emergency Services/Mobile Crisis Unit.
 - The procedure of overfilling vacant positions has had positive results in Behavioral Health Outpatient services.
 - It was noted the position of Sr. Clinician in Youth & Family remains a tremendously difficult position to fill.
 - Acknowledging there are 14 vacant DD Specialist II positions, it was noted there are some pending hires that will lower this number, further noting that FY 2018 has seen a significant decrease in turnover of this position.
 - Ms. Cruz and HR staff have conducted an analysis to identify the positions with the highest turnovers, allowing for targeted intervention plans to reduce staff turnover.
 - Mr. Washington reported that workforce planning is a primary focus of Executive Leadership, noting recent efforts include the hiring of a full-time recruiter, as well as efforts by Human Resources staff to streamline the onboarding process including employee training.
- Staff was asked to revise the HR Update Report to remove the Vacancy Breakeven Point line on the Vacant General Merit Positions chart.

Clinical Operations Report

Lyn Tomlinson provided an update on the contract for medical clearance services, noting it is anticipated to be signed today. Inova has identified available staff to provide the service, which is anticipated to be implemented in January.

The Drug court has launched and is ready for the first participant noting that some recent delays involve jurisdiction, where the individual is required to be transferred to another county for processing, a not uncommon process.

Time to Treatment reports, in the new format, were provided. It was noted that the Springfield metric will be removed from the Youth report as that program has successfully moved to Merrifield. Review of the Adult report showed the disparity in August (2018) between Assessed for Services and Attended First Treatment, that is primarily attributed to methodology. Staff is examining the data tracking process to determine the factors that contribute to these results. It was reported that additional data being tracked includes the percentage of individuals that are attending their first session within 10 days, as required in STEP-VA, and the number of individuals offered an initial appointment within 10 days, who cancel or don't show. Recognizing that there is also a human

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factor, staff is reaching out with pre-services calls to encourage attendance at scheduled appointments.

Offering a reminder of the CSB site tours and program review on October 18th, by DBHDS (Department of Behavioral Health and Developmental Services) Commissioner Hughes Daryl Washington provided an overview of the day's events. Sites visited included The Joe and Fredona Gartlan Mental Health Center and the Merrifield Center. Topics of discussion included the volume of individuals requesting treatment at the CSB, the Community Services Performance Contract, STEP-VA, and current state funding and regulations.

There being no further business to come before the Committee, the meeting was adjourned at 10:28 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Remove Vacancy Breakeven Point line on the Vacant General Merit Positions chart. – Marta Cruz

Issues to Communicate to CSB Board:

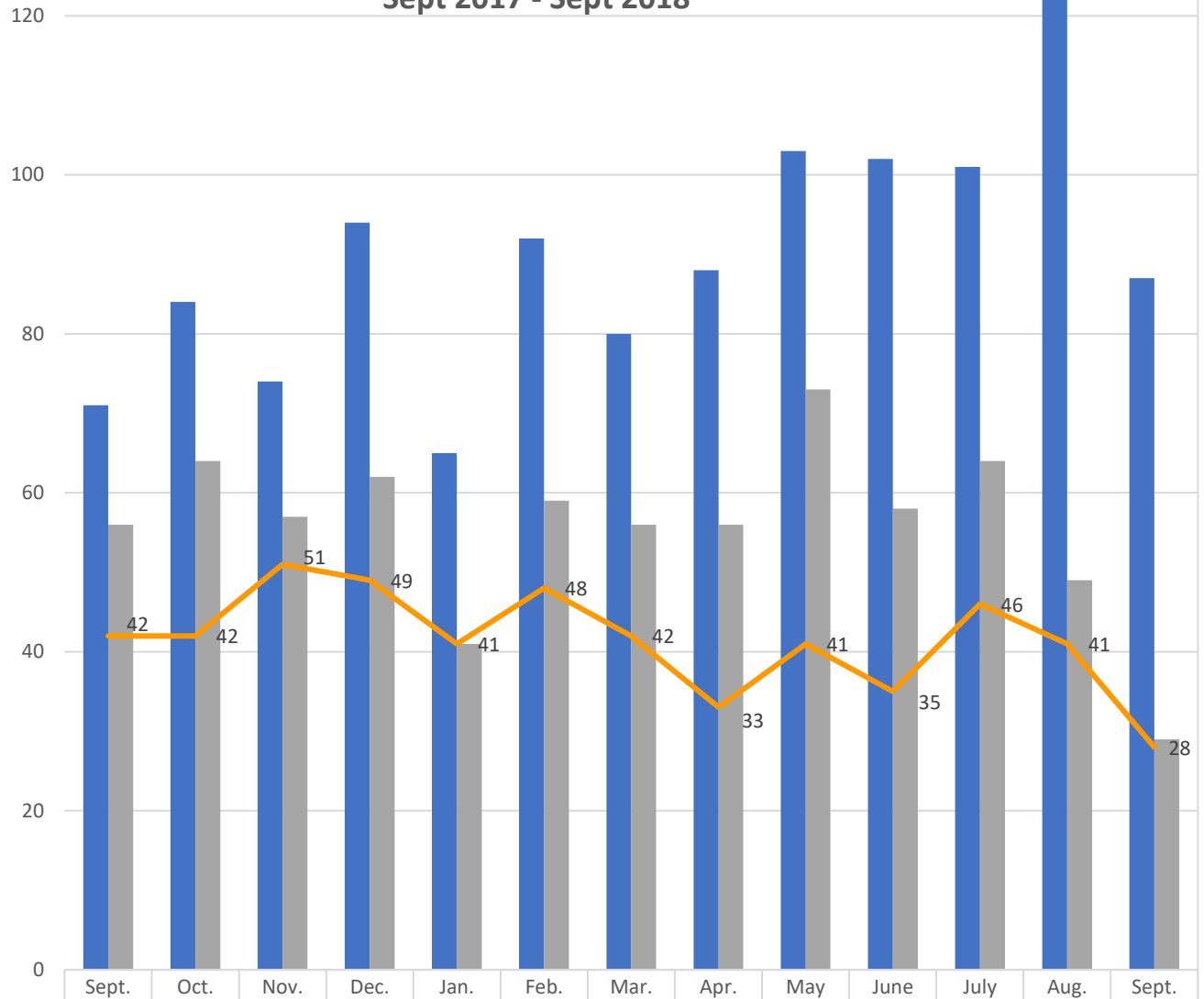
Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, November 9, 2018, 9:00 am

Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

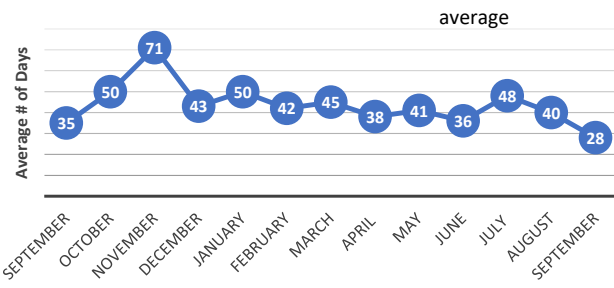
Adult Outpatient Time from Assessment to Treatment - Sept 2017 - Sept 2018



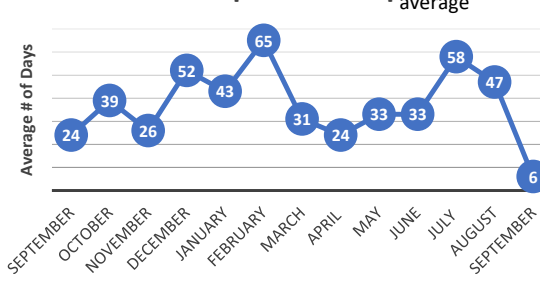
■ # of Adults Assessed for Outpatient Services	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
■ # of Adults Who Attended First Treatment Appointment	71	84	74	94	65	92	80	88	103	102	101	123	87
— Average # of days from Assessment to Treatment	56	64	57	62	41	59	56	56	73	58	64	49	29
	42	42	51	49	41	48	42	33	41	35	46	41	28

Adult Time to Treatment - Sept 2017 - Sept 2018 by Site

**Average Time to Treatment -
Merrifield - Sept 2017- Sept 2018**



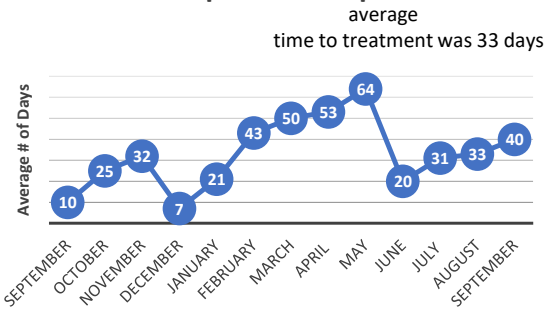
**Average Time to Treatment -
Gartlan - Sept 2017 - Sept 2018**



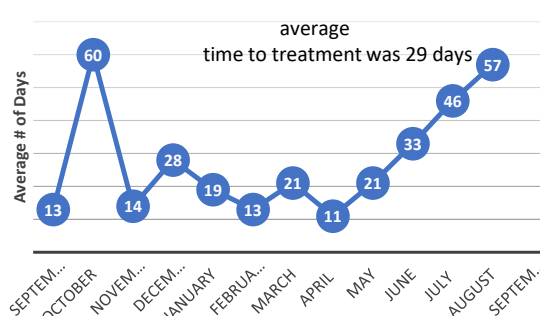
Notes

- * Typically higher staff vacancies are correlated with increased time to treatment
- * Springfield Mental Health will close to Adults in October 2018
- * The average calculations are based on a 90 day window to begin treatment services.
- * Engagement and Outreach to individuals while waiting for treatment to begin

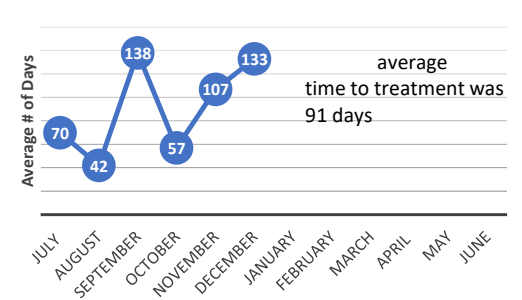
**Average Time to Treatment -
Reston - Sept 2017 - Sept 2018**



**Average Time to Treatment -
Chantilly - Sept 2017-Sept 2018**

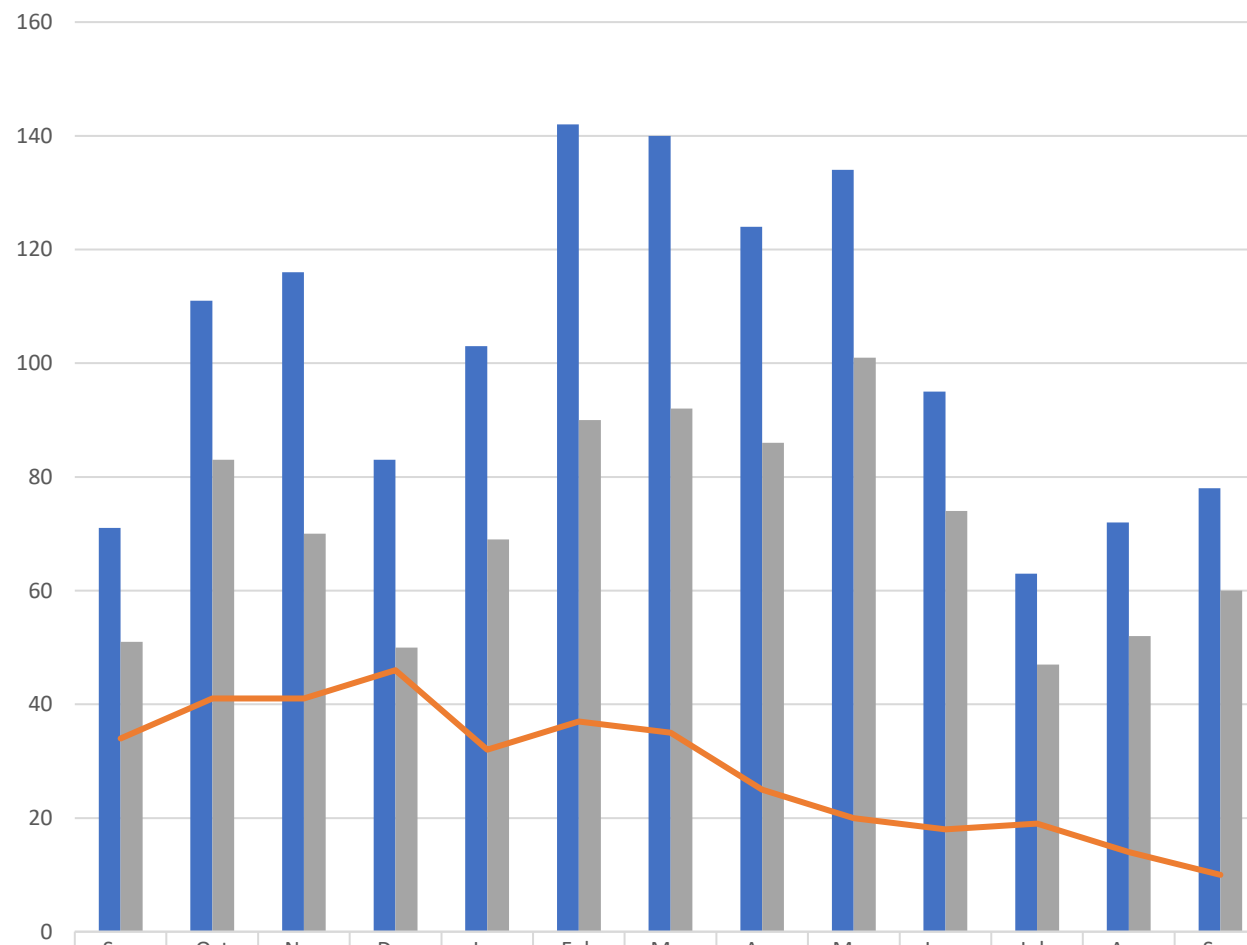


**Average Time to Treatment -
Springfield - FY 2018**



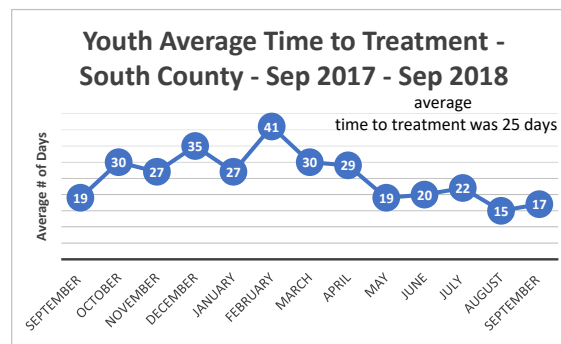
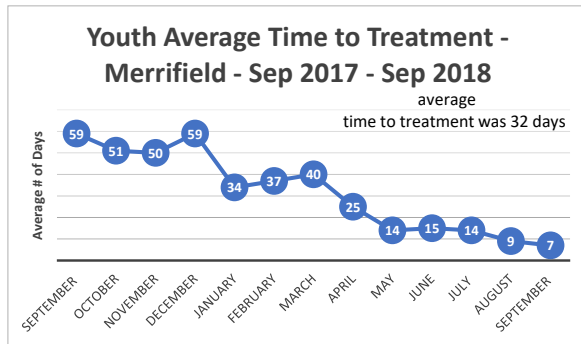
Data Source: Credible Report 1909 - Adult Time to Treatment - Sept. 1, 2017 - Nov. 5, 2018

Youth Outpatient Time from Assessment to Treatment Sep 2017 - Sep 2018



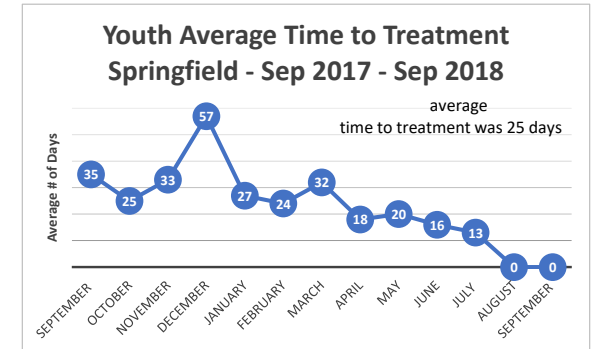
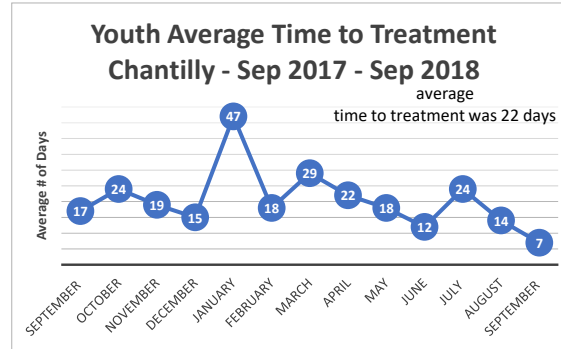
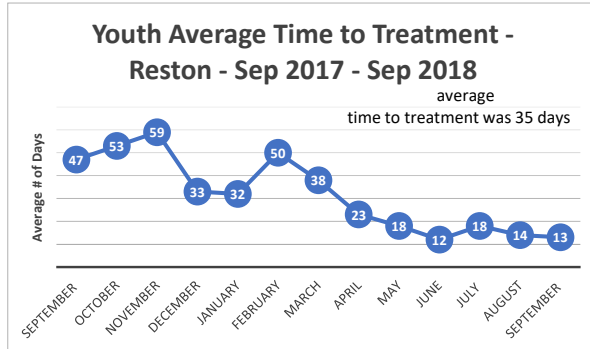
■ # of Youth Assessed for Outpatient Services	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
■ # of Youth Who Attended First Treatment Appointment	71	111	116	83	103	142	140	124	134	95	63	72	78
— Average # of days from Assessment to Treatment	51	83	70	50	69	90	92	86	101	74	47	52	60
	34	41	41	46	32	37	35	25	20	18	19	14	10

Youth Time to Treatment - Sep 2017 - Sep 2018 by Site



Notes

- * Typically higher staff vacancies are correlated with increased time to treatment.
- * Business process changes to decrease time to treatment were put in place in May 2018.
- * Springfield MH Center stopped youth OP in Sept. 2018
- * Time to treatment measured in calendar days.



Data Source: Credible Report 1864 - Youth Time to Treatment Sept. 1, 2017 - Nov. 5, 2018

FY 2019 Pay Period Metrics PP 14-26

Category/GL	FY 2019 ABP Millions \$	PP Target July- Dec PP 14-26	PP Target Jan- June PP 1-13	Check
Merit Salary (500000, 500050, 500090)	\$70.37	\$2,706,594	\$2,706,594	\$70,371,431
Non-Merit Salary (500090)	\$5.95	\$228,864	\$228,864	\$5,950,457
Shift (500100)	\$0.22	\$8,323	\$8,323	\$216,400
OT (500110)	\$1.12	\$43,252	\$43,252	\$1,124,557
Stipends (500140)	\$0.31	\$11,833	\$11,833	\$307,650
Leave Pay-Out (500150)	\$0.60	\$23,077	\$23,077	\$600,000
Fringe (501000)	\$35.00	\$1,313,143	\$1,378,800	\$34,995,248
TOTAL	\$113.57	\$4,335,085	\$4,400,742	\$113,565,743

Summary

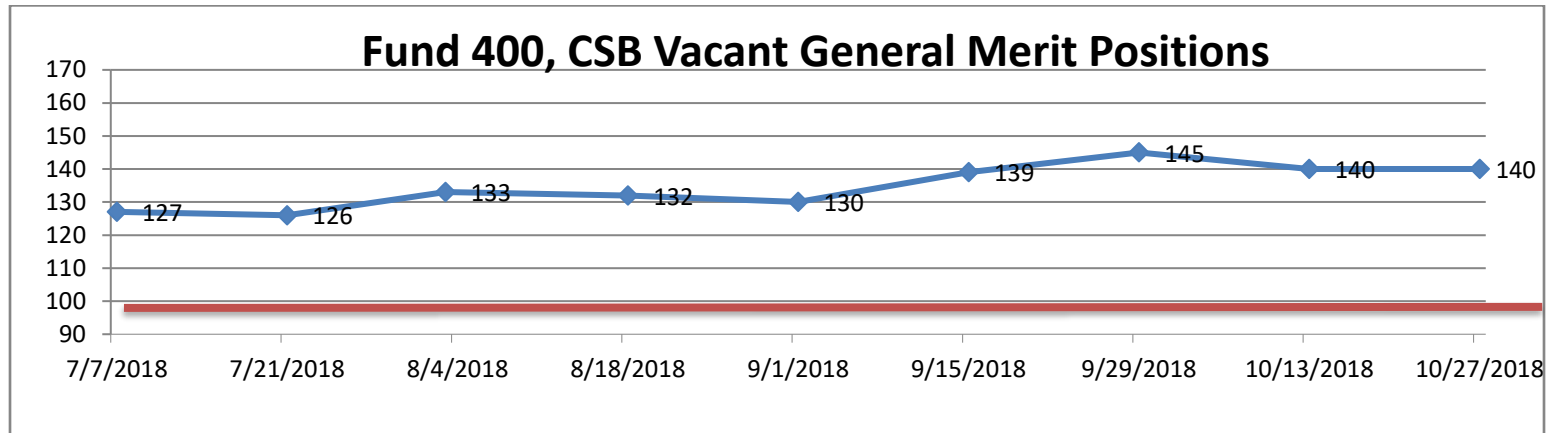
* As of PP21, CSB had 145 vacant general merit positions, 45 above the VBP of 100.

Actual Data	FY 2018 Accrual Reversal	PP 14 Actual	PP 15 Actual	PP 16 Actual	PP 17 Actual	PP 18 Actual	PP 19 Actual	PP 20 Actual	PP 21 Actual	YTD
Merit Salary (500000, 500050, 500090)	(\$1,281,881)	\$2,536,913	\$2,562,050	\$2,688,001	\$2,630,989	\$2,618,127	\$2,617,999	\$2,593,861	\$2,602,561	\$19,568,621
Non-Merit Salary (500090)	(\$135,237)	\$271,860	\$266,171	\$270,174	\$274,801	\$270,946	\$264,663	\$278,516	\$274,272	\$2,036,168
Shift (500100)	(\$4,142)	\$8,334	\$8,098	\$8,937	\$7,965	\$7,917	\$7,944	\$8,159	\$7,867	\$61,078
OT (500110)	(\$31,210)	\$65,493	\$35,199	\$37,194	\$34,860	\$36,457	\$53,035	\$30,545	\$66,201	\$327,775
Stipends (500140)	(\$4,200)	\$9,273	\$10,573	\$8,880	\$8,912	\$10,669	\$9,345	\$8,776	\$13,041	\$75,268
Leave Pay-Out (500150)	(\$25,330)	\$23,356	\$3,243	\$13,499	\$32,517	\$50,304	\$56,334	\$101,752	\$30,393	\$286,066
Fringe (501000)	(\$596,811)	\$1,238,786	\$1,229,633	\$1,326,682	\$1,257,455	\$1,249,714	\$1,257,604	\$1,246,336	\$1,250,407	\$9,459,806
TOTAL	(\$2,078,810)	\$4,154,015	\$4,114,966	\$4,353,367	\$4,247,499	\$4,244,133	\$4,266,925	\$4,267,945	\$4,244,743	\$31,814,782

Fiscal Oversight Committee

CSB HR Update

November 9, 2018



Vacancies in critical areas *(includes all merit positions (regular and grant) that are "funded")*

Service area/program	July	August	September	October	November
Emergency Svcs/MCU	5	5	7	8 total: 1 Clinical Psychologist 7 Crisis Intervention Spec	7 total: 1 Clinical Psychologist 6 Crisis Intervention Spec
Behavioral Health Outpatient Svcs.	8	5	4	5 total: 2 BH Supervisor 1 Sr. Clinician 1 BH Nurse 1 BHSII	5 total: 2 BH Supervisor 1 Sr. Clinician 1 BH Nurse 1 BHSII
Youth & Family – Outpatient Svcs.	8	8	9	9 total: 7 Sr. Clinicians 2 BH Spec II	9 total: 1 BH Manager 7 Sr. Clinician 1 BH Spec II
Support Coordination	21	19	14	15 total: 1 DD Spec III 14 DD Spec II	14 total: 14 DD Spec II
ADC/ Jail Diversion	5	12	9	12 total: 7 BH Spec II 1 BH Spec I 1 BH Sr. Clinician 2 BH Supervisor 1 Nurse	10 total: 5 BH Spec II 1 BH Spec I 1 BH Sr. Clinician 2 BH Supervisor 1 Nurse
Compliance & Risk Management	9	9	10	10 total: 2 MAIII 7 MAII 1 Compliance Program Coordinator	10 total: 2 MAIII 7 MAII 1 Compliance Program Coordinator