



Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Suzette Kern, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 1 - Room 308 A/B

Wednesday, January 23, 2019, 5:00 p.m.

1. **Meeting Called to Order** Suzette Kern 5:00 p.m.
2. **Matters of the Public** Suzette Kern
3. **Amendments to the Meeting Agenda** Suzette Kern
4. **Approval of the December 19, 2018 CSB Board Meeting Draft Minutes** Suzette Kern
5. **Director's Report** Daryl Washington
6. **Matters of the Board**
7. **Committee Reports**
 - A. Behavioral Health Oversight Committee Gary Ambrose
 - B. Compliance Committee Suzette Kern
 - C. Developmental Disabilities Committee Sheila Jonas/Jane Woods
 - D. Fiscal Oversight Committee Captain Basilio 'Sonny' Cachuela, Jr.
 - E. Other Reports Suzette Kern
 - Legislative Testimony, January 2019 Board Member Speakers
 - Ad Hoc Partner Feedback Cmte Suzette Kern
8. **Staff Presentation**
 - A. Engagement, Assessment and Referral Louella Meachem
9. **Action Item**
 - A. Approval of Amended CSB Board Bylaws Suzette Kern
10. **Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).**
11. **Adjournment**

Fairfax-Falls Church Community Services Board

December 19, 2018

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Suzette Kern; Chair; Jennifer Adeli; Daria Akers; Gary Ambrose; Ken Garnes; Rachna Sizemore Heizer; Sheila Coplan Jonas; Bettina Lawton; Edward Rose; Nancy Scott; and Diane Tuininga; and Jane Woods

The following CSB Board members were absent: Thomas Burger; Basilio 'Sonny' Cachuela Jr; and Adrienne Walters

The following CSB staff was present: Daryl Washington; Georgia Bachman; Jessica Burris; Lucy Caldwell; Cynthia Evans; Mike Goodrich; Cynthia Tianti; and Lyn Tomlinson

Guests: Mark Blackwell

1. Meeting Called to Order

Suzette Kern called the meeting to order at 5:00 p.m.

2. Recognition

Suzette Kern, offering a reminder that Mark Blackwell had accepted a position as Recovery Director with the Department of Behavioral Health and Developmental Services (DBHDS), presented a certificate of recognition from the Board to Mr. Blackwell, adding her personal thanks for all of his efforts in the Office of Consumer and Family Affairs.

3. Matters of the Public

None were presented.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Ms. Kern noted an Action Item had been added to the agenda, further noting that proposed revision to the CSB Bylaws would be put forth for approval to post for public comment. Acknowledging no further revision recommendations, the agenda was accepted as revised.

5. Approval of the Minutes

Draft minutes of the November 28, 2018 meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no suggestions for revision were offered, Edward Rose made a motion for approval, which was seconded and passed.

6. Director's Report

Executive staff provided several agency updates, some highlights of which are listed below:

Lyn Tomlinson provided updates to recent activities in clinical services to include:

- Confirming an anticipated launch in January 2019, ARTS (Addiction Recovery Treatment Services) continues to be a primary focus. Efforts include:
 - Collaboration with DMAS (Department of Medical Assisted Services) for implementation in outpatient and residential services is ongoing. Recent efforts include work on several dependent infrastructure elements to include clinical programs, Informatics/form revision, and billing.
 - Continuing efforts to update business efficiencies includes collaboration with direct services staff to address paperwork reduction.
- Interviews for the Behavioral Health Outpatient and the Office of Consumer and Family Affairs Service Directors are nearing conclusion.

Daryl Washington provided further updates, a summary of which is recorded below:

- Initial analysis of Medicaid Expansion eligibility of an estimated 600 current clients remains unchanged. Vigorous efforts to assist with and encourage enrollment are ongoing. These include:
 - Personal, on-site assistance.
 - Wide distribution of a telephone number and website address for assistance.
 - Additionally, a BAA (Business Associate Agreement) between CSB Informatics and Medicaid to allow sharing of enrollment and activation data has been signed.
- Drawing attention to the meeting materials, Mr. Washington referenced the *DBHDS Budget Package as Proposed in the Governor's Budget Bill*, highlights included:
 - STEP-VA funding of \$10.6M has been reduced by \$1.6M for Project REVIVE (kits) as the initial funding was insufficient to the program needs. Distribution decisions for the remaining \$9M to VA CSBs remains unknown.
 - The proposed \$7.3M for Community Behavioral Health includes funding for permanent supported housing and discharge assistance planning for individuals moving into the community from the state hospitals. At this time, distribution plans for these funds to each of the VA CSBs remains unknown.
 - Of particular note is the reservation of \$7M for unrealized CSB revenue if it is needed. Mr. Washington clarified that to qualify for this assistance, the CSB requesting assistance is required to demonstrate extreme efforts with Medicaid enrollment and billing compliance.
 - Members requested review of legislative testimony to determine if any revision is needed to address this state budget update.
 - Addressing a question related to additional funding for DD Waivers, an item not addressed in the documentation provided, Mr. Washington observed that this budget item is most likely included in the DMAS budget. This matter will be reviewed further with an update will be provided to the Board.
- Mr. Washington announced that during his holiday leave of two weeks, Mike Goodrich will be Acting Executive Director for the first week, Lyn Tomlinson will be Acting Executive Director for the second week. Mr. Washington further confirmed he will be available by phone for urgent communication.

- The results of a time analysis for site usage and staff hours, it has been decided to modify some of the hours at several CSB sites, to include:
 - South County hours will extend to be open one hour later one evening each week.
 - Chantilly hours will be modified to close at 8:00 p.m. instead of 9:00 p.m. on Tuesday and Thursday nights each week. Announcement of this change will be widely distributed before being implemented in February 2019.
 - Reston/NorthWest Center hours will be modified to close at 8:30 p.m. instead of 9:00 p.m. Two nights each week.
- DBHDS Chief Clinical Officer Alexis Aplasca, MD was provided a tour of the Merrifield Center on Tuesday, December 17th paying particular attention to the BeWell program related to integration of primary and behavioral healthcare in the CSBs across the state. Confirming a six-month extension to funding of the BeWell program, CSB staff will confirm and provide the program funding expiration date to the Board. CBS Board Chair also requested that the board be briefed at the appropriate time as to if/how the BeWell program services will be continued after the grant funding expires.
- Mr. Washington provided a brief overview of the recent WIN presentation provided to the Human Services Council.
- Mr. Washington, noting some Board concerns related to the timing of CSB Board communications, requested clarification from County Executive, Bryan Hill and Deputy County Executive Tisha Deeghan. It was confirmed that the current procedure of initial notification to the BOS, who will then determine the method and timing of further notifications, will remain in place. Board members clarified that the Board's concerns over timely notification by staff are not limited to issues or program areas which involve notification of the BOS. Board members also reiterated the need for better communications so that the board can fulfill its statutory responsibilities as outlined in Virginia Code. Concern was specifically expressed that the Board's ability to comply with Va. Code §§ 37.2-504.A.1 and 504.A.5 was being compromised. Following this update, it was proposed that Mr. Hill and Ms. Deeghan be invited to attend a future CSB Board meeting.

6. Matters of the Board.

Daria Akers reported attending an Open House at PRS (Psychiatric Rehabilitation Services), noting an excellent tour was provided by a PRS client.

Diane Tuininga reported a meeting with Delegate 'Chap' Peterson, also attended by Nancy Scott, reporting the legislative documents designed to share at the legislative visits were very well received.

Rachna Sizemore Heizer reported attending a recent WIN meeting discussing inclusive employment workgroup. There was a discussion about designing a comprehensive website that would provide information in four primary pieces including 1) information for individuals with developmental and intellectual disabilities, 2) information for employers and community members, 3) information explaining the benefits of inclusion to the individual

and the community, and 4) a social calendar for social opportunities with a suggestion to provide the ability to rate inclusion friendly businesses.

Ms. Sizemore Heizer also reported recently moderating a Juvenile Justice panel attended by several Virginia Legislators. Discussion topics included juvenile justice initiatives and mental health courts during which the Diversion First program was positively mentioned.

Nancy Scott, in her role as CSB Board representative to the Affordable Housing Advisory Committee reported a visit with Connie Price to discuss housing in Fairfax County.

Jane Woods, providing an update to her visit with Delegate David Bulova, forwarded a request from Del. Bulova asking that once the session has started, to please forward the VACSB list of positions on related amendments and bills, including the patrons' names, in order to sign-on and support the legislation. Ms. Woods further noted a new and decreased time-line for this process necessitates a timely notification of this information.

Ms. Wood further noted that SPAN (Suicide Prevention Alliance of Northern Virginia) is scheduling an outreach and educational seminar tentatively scheduled for October 2019. Current plans include two main topics including Older Adults and Youth, further noting the possibility of some additional outreach to youth in the LGBTQ community.

Gary Ambrose reported a meeting with Delegate Marcus Simon, also attended by Edward Rose and Nancy Scott. In addition to the budget letter sent to the DBHDS Commissioner, Delegate Simon reported that individuals relating their stories is the most powerful testimony. Mr. Ambrose recommended that the Board may want to consider including individuals when developing the January 2020 testimony.

Mr. Ambrose further reported that the Northern Virginia Mental Health Foundation is currently seeking volunteers for their Board.

7. Committee Reports

A. *Behavioral Health Oversight Committee (BHOC)*

Gary Ambrose, provided highlights of the November meeting, some of which include:

- Mr. Ambrose reported that the DD Committee and Associate Members attended a joint 30-minute briefing with the BHOC members on the legislative priorities, noting some consideration into including Associate Members in the process of developing legislative talking points. Additionally, the chairs of the DD and BHOC Committees have discussed scheduling some joint meetings of the committees. Following this presentation, Suzette Kern provided an update to plans for the Partner Feedback Workgroup, Associate Members and Lyn Tomlinson provided agency updates.

The next BHOC meeting is Wednesday, January 9, 5:00 p.m. at the Merrifield Center, Level 1-Room 408/509, East.

B. *Compliance Committee*

Suzette Kern provided highlights of the December meeting:

- Members are reviewing current CSB Board member training sessions to determine topics that should be covered at initial appointment and annually to develop a Board training procedure.
- Software updates included a proposed compliance tracking software program that is expected to be fully executed by January 2019 and a third-party billing software program, AdvantEdge, that is in the implementation phase and is anticipated to be launched in February or March. Jerome Newsome has been invited to attend the January meeting to provide details of the program and update progress of the implementation
- Efforts to finalize the identification of moderate and high risk areas and the Board notification process are ongoing, including the development of a Compliance Report Tracking Tool for review and feedback by the Committee.

The next meeting is Wednesday, January 16, at 4:00 p.m. at the Merrifield Center, Level 1 - Room 308 A/B, West.

C. Developmental Disabilities (DD) Committee

Sheila Jonas, encouraging review of the meeting minutes, provided an update to the December meeting, some highlights of which included:

- Staff updates were provided by Evan Jones and Joe Rajnic.
- Four Associate Member presentations were very well received. All of the Associate Members present encouraged visits to their service locations.
- Ms. Jonas, noting the impact of site visits and meeting the individuals receiving services, recommended investigation of inviting clients/individuals to speak at future meetings, perhaps at the conclusion of the Associate Member presentations. Rachna Sizemore-Heizer supported this recommendation.

The next meeting is Wednesday, February 6 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

B. Fiscal Oversight Committee

Ken Garnes, noting the absence of Captain Basilio ‘Sonny’ Cachuela, Jr., provided highlights of the December meeting, some of which included:

- No significant change in financial status was reported. Mr. Garnes clarified a \$200K increase in Compensation and Fringe Benefits, noting it is related to holiday pay and increased hiring.
- It was noted that the current financial status does not reflect any impact from Medicaid Expansion. It is anticipated that the impact will be reflected in third quarter reports.
- There was a one-time transfer of \$5M for CIP (Capital Improvement Plan) to address immediate CSB facility needs. The funds were transferred from the FY 2018 fund balance.
- Mike Goodrich provided an overview of the CIP Process, noting it is undergoing a transformation with the establishment of the County Office of Strategy Management and of the FY 2020 Budget Forecast, reporting the

revised FY 2020 Budget Deficit is approximately \$79M, distributed at \$54.33M for the County and \$15.6M for Fairfax County Public Schools (FCPS).

- The Human Resources Update included the following highlights:
 - Marta Cruz reported no significant change in the report, further noting the number of vacant General Merit Positions remained at 141.
 - An ad has been placed to hire a full-time recruiter who can help with recruitment of hard-to-fill positions.
 - Daryl Washington is working with the Volunteer Manager to improve networking and increase pathways to employment.
 - There is a survey out to Hiring Managers seeking feedback to hiring challenges, including reasons for declining job offers. Staff and members engaged in a robust discussion.
- Lyn Tomlinson provided the Clinical Operations report, noting the following:
 - The co-responder model, christened the Community Response Team (CRT) has been established. Law Enforcement and MCU (Mobile Crisis Unit) staff respond together.
 - Efforts for partnership with Inova for Medical Clearance continue, it was clarified that should there be no resolution by the end of January, alternate solutions will be pursued.
 - Adult Time to Treatment: acknowledging some concern over the increase in wait times for October 2018, Senior staff are working to develop some immediate short-term and some sustainable long-term solutions.
 - Youth Time to Treatment; this data shows improvement.

The next meeting is Friday, January 18 at 9:00 a.m. at the Pennino Building, Room 836A.

D. Other Reports

Suzette Kern provided an update to the legislative testimony being offered in January, requesting that staff review the testimony for any required changes following the release of the *DBHDS Budget Package as Proposed in the Governor's Budget Bill* discussed earlier in the meeting. The volunteer speakers and testimony dates were confirmed as follows:

Ms. Kern will speak before the Virginia House Appropriations and Senate Finance Committee and Thursday, January 3, 2019.

Bettina Lawton, Edward Rose, and Diane Tuininga will provide testimony before the Northern Virginia (Fairfax County) Delegation on Saturday, January 5, 2019.

Ms. Kern further provided an update to the Ad Hoc Partner Feedback Committee:

- Due to the number of vendors that met the criteria for outreach there will be two workgroups scheduled, including 1) Employment and Day, and 2) remaining vendors who meet the criteria.
- Invitations will be sent, offering several dates in February. Sessions are planned for two hours, and a continental breakfast will be provided. Ms. Kern

confirmed only vendors will attend the facilitated sessions, with anonymous group recommendations presented to the Board and CSB staff for review and action.

Ms. Kern requested the addition of an Action Item to the meeting agenda to approve posting of the CSB Board Bylaws following review and revision to address the requirements for nomination and approval of Associate Members to CSB Board Committees. Jane Woods proposed some revision to Article X. Cindy Tianti agreed to provide appropriate language to address the amendment process detailed in Article X, following which the Bylaws with the proposed revisions may be posted for public comment.

8. Information Item

A. *CIP (Capital Improvement Program) Update*

Noting this information was provided in the Fiscal Committee Update, Mr. Goodrich and Mr. Washington clarified future CIP plans include the Reston/North West Center in relation to planned improvements in Reston. Planning is anticipated to begin in Spring 2019.

9. Action Item

A. *Sub-Award Grant Funding from George Mason University through University of Baltimore Combating Opioid Overdose through Community-Level Intervention*

Lyn Tomlinson offered a reminder that details of this grant request had been discussed at a previous Board meeting. Ms. Tomlinson confirmed that this is a sub-award, but due to the amount requested, CSB Board approval is requested. Jane Woods made a motion for approval that was seconded and unanimously approved.

CLOSED SESSION

There were no issues raised or request for a closed session.

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 6:20 p.m.

Actions Taken--

- ◆ The November 28, CSB Board Meeting minutes were approved as presented.
- ◆ Staff will review and revise the January 2019 legislative testimony for any revisions that may be needed following the release of the *DBHDS Budget Package as Proposed in the Governor's Budget Bill*.
- ◆ Acknowledgement of the *Sub-Award Grant Funding from George Mason University through University of Baltimore Combating Opioid Overdose through Community-Level Intervention* and approval, if awarded, to participate in the grant.

Date

Staff to Board

Behavioral Health Oversight Committee Meeting Minutes

Date: December 5, 2018

Location: Merrifield Center, First Floor, Room 1-308 A/B, West

Committee Members Present: Chair, Gary Ambrose; CSB Board Member Daria Akers; CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr; CSB Board Member Ken Garnes; CSB Board Member Suzette Kern; and CSB Board Member Diane Tuininga

CSB Board Members Absent: CSB Board Member Adrienne Walters

Associate Members Present: Joanne Aceto and Kenan Aden, MVLE; Terry Atkinson, Gartlan Advisory Board; Cathy Benn, Second Story; Peter Clark, No. VA. Mental Health Foundation (NVMHF); Lori Crail, Inova; Julie Dwyer-Allen, Lisa Jackson, and Arthur Ginsberg, CRi; Lauren Goldschmidt, ServiceSource; Lauren Padgett, PRS, Inc.; Heather Peck, Laurie Mitchell Empowerment and Career Center; Joe Pettit, Concerned Fairfax; Amy Rushton, Dominion Hospital; Eleanor Vincent and Anita Robinson, Pathway Homes; Jakuta Williams, Community Concepts

Staff: Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Lucy Caldwell, Director of Communications; Evan Jones, Director Employment & Day Services; and Lyn Tomlinson, Deputy Dir. Clinical Services

Topic	Action	Responsible Party	Due Date
Meeting Call to Order	Meeting was called to order at 5:03 p.m.	Gary Ambrose	
Opening Remarks Announcements	Gary Ambrose welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation.		
Legislative Talking Points Overview	<p>Gary Ambrose provided a brief overview of the purpose of this minimized joint session, noting this is the first effort of the two committees to collaborate on areas of mutual concern. Mr. Ambrose introduced Elizabeth McCartney noting that while she is a fairly recent CSB employee, she has been involved in several CSB efforts, to include supporting development of the Annual Report and the 2019 Human Services Issue Paper with the County Legislative Office.</p> <p>Elizabeth McCartney distributed two handouts in support of this legislative presentation, including an overview of the <i>CSB Talking Points with Virginia Legislators 2019 General Assembly Session</i> and a copy of a letter forwarded to DBHDS Commissioner S. Hughes Melton from Senators Janel D. Howell and Richard Saslaw, and Delegate Mark Sickles. Ms. McCartney noted the talking points were included in the legislative packets developed for Board members to share at legislative visits, offering to make the folders available to the attendees upon request. Referring to the Talking Points, Ms. McCartney provided a brief description of each topic including background information to demonstrate the selection of each topic, noting they were</p>	Elizabeth McCartney	

Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
	<p>listed in priority order. Referencing the letter sent to Commissioner Melton, Ms. McCartney highlighted the primary topic was funding priorities and the methodologies used, with a request for further information, particularly related to the imbalance in funding decisions related to the Fairfax-Falls Church Community Services Board. This presentation was followed by a robust discussion including a request from attendees to schedule this collaborative discussion earlier next year in order to more fully cooperate in advocating mutual areas of concern.</p>		
Meeting Minutes	<p>Draft minutes of the November 7, 2018 meeting were offered for a final review. Acknowledging that no recommendations were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.</p>	Committee Members	
Committee Member Announcements and Updates	<p>Gary Ambrose introduced a proposal for a joint meeting of the Behavioral Health Oversight and the Developmental Disabilities Committees in 2019. The goal of the joint session is for partner feedback and recommendations in order to increase the value of the communities and improve partner relationships and community impact.</p> <p>Suzette Kern offered a reminder of plans to establish a Partner Feedback Workgroup. Preliminary planning includes limiting attendance at the initial facilitated session to Associate Members and vendor partners with contracts of \$100K+. Following review of feedback from Associate Members and vendor partners, primary topics have been identified to include 1) communication, 2) legislative efforts, 3) strategic planning, and 4) collaboration. The first workgroup is anticipated to be scheduled in late January or early February 2019.</p>	<p>Gary Ambrose</p> <p>Suzette Kern</p>	
Associate Member Reports, Updates, and Concerns	<p>Gary Ambrose opened the floor to Associate Members, information provided included the following:</p> <ul style="list-style-type: none"> • Joe Pettit, in the absence of Bill Taylor, noted recent housing efforts, offering to provide further information upon request; interested parties should contact Erin Bloom. • Wendy Gradison announced an Open House was held on December 12th from 3:00 p.m. – 6:00 pm. at the location on Javier Drive in Fairfax. Attendance was encouraged noting tours are also available. • Amy Rushton, noting ongoing construction updates, provided details of some programmatic accommodations to include: 1) The Falls Church Adolescent Partial Program has permanently moved to 6565 Arlington Blvd; 2) The School Refusal Program track is up and running with plans to expand to the Chantilly location; and 3) the adult TraumaSci program for treatment resistant trauma has 	Associate Members	

Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
	<p>launched. The program is currently for adults in outpatients with plans for expanding the program to inpatient early next year.</p> <ul style="list-style-type: none"> • Lauren Goldschmidt, noted. <ul style="list-style-type: none"> ○ ServiceSource, in partnership with Department of Rehabilitative Services, (DARS) has begun providing services in schools in Prince William and Arlington County Schools, adding that some schools in Fairfax County are being served, with plans to expand in Fairfax County including Alexandria in early 2019. ○ A new Day Support program is being launched in January 2019 at the Boston Blvd location in Springfield. ○ The Inclusion subgroup meeting of the Welcoming Inclusion Network (WIN) will be held at the Oakton ServiceSource office at 6:30 p.m. on Thursday, December 6th. • Eleanor Vincent provided an update to recent agency activities including the following highlights: <ul style="list-style-type: none"> ○ Following a successful conclusion to their 5th CARF survey, the agency, once again, received a three-year accreditation, noting great pride in the accreditation, as it is the gold standard in identifying quality Behavioral Health programs. ○ It was reported that one-time SAMHSA CABHI (Substance Abuse and Mental Health Services Administration/Cooperative Agreement to Benefit Homeless Individuals) funds were used to transition 25 homeless adults with mental illnesses and/or co-occurring substance use disorders into permanent supportive housing. Ms. Vincent explained that the CABHI funds are generally awarded to state agencies, noting that Pathways is proud to have received these funds, reporting positive outcomes that continue to exist even after the funding ended in September. 		
Matters of the Public	None were presented		
Associate Member Presentation: Northern Virginia Mental Health	<p>Peter Clark distributed some literature, summarizing the primary function of the Foundation as a backup financial support to individuals who receive services at a Virginia Community Services Board.</p> <ul style="list-style-type: none"> • Reporting the agency has sponsored the annual Wellness and Recovery Group Conference for 17 years, Mr. Clark distributed copies of the 2018 conference brochure. It was clarified that the conference is organized by the Wellness and Recovery Committee. Partners include the NVMHF, 	Peter Clark	

Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
Foundation	<p>ServiceSource, PRS, Inc., Pathway Homes, members of the CSB Board Behavioral Health Oversight Committee, and representing the CSB, the Office of Consumer and Family Affairs. Noting 225 attendants in 2018, 120 of those attending did so on scholarship awarded by NVMHF. A primary goal of the committee is to increase community involvement.</p> <ul style="list-style-type: none"> • Medical Co-Payments, NVMHF works with the CSB to identify individuals at risk of being denied services for unpaid medical co-payments and bring the accounts up to date. • The primary function of NVMHF is awarding mini-grants to individuals who need assistance paying for goods and services recommended in their service plan. Mr. Clark emphasized that dental care was an unaddressed critical primary care need in the community, noting the expenses are typically larger than the assistance requests usually received. • In 2017 NVMHF assisted 148 individuals, paying out approximately \$23,000. • Mr. Clark further reported that funding sources for NVMHF are primarily Community Health Charities and individuals, along with various church and other secular groups. • Mr. Clark finished his presentation reporting a current, critical need for volunteers to fill the increasing vacancies on the NVMHF volunteer Board. • Ms. Tomlinson reported knowledge of some of the individuals helped through the hard work of NVMHF, offering thanks to the Foundation and Mr. Clark for their valuable efforts. 		
Staff Reports	<p>Lyn Tomlinson provided an overview of recent activities, some highlights of which include:</p> <ul style="list-style-type: none"> • It was reported that the Fairfax-Falls Church Community Services Board serves the 2nd highest number of Veterans in the state. • A reminder was offered that Supervisor John Cook and prior CSB Board member, Lori Stillman will be giving a WIN (Welcoming Inclusion Network) presentation before the Health and Human Services Committee on Tuesday, December 11, 2018 from 1:30 p.m. – 3:30 p.m. at the Government Center, Room #11 • The CSB is seeking to hire a full-time recruiter to assist with recruitment and retention for hard to fill clinical positions. A reminder was offered that hiring in the health care field, particularly with credentialed staff, remains very challenging. • Strong efforts are ongoing to enroll in Medicaid as many eligible individuals as possible by January 1, 2019. 	Lyn Tomlinson	

Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> • A new assessment business tool was launched November 19, 2018. While simplifying the assessment process, there have been some mixed results that staff is working through with launching this new process. • Daryl Washington is involved in designing some of the performance metrics for STEP-VA. This is in anticipation of the projected impact to the larger CSBs. • The CSB has submitted a letter of support to become a sub-recipient of a grant awarded to the City of Fairfax. The City was awarded the grant as they met a required threshold for the number of overdose deaths per capita. Ms. Tomlinson noted that the grant will pay for some goods and services that Medicaid does not pay for including housing. • Offering a reminder that Mark Blackwell accepted the position of Director of Recovery Services with DBHDS (Department of Behavioral Health and Developmental Services), there is an event scheduled for Wednesday, December 19th from 4:00 p.m. – 5:00 p.m. at the Merrifield Center in room 1-308C directly prior to the CSB Board meeting at 5:00 pm. • Several updates for Court Services were provided to include: <ul style="list-style-type: none"> ○ Lyn Tomlinson reported a recent visit to the <i>Supervised Release Docket</i> noting the docket is scheduled every other Friday. In attendance were the presiding Judge, Tina Snee, Court Services personnel and CSB staff including a Peer Support Specialist. Ms. Tomlinson confirmed efforts to include Peers in the release process. ○ Lucy Caldwell and Gary Ambrose reported attendance at the Veteran’s Treatment Docket, both recommending that those interested visit the docket. It was recommended that anyone interested could search the General District Court website for further information on Court Docket scheduling and location. ○ Following a request for further information, Ms. Tomlinson indicated the January Diversion First meeting would provide further information that could also be shared with CSB Committees and at the January CSB Board meeting. <p>The next BHOC meeting is Wednesday, January 9, 2019, 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B, West</p>		
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 5:46 p.m.	Gary Ambrose, Chair	

Behavioral Health Oversight Committee Meeting Minutes

January 9, 2019

Date Approved



Prepared by Erin Bloom

Fairfax-Falls Church Community Services Board
Compliance Committee
December 12, 2018

The Compliance Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present: Suzette Kern, Board Chair; Bettina Lawton; Gary Ambrose; Captain Basilio ‘Sonny’ Cachuela, Jr.; Sheila Coplan Jonas; and Edward Rose

The following Committee members were absent: Ken Garnes

The following staff were present: Daryl Washington, Mike Goodrich, Cindy Tianti, and Lyn Tomlinson

- Meeting Called to Order

The meeting was called to order at 4:01 p.m.

- Review of Meeting Minutes

Meeting minutes of the November 14, 2018 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

- Follow up items from November Compliance Meeting

Board Member Training Requirements

Mike Goodrich confirmed there are no mandated state/county training requirements for the board. At the 2015 CSB Board Member Retreat, Board members identified three training topics including 1) Ethics, 2) HIPAA, and 3) VA FOIA. A reminder was offered that in February 2017 a Compliance Training had been provided by Strategic Management Services, LLC. Discussion resulted in a request to develop a recurring training program including access to the training via CSB online training sessions. *Mike Goodrich will supply online CSB training content (slides) to the Committee via email.*

CSB Compliance Policy and Charter Revision

Following Committee discussion, review and possible revision of Compliance Committee Charter and CSB Board Policy are tabled until further notice

- Updates

Tracking Software

Mr. Goodrich and Cindy Tianti confirmed that efforts to finalize a contract are nearing conclusion. Confirming that tracking software is integral to the Compliance program, it was further confirmed that if this contract fails to be finalized, alternative vendors will be contacted through the RFP (Request for Proposal) process.

AdvantEdge

Mr. Goodrich reported that the CSB and AdvantEdge, a third-party billing company, have entered the implementation phase, working towards an early February launch.

- Efforts include determining the preferred method for transfer of billing information from Credible to AdvantEdge. Noting the process *can* be managed manually, it was further noted that this is not the preferred method as it provides a greater opportunity for error.

As the automatic process includes an excessive transfer fee; CSB staff is working with Credible to reduce the transfer fee amount.

- In January 2019, the data transfer will be tested via mock billing information sent from the test region in Credible. Additionally, Business Operations, Informatics, and Revenue Management staff attend a weekly internal meeting, followed by an external meeting the next day that includes Credible staff.
- Members requested that Jerome Newsome may be invited to attend the January 2019 CSB Board Compliance Committee meeting to provide further updates as the implementation phase continues.

- CSB Moderate/High Risk Compliance and Risk Management Areas

Mike Goodrich, directing attention to handouts provided in the meeting materials, offered some clarifications, including:

- The Compliance Program Tracking table (dashboard/stoplight) report would be provided each monthly meeting to provide updated information.
- Definitions of moderate and high risk areas and the monitoring mechanisms were provided for review and discussion. Following review, members requested that the language be revised to clarify the CSB internal controls and prescribed responses including CSB Board notifications and tracking of events that may occur and be resolved between the monthly compliance meetings.
- Mr. Goodrich will reformat the tracking chart and definitions for presentation at the January 2019 meeting.

- Next Steps/Other Issues

Suzette Kern offered a reminder of a previous discussion regarding the handling of documents distributed during Closed Session. Following a discussion regarding Board member access to documentation for which the confidential information has been redacted, staff confirmed that appropriately redacted documents may be retained/issued to Board members. Staff agreed to provide the committee with the previously provided list of CSB contracts over \$100K with the comments/notes portion removed.

Suzette Kern inquired whether there was anything that needed to be discussed in closed session. No one raised any issues or need for a closed session.

There being no further business to come before the Committee, the meeting was adjourned at 5:08 p.m.

Actions Taken –

- Minutes of the November 14, 2018 Compliance Committee meeting were reviewed and approved.
- *Mike Goodrich will supply online training content (via slides) to the Committee via email.*
- *Mike Goodrich will provide proposed formatting revisions to the Compliance Program Tracking and Moderate and High Risk Areas*

January 16, 2019

Date Approved



Staff to the Board

CSB Fiscal Committee Meeting Minutes

Date: December 14, 2018
Attending: Chair, Basilio 'Sonny' Cachuela, Jr.; Jennifer Adeli; Gary Ambrose; Ken Garnes
Absent: Suzette Kern, Bettina Lawton, and Edward Rose
Staff: Mike Goodrich; Lyn Tomlinson; Jessica Burris; Marta Cruz; and Robyn Fontaine

Summary of Information Shared/Decisions:

Captain Basilio 'Sonny' Cachuela Jr. called the meeting to order at 9:00 a.m.

Review of meeting minutes

The November meeting minutes were presented for review. Recognizing no revisions were forthcoming, Gary Ambrose made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Robyn Fontaine provided an overview of the Pay Period Metrics Report for pay period #24. Highlighting the approximately \$200K increase, this was attributed to expected increases for holiday pay and overtime, and a welcome increase in hiring.

A revised Modified Fund Statement was included in the materials. Highlights of the review included:

- The Statement reflects the Actuals for the prior month. There is no change to the projections as these are updated on a quarterly basis as agreed at a prior meeting. Please note the Statement title has been revised to include the name of the month (November for this report) represented in the Actuals update.
- No change to the Fiscal Notes as these will reflect changes in coordination with the quarterly update to the Statement. Ms. Fontaine clarified that should there be a significant shift in between quarterly reports, this information would be conveyed outside of the quarterly updates.
- Responding to a request for clarification, Ms. Fontaine provided the following information:
 - The State DBHDS Variance of approximately \$1.4M is attributed to the difference in the anticipated reduction related to Medicaid Expansion and the increase for the annualized COLA.
 - The approximately \$1M variance in Medicaid is attributed to the State's projection of newly eligible individuals at 100% participation and the CSB's projection based on less than 100% eligibility.
 - The variance in Client Fees is based on projections deduced from current collections, noting an expected adjustment in January to address significant efforts to collect prior year's billing as well as retroactive billing.
 - A reminder was offered that the FY 2019 third quarter review projections will reflect the Medicaid Expansion billing. Substantial efforts will be made to clearly reflect any shortfall in Medicaid Expansion revenue. It was clarified that the revenue team is tracking the funds billed retroactively and is working to develop a tracking mechanism to track Medicaid Expansion revenue as well.
- Ms. Fontaine referenced the Transfer Out-Capital Project HS000038 expenditure of \$5M, explaining that the funds came from the CSB fund balance. It was clarified that fund balances may only be used for one-time expenditures, they cannot be used for ongoing projects. The funds were transferred to the Capital Projects Fund/Capital Improvement Plan (CIP) for modification of the Merrifield Center and the relocation of the Boys Probation House to the JDC, allowing for the Crisis Stabilization Facilities to relocate to the vacated Boys Probation House space. This transfer

CSB Fiscal Committee Meeting Minutes

was approved by DMB and the Board of Supervisors (BOS), providing dedicated funds for CSB projects, making county funds available for other planned projects.

Administrative Operations Report

Mike Goodrich reported that the CIP Process is undergoing a transformation with the establishment of the County Office of Strategy Management.

- The largest impact to the CSB was the reassignment of Crossroads from the 2022 Bond Referendum to the 2020 Bond Referendum. Mr. Goodrich explained that due to construction errors in the HVAC system, long-standing concerns with mold growth in numerous areas in the building will be addressed with replacement of the facility, in the same location, two years earlier than initially scheduled.
- Additional areas of note include the North County Building (Reston). Construction plans include planning for the types of programs and services to be provided in that location.

Mr. Goodrich provided an update to the FY 2020 Budget Forecast.

- The revised FY 2020 Budget Deficit is approximately \$79M, distributed at \$54.33M for the County and \$15.6M for Fairfax County Public Schools (FCPS). A slide offering further details will be emailed to Fiscal Committee members.
- Due to debt restructuring of approximately \$9M and approximately \$1M in other efficiencies, the deficit was reduced by about \$10M. Approximately \$60M of the remainder is attributed to planned employee compensation increases including Merit increases, Market Rate Adjustment (MRA), and retirement & retention. A reduction in the employee compensation is anticipated, partially attributed to MRA revision.

Human Resources (HR) Update

Marta Cruz, noting the number of vacant General Merit Positions remained at 141, reported little overall change to the report. Some highlights to recent recruitment activities include:

- An ad has been placed for a full-time Recruiter.
- Daryl Washington is working with the Volunteer Manager to improve networking and increase pathways to employment.
- There is a survey out to Hiring Managers seeking feedback to hiring challenges, including reasons for declining job offers. Staff and members engaged in a robust discussion.
- Lyn Tomlinson noted the ongoing challenges with hiring for Jail-Based vacancies, further acknowledging that promotional and lateral hiring fills one position while creating a vacancy in another. Some success has been seen with hiring for Emergency Services clinicians.

Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment, highlights include:

- Diversion First
 - The co-responder model, christened the Community Response Team (CRT) has been established. Law Enforcement and MCU (Mobile Crisis Unit) staff respond together.
 - Noting that efforts for partnership with Inova for Medical Clearance continue, it was clarified that should there be no resolution by the end of January, alternate solutions will be pursued.
- Time to Treatment
 - Adult Time to Treatment: Acknowledging some concern over the increase in wait times for October 2018, Lyn Tomlinson, Barbara Wadley-Young, and Georgia Bachman are working to develop some immediate short-term and some sustainable long-term solutions.

CSB Fiscal Committee Meeting Minutes

This increase is partially attributed to staff vacancies; however, it was acknowledged that filling all current vacancies would not provide enough staff to handle all waiting clients. It was further acknowledged that the majority of new clients need a psychiatric appointment which can be an even longer wait time. Efforts to limit the Time to Treatment include outreach and ongoing monitoring and triage of individuals waiting.

- Clarification to the report data points was provided, confirming that *# of Adults Who Attended First Treatment Appointment* (the grey bar) is a rolling number that includes individuals who may have been assessed in a prior month, but attended their first treatment appointment in October (a rolling average).
- Youth Time to Treatment; this data shows improvement.
- It was agreed to remove Springfield from the charts as the CSB no longer operates from that location.

Members and staff were encouraged to reach out with any recommendations.

Open Discussion

- Captain Cachuela introduced Jessica Burris to committee members who were not present at the November meeting.

Noting no further discussion was forthcoming, the meeting was adjourned at 9:47 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Issues to Communicate to CSB Board:

Efforts made to Billing reports

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, January 19, 2019, 9:00 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

January 18, 2019

Date Approved



Staff to the Board

Approval of Amendment to CSB Board Bylaws

Issue:

Approval of Bylaws for the Fairfax Falls Church Community Services Board with proposed amendment.

Recommended Motion:

I move approval of the CSB Board Bylaws as amended.

Timing

Fairfax County Board of Supervisors (BOS) consideration will be requested at the February 19, 2019 BOS meeting so that the Bylaws can become effective, as amended.

Background:

Amendments to the CSB Board Bylaws were authorized for public by the CSB Board at its meeting on December 19, 2018.

The proposed amendment modifies Article VII (4) "Associate Members for Standing Committees and Ad Hoc Committees" so that Associate Membership requirements would be revised to allow nominations and confirmations by the CSB Board members at any time during the year. If approved, this will remove the language requiring nominations only in June and confirmations only in July or January. This change is not contrary to law or county policy.

No comments were received during the public comment period prior to the January 23, 2019 CSB Board meeting.

Fiscal Impact

None.

Attachments

Consideration Item for Board of Supervisors Meeting, February 19, 2019

Attachment 1: Fairfax Falls Church Community Services Board Bylaws -~~strikethrough~~

Board Member

Suzette Kern, Chair

**Bylaws
of the
Fairfax-Falls Church Community Services Board**

Preamble

Subject to the provisions of:

- (1) Chapter 5 (Community Services Boards) of Title 37.2 (Behavioral Health and Developmental Services) of the Code of Virginia, as amended, and Chapter 53 (Early Intervention Service System) of Title 2.2 (Administration of Government) as amended, and,
- (2) Joint Resolution adopted by the Board of Supervisors of Fairfax County on April 23, 1969, and by the Councils of the Cities of Fairfax and Falls Church on May 28, 1969, as amended, and,
- (3) Other applicable laws and regulations.

The following bylaws apply to, and govern the administration of, the Fairfax-Falls Church Community Services Board.

Article I: Name

As provided by action of the Board of Supervisors of Fairfax County and the Councils of the Cities of Fairfax and Falls Church on August 1, 1978, the name of this board is the FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD, hereinafter referred to as the "BOARD".

Article II: Purpose

- (1) Mental Health, Developmental Disabilities and Substance Use Disorders Services – In conformity with the provisions of Section 37.2-500 of the Code of Virginia, this board is established as an administrative policy board whose general purpose shall be to ensure and oversee the establishment and operation of local mental health, developmental disabilities, and substance use disorders programs.

The core of services provided shall include emergency services and, subject to the availability of funds appropriated for them, case management services. The core of services may include a comprehensive system of inpatient, outpatient, day support, residential, prevention, early intervention, and other appropriate mental health, developmental disabilities, and substance use disorder services necessary to provide individualized services and supports to persons with mental illnesses, developmental disabilities, or substance use disorders.

- (2) Early Intervention Services – In conformity with the provisions of §2.2-5304.1 of the Code of Virginia, as the local lead agency for Early Intervention Services, this board shall establish and administer a local system of early intervention services in compliance with Part C of the Individuals with Disabilities Education Act (20 U.S.C. § 1431 et seq.) and all relevant state policies and procedures.

The core of programs to be provided shall include (§2.2-5300) services provided through Part C of the Individuals with Disabilities Education Act (20 U.S.C. § 1431 et seq.), as amended, designed to meet the developmental needs of each child and the needs of the family related to enhancing the child's development and provided to children from birth to age three who have a 25 percent developmental delay in one or more areas of development, atypical development, or a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay.

Article III: Powers and Duties

- Mental Health, Developmental Disabilities and Substance Use Disorders Services – In order to implement the purpose, set forth in Article II hereof, and pursuant to the requirements of Section 37.2-504 and in accordance with the actions taken by the Board of Supervisors of Fairfax County and the Councils of the cities of Fairfax and Falls Church to establish the board as an Administrative Policy Type board, of the Code of Virginia, the board shall:
 - a. Review and evaluate all existing and proposed public community mental health, developmental disabilities and substance use disorder services and facilities available to serve the community and such private services and facilities as receive funds through it and advise the local governing body or bodies of the political subdivision or subdivisions that established it as to its findings.
 - b. Pursuant to Section 37.2-508, submit to the governing body of each political subdivision that established it, an annual performance contract for community mental health, developmental disabilities and substance use disorders services for its approval prior to submission of the contract to the Department.
 - c. Within amounts appropriated therefore, provide such services as may be authorized under such performance contract.
 - d. In accordance with its approved performance contract, enter into contracts with other providers for the rendition or operation of services or facilities.
 - e. Make policies concerning the rendition or operation of services and facilities under its direction or supervision, subject to applicable standards, policies or regulations promulgated by the State Board.
 - f. Participate with local government in the appointment and annual performance evaluation of an executive director of community mental health, developmental disabilities and substance use disorders services, according to minimum qualifications established by the Department, and prescribe his duties. The

compensation of the executive director shall be fixed by local government in consultation with the board within the amounts made available by appropriation therefore.

- g. Prescribe a reasonable schedule for fees for services provided by personnel or facilities under the jurisdiction or supervision of the board and establish procedures for the collection of the same. All fees collected shall be included in the performance contract submitted to the local governing body or bodies pursuant to subdivision 2 of this subsection and Section 37.2-508 and shall be used only for community mental health, developmental disabilities and substance use disorders purposes. Every administrative policy board shall institute a reimbursement system to maximize the collection of fees from persons receiving services under their jurisdiction or supervision consistent with the provisions of Section 37.2-511 and from responsible third-party payors. Administrative policy boards shall not attempt to bill or collect fees for time spent participating in involuntary commitment hearings pursuant to Section 37.2814.
- h. Accept or refuse gifts, donations, bequests or grants of money or property from any source and utilize the same as authorized by the governing body or bodies of the political subdivision or subdivisions that established it.
- i. Seek and accept funds through federal grants. In accepting such grants, the administrative policy community services boards shall not bind the governing body or bodies of the political subdivision or subdivisions that established it to any expenditures or conditions of acceptance without the prior approval of such governing body or bodies.
- j. Have authority, notwithstanding any provision of law to the contrary, to disburse funds appropriated to it in accordance with such regulations as may be established by the governing body or bodies of the political subdivision or subdivisions that established it.
- k. Develop joint annual written agreements, consistent with policies and procedures established by the State Board, with local school divisions; health departments; boards of social services; housing agencies, where they exist; courts; sheriffs; area agencies on aging; and regional Department for Aging and Rehabilitative Services offices. The agreements shall specify what services will be provided to consumers. All participating agencies shall develop and implement the agreements and shall review the agreements annually.
- l. Develop and submit to the local governing body of each political subdivision that established it and to the Department the necessary information for the preparation of the Comprehensive State Plan for mental health, developmental disabilities and substance use disorders services pursuant to Section 37.2-315.
- m. Take all necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and services planning, delivery, and evaluation.

- n. Institute, singly or in combination with other operating community services boards, administrative policy boards, local government departments with policy-advisory boards, or behavioral health authorities, a dispute resolution mechanism that is approved by the Department and enables consumers and family members of consumers to resolve concerns, issues, or disagreements about services without adversely affecting their access to or receipt of appropriate types and amounts of current or future services from the administrative policy board.
 - o. Notwithstanding the provisions of Section 37.2-400 or any regulations promulgated thereunder, release data and information about individual consumers to the Department so long as the Department implements procedures to protect the confidentiality of such information.
 - p. Carry out other duties and responsibilities as assigned by the governing body of each political subdivision that established it.
- Early Intervention Services – In order to implement the purpose, set forth in Article II hereof, and pursuant to the requirements of Section 2.2-5304.1, the board shall:
 - a. Establish and administer a local system of early intervention services in compliance with Part C of the Individuals with Disabilities Education Act (20 U.S.C. § 1431 et seq.) and all relevant state policies and procedures;
 - b. Implement consistent and uniform policies and procedures for public and private providers to determine parental liability and to charge fees for early intervention services pursuant to regulations, policies, and procedures adopted by the state lead agency in § 2.2-5304; and
 - c. Manage relevant state and federal early intervention funds allocated from the state lead agency for the local early intervention system, including contracting or otherwise arranging for services with local early intervention services providers.

Article IV: Members and Terms of Office

Section 1.

In accordance with Section 37.2-502 of the Code of Virginia as implemented by the Board of Supervisors of Fairfax County and the Councils of the cities of Fairfax and Falls Church, the board shall consist of sixteen members, thirteen of whom shall be appointed by the Board of Supervisors of Fairfax County, one of whom shall be designated by the Office of the Sheriff of Fairfax County; and one of whom shall be appointed by the Council of the City of Fairfax and one by the Council of the City of Falls Church. In accordance with Section 37.2-501 of the Code of Virginia one-third of the appointments shall be identified consumers or former consumers, or family members of consumers or family members of former consumers, at least one of whom shall be a consumer receiving services. The term of appointment is three years and a person may serve only three, consecutive full terms.

Section 2.

Vacancies shall be filled for unexpired terms in the same manner as original appointments. Persons appointed to fill a vacancy may serve three additional full terms.

Section 3.

Members are expected to regularly attend all meetings. The Chair will notify the Clerk to the Board of Supervisors if any board member misses three consecutive board meetings and this may serve as grounds for removal. Members may be removed from the board in accordance with the appointing authority policies and procedures governing removal from Boards, provided that such policies and procedures are consistent with the requirements of State Code.

Section 4.

Each member of the board shall serve on at least one Standing Committee. If a board member misses three consecutive committee meetings, the member may be recommended for removal from the committee by the committee and through the Committee Chair.

Section 5.

Each member of the board shall conduct himself or herself cordially and appropriately to members of other governmental or private entities, members of the public or CSB staff, when representing the Fairfax-Falls Church Community Services Board. Each member of the board shall agree to comply with the Code of Conduct issued by the full board.

Article V: Officers and Their Duties

Section 1: Officers

The officers of the Board shall consist of a Chair, immediate past Chair, Vice Chair, and a Secretary, each of whom shall have such powers and duties as generally pertain to such respective offices, as well as such powers and duties as from time to time may be conferred upon them by the board, and which shall specifically include, but not be limited to, the powers, duties and responsibilities set forth hereinafter in Sections 2, 3, and 4 of Article VI.

Section 2: Chair

The Chair shall preside at all meetings of the board; sign or cause to be signed the minutes when approved by the board and such other official documents required of him/her in the course of business of the board; appoint such committees as deemed necessary by the board for its operation and to serve as an *ex officio* member of all committees except the nominating committee; work closely with local public and private facilities, mental health, developmental disabilities and substance use disorders associations of Virginia, and other groups interested in mental health, developmental disabilities and substance use disorder issues; maintain liaison with the Board of Supervisors of Fairfax County and the Councils of the Cities of Fairfax and Falls Church and the State Department of Behavioral Health and Developmental Services; and keep the Board of Supervisors, City Councils, and the Commissioner advised and fully informed as to the activities and programs of the board.

Section 3: Vice Chair

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

Section 4: Immediate Past Chair

In the absence of the Chair and the Vice Chair, the immediate past Chair shall perform the duties of the Chair.

Section 5: Secretary

The Secretary shall sign all policies after they have been approved or amended by the board and perform such other duties as requested by the Chair of the Board. The Secretary also regularly reviews and updates the CSB Board Member Orientation Handbook. In the absence of the Chair, the Vice Chair, and the immediate past Chair, the Secretary shall perform the duties of the Chair.

Article VI: Officers' Nomination, Election, and Term of Office

Section 1: Nomination and Election

At its regular meeting in April of each year, the Board shall appoint three of its members to serve as a nominating committee. The committee shall submit the name of at least one nominee for each of the offices of Chair, Vice Chair, and Secretary at the June meeting of the board at which meeting the election of officers of the board shall be held. Nominations also may be made from the floor. Members of the nominating committee shall be eligible for nomination but no member shall be nominated whose consent to serve has not first been obtained. A majority of those present and voting shall constitute an election.

Section 2: Term of Office

The term of office of all officers shall be for one year, beginning on July 1 following the election, or until their respective successors are elected, but any officer may be removed from office, either with or without cause, at any time by the affirmative vote of a majority of all the members of the board. No officer may serve more than two consecutive terms in the same office.

Section 3: Vacancies

A vacancy in any office arising from any cause may be filled for the unexpired portion of the term as authorized by the board.

Section 4: Absences

In the absence of the Chair, Vice Chair, Secretary and immediate past Chair from any meeting, the board shall select one of its members to act in such capacity during that meeting.

Article VII: Executive Committee, Standing Committees and Ad Hoc Committees

Section 1: Executive Committee

There shall be an Executive Committee of the board. The purpose of the Executive Committee shall be to draft the agenda for the next full board meeting and to administer, subject to the authority and approval of the Board, the required and necessary business of the board between regular meetings.

The Executive Committee shall consist of the Chair, past Chairs continuing to serve on the CSB Board, Vice Chair, Secretary, and the Chairs of Standing Committees. The Executive Director shall serve as an *ex officio*, non-voting member of the Executive Committee.

Section 2: Standing Committees

Standing Committees shall be the Behavioral Health Oversight Committee, the Compliance Committee, the Developmental Disabilities Committee, and the Fiscal Oversight Committee. Their purpose shall be to review and make recommendations to the full board regarding policies, plans, service delivery proposals, budgets, grants, and such other matters as are referred to them by the board or Executive Committee.

Members will be appointed by the Chair for a one-year appointment and may be reappointed to a Committee in subsequent years. The members of each Standing Committee shall elect one of the members as Chair for a one-year term. The Chair may be re-elected to an additional one-year term by the members.

Section 3: Ad Hoc Committees

Ad Hoc Committees may be established by the full board as needed. Those Committees may be established to address any issue for which the full board determines that the subject matter or issue cannot be adequately addressed by the Standing Committees. The members of each Ad Hoc Committee shall elect one of their members as Chair for a one-year term. The Chair may be reelected to an additional one-year term by the members.

Section 4: Associate Members for Standing and Ad Hoc Committees

Associate Members for Standing and Ad Hoc Committees are non-voting and may be appointed to each Standing or Ad Hoc Committee. Associate Members are individuals or representatives of organizations and agencies whose work and knowledge is deemed important to the Standing or Ad Hoc Committee. The Standing or Ad Hoc Committee may nominate representatives of the organizations and agencies they desire as Associate Members. These nominations shall be confirmed by a majority vote of the full board at the meeting at which they are nominated, unless, on motion of the board, the vote on confirmation is continued to a subsequent meeting of the full board. The term of each Associate Member shall be for one year from the date of their confirmation by the board. An Associate Member may be reappointed in subsequent or consecutive years to the Standing or Ad Hoc Committee on which they served. Vacancies may be filled at any time using this same process.

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Article VIII: Meetings

Section 1: Regular

Regular meetings of the board shall be held each month, as scheduled by the board.

Section 2: Special

Special meetings may be called by the Chair or upon the request of two members of the board or the Executive Director. With agreement of the majority of board members, a special meeting may be convened. Public notice shall be given in accordance with the Virginia Freedom of Information Act.

Section 3: Quorum

In order to transact business which requires a vote of the board, a quorum must be present. A quorum is a majority of the members of the board.

Section 4: Voting

Every member, present in person at any validly constituted meeting, shall be entitled to one vote. A majority vote of those members present and voting shall be determinative of any issue.

Article IX: Parliamentary Procedures

Robert’s Rules of Order Newly Revised, latest edition, shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article X: Amendments

Recommendations to amend, alter or supplement these bylaws may be proposed at any regular meeting of the board. A two-thirds (2/3) vote of those present and voting is needed to send the recommended changes to the Board of Supervisors for their approval to be effective. Prior to any vote by the board, notice of the proposed changes must be given to each member of the board in writing no less than thirty days prior to the vote.

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Approved: _____
CSB Board Chair Date

**Bylaws
of the
Fairfax-Falls Church Community Services Board**

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 - b. Pursuant to Section 37.2-508, submit to the governing body of each political subdivision that established it, an annual performance contract for community mental health, developmental disabilities and substance use disorders services for its approval prior to submission of the contract to the Department.
 - c. Within amounts appropriated therefore, provide such services as may be authorized under such performance contract.
 - d. In accordance with its approved performance contract, enter into contracts with other providers for the rendition or operation of services or facilities.
 - e. Make policies concerning the rendition or operation of services and facilities under its direction or supervision, subject to applicable standards, policies or regulations promulgated by the State Board.
 - f. Participate with local government in the appointment and annual performance evaluation of an executive director of community mental health, developmental disabilities and substance use disorders services, according to minimum qualifications established by the Department, and prescribe his duties. The

compensation of the executive director shall be fixed by local government in consultation with the board within the amounts made available by appropriation therefore.

- g. Prescribe a reasonable schedule for fees for services provided by personnel or facilities under the jurisdiction or supervision of the board and establish procedures for the collection of the same. All fees collected shall be included in the performance contract submitted to the local governing body or bodies pursuant to subdivision 2 of this subsection and Section 37.2-508 and shall be used only for community mental health, developmental disabilities and substance use disorders purposes. Every administrative policy board shall institute a reimbursement system to maximize the collection of fees from persons receiving services under their jurisdiction or supervision consistent with the provisions of Section 37.2-511 and from responsible third-party payors. Administrative policy boards shall not attempt to bill or collect fees for time spent participating in involuntary commitment hearings pursuant to Section 37.2-814.
- h. Accept or refuse gifts, donations, bequests or grants of money or property from any source and utilize the same as authorized by the governing body or bodies of the political subdivision or subdivisions that established it.
- i. Seek and accept funds through federal grants. In accepting such grants, the administrative policy community services boards shall not bind the governing body or bodies of the political subdivision or subdivisions that established it to any expenditures or conditions of acceptance without the prior approval of such governing body or bodies.
- j. Have authority, notwithstanding any provision of law to the contrary, to disburse funds appropriated to it in accordance with such regulations as may be established by the governing body or bodies of the political subdivision or subdivisions that established it.
- k. Develop joint annual written agreements, consistent with policies and procedures established by the State Board, with local school divisions; health departments; boards of social services; housing agencies, where they exist; courts; sheriffs; area agencies on aging; and regional Department for Aging and Rehabilitative Services offices. The agreements shall specify what services will be provided to consumers. All participating agencies shall develop and implement the agreements and shall review the agreements annually.
- l. Develop and submit to the local governing body of each political subdivision that established it and to the Department the necessary information for the preparation of the Comprehensive State Plan for mental health, developmental disabilities and substance use disorders services pursuant to Section 37.2-315.
- m. Take all necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and services planning, delivery, and evaluation.

- n. Institute, singly or in combination with other operating community services boards, administrative policy boards, local government departments with policy-advisory boards, or behavioral health authorities, a dispute resolution mechanism that is approved by the Department and enables consumers and family members of consumers to resolve concerns, issues, or disagreements about services without adversely affecting their access to or receipt of appropriate types and amounts of current or future services from the administrative policy board.
 - o. Notwithstanding the provisions of Section 37.2-400 or any regulations promulgated thereunder, release data and information about individual consumers to the Department so long as the Department implements procedures to protect the confidentiality of such information.
 - p. Carry out other duties and responsibilities as assigned by the governing body of each political subdivision that established it.
- Early Intervention Services – In order to implement the purpose, set forth in Article II hereof, and pursuant to the requirements of Section 2.2-5304.1, the board shall:
 - a. Establish and administer a local system of early intervention services in compliance with Part C of the Individuals with Disabilities Education Act (20 U.S.C. § 1431 et seq.) and all relevant state policies and procedures;
 - b. Implement consistent and uniform policies and procedures for public and private providers to determine parental liability and to charge fees for early intervention services pursuant to regulations, policies, and procedures adopted by the state lead agency in § 2.2-5304; and
 - c. Manage relevant state and federal early intervention funds allocated from the state lead agency for the local early intervention system, including contracting or otherwise arranging for services with local early intervention services providers.

Article IV: Members and Terms of Office

Section 1.

In accordance with Section 37.2-502 of the Code of Virginia as implemented by the Board of Supervisors of Fairfax County and the Councils of the cities of Fairfax and Falls Church, the board shall consist of sixteen members, thirteen of whom shall be appointed by the Board of Supervisors of Fairfax County, one of whom shall be designated by the Office of the Sheriff of Fairfax County; and one of whom shall be appointed by the Council of the City of Fairfax and one by the Council of the City of Falls Church. In accordance with Section 37.2-501 of the Code of Virginia one-third of the appointments shall be identified consumers or former consumers, or family members of consumers or family members of former consumers, at least one of whom shall be a consumer receiving services. The term of appointment is three years and a person may serve only three, consecutive full terms.

Section 2.

Vacancies shall be filled for unexpired terms in the same manner as original appointments. Persons appointed to fill a vacancy may serve three additional full terms.

Section 3.

Members are expected to regularly attend all meetings. The Chair will notify the Clerk to the Board of Supervisors if any board member misses three consecutive board meetings and this may serve as grounds for removal. Members may be removed from the board in accordance with the appointing authority policies and procedures governing removal from Boards, provided that such policies and procedures are consistent with the requirements of State Code.

Section 4.

Each member of the board shall serve on at least one Standing Committee. If a board member misses three consecutive committee meetings, the member may be recommended for removal from the committee by the committee and through the Committee Chair.

Section 5.

Each member of the board shall conduct himself or herself cordially and appropriately to members of other governmental or private entities, members of the public or CSB staff, when representing the Fairfax-Falls Church Community Services Board. Each member of the board shall agree to comply with the Code of Conduct issued by the full board.

Article V: Officers and Their Duties

Section 1: Officers

The officers of the Board shall consist of a Chair, immediate past Chair, Vice Chair, and a Secretary, each of whom shall have such powers and duties as generally pertain to such respective offices, as well as such powers and duties as from time to time may be conferred upon them by the board, and which shall specifically include, but not be limited to, the powers, duties and responsibilities set forth hereinafter in Sections 2, 3, and 4 of Article VI.

Section 2: Chair

The Chair shall preside at all meetings of the board; sign or cause to be signed the minutes when approved by the board and such other official documents required of him/her in the course of business of the board; appoint such committees as deemed necessary by the board for its operation and to serve as an *ex officio* member of all committees except the nominating committee; work closely with local public and private facilities, mental health, developmental disabilities and substance use disorders associations of Virginia, and other groups interested in mental health, developmental disabilities and substance use disorder issues; maintain liaison with the Board of Supervisors of Fairfax County and the Councils of the Cities of Fairfax and Falls Church and the State Department of Behavioral Health and Developmental Services; and keep the Board of Supervisors, City Councils, and the Commissioner advised and fully informed as to the activities and programs of the board.

Section 3: Vice Chair

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

Section 4: Immediate Past Chair

In the absence of the Chair and the Vice Chair, the immediate past Chair shall perform the duties of the Chair.

Section 5: Secretary

The Secretary shall sign all policies after they have been approved or amended by the board and perform such other duties as requested by the Chair of the Board. The Secretary also regularly reviews and updates the CSB Board Member Orientation Handbook. In the absence of the Chair, the Vice Chair, and the immediate past Chair, the Secretary shall perform the duties of the Chair.

Article VI: Officers' Nomination, Election, and Term of Office

Section 1: Nomination and Election

At its regular meeting in April of each year, the Board shall appoint three of its members to serve as a nominating committee. The committee shall submit the name of at least one nominee for each of the offices of Chair, Vice Chair, and Secretary at the June meeting of the board at which meeting the election of officers of the board shall be held. Nominations also may be made from the floor. Members of the nominating committee shall be eligible for nomination but no member shall be nominated whose consent to serve has not first been obtained. A majority of those present and voting shall constitute an election.

Section 2: Term of Office

The term of office of all officers shall be for one year, beginning on July 1 following the election, or until their respective successors are elected, but any officer may be removed from office, either with or without cause, at any time by the affirmative vote of a majority of all the members of the board. No officer may serve more than two consecutive terms in the same office.

Section 3: Vacancies

A vacancy in any office arising from any cause may be filled for the unexpired portion of the term as authorized by the board.

Section 4: Absences

In the absence of the Chair, Vice Chair, Secretary and immediate past Chair from any meeting, the board shall select one of its members to act in such capacity during that meeting.

Article VII: Executive Committee, Standing Committees and Ad Hoc Committees

Section 1: Executive Committee

There shall be an Executive Committee of the board. The purpose of the Executive Committee shall be to draft the agenda for the next full board meeting and to administer, subject to the authority and approval of the Board, the required and necessary business of the board between regular meetings.

The Executive Committee shall consist of the Chair, past Chairs continuing to serve on the CSB Board, Vice Chair, Secretary, and the Chairs of Standing Committees. The Executive Director shall serve as an *ex officio*, non-voting member of the Executive Committee.

Section 2: Standing Committees

Standing Committees shall be the Behavioral Health Oversight Committee, the Compliance Committee, the Developmental Disabilities Committee, and the Fiscal Oversight Committee. Their purpose shall be to review and make recommendations to the full board regarding policies, plans, service delivery proposals, budgets, grants, and such other matters as are referred to them by the board or Executive Committee.

Members will be appointed by the Chair for a one-year appointment and may be reappointed to a Committee in subsequent years. The members of each Standing Committee shall elect one of the members as Chair for a one-year term. The Chair may be re-elected to an additional one-year term by the members.

Section 3: Ad Hoc Committees

Ad Hoc Committees may be established by the full board as needed. Those Committees may be established to address any issue for which the full board determines that the subject matter or issue cannot be adequately addressed by the Standing Committees. The members of each Ad Hoc Committee shall elect one of their members as Chair for a one-year term. The Chair may be reelected to an additional one-year term by the members.

Section 4: Associate Members for Standing and Ad Hoc Committees

Associate Members for Standing and Ad Hoc Committees are non-voting and may be appointed to each Standing or Ad Hoc Committee. Associate Members are individuals or representatives of organizations and agencies whose work and knowledge is deemed important to the Standing or Ad Hoc Committee. The Standing or Ad Hoc Committee may nominate representatives of the organizations and agencies they desire as Associate Members. These nominations shall be confirmed by a majority vote of the full board at the meeting at which they are nominated, unless, on motion of the board, the vote on confirmation is continued to a subsequent meeting of the full board. The term of each Associate Member shall be for one year from the date of their confirmation by the board. An Associate Member may be reappointed in subsequent or consecutive years to the Standing or Ad Hoc Committee on which they served. Vacancies may be filled at any time using this same process.

Article VIII: Meetings

Section 1: Regular

Regular meetings of the board shall be held each month, as scheduled by the board.

Section 2: Special

Special meetings may be called by the Chair or upon the request of two members of the board or the Executive Director. With agreement of the majority of board members, a special meeting may be convened. Public notice shall be given in accordance with the Virginia Freedom of Information Act.

Section 3: Quorum

In order to transact business which requires a vote of the board, a quorum must be present. A quorum is a majority of the members of the board.

Section 4: Voting

Every member, present in person at any validly constituted meeting, shall be entitled to one vote. A majority vote of those members present and voting shall be determinative of any issue.

Article IX: Parliamentary Procedures

Robert’s Rules of Order Newly Revised, latest edition, shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article X: Amendments

Recommendations to amend, alter or supplement these bylaws may be proposed at any regular meeting of the board. A two-thirds (2/3) vote of those present and voting is needed to send the recommended changes to the Board of Supervisors for their approval for the changes to be effective. Prior to any vote by the board, notice of the proposed changes must be given to each member of the board in writing no less than thirty days prior to the vote.

Approved: _____
CSB Board Chair

January 23, 2019
Date

CONSIDERATION -

Amendments to the Fairfax Falls Church Community Services Board Bylaws

ISSUE:

Approval of Bylaws for the Fairfax Falls Church Community Services Board with proposed amendment.

TIMING:

Board consideration is requested on February 19, 2019, so that the Bylaws can become effective, as amended.

BACKGROUND:

The Fairfax Falls Church Community Services Board (CSB) approved the attached Bylaws with the proposed amendment at its meeting on January 23, 2019. The proposed change to Article VII (4) "Associate Members for Standing Committees and Ad Hoc Committees," revises the requirements for appointment of Associate Committee Members to allow nominations and confirmations by the CSB Board members at any time during the year instead of limiting nominations to the month of June and confirmations to the months of July and January. This change is not contrary to law or county policy.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

Attachment 1: Fairfax Falls Church Community Services Board Bylaws -strikethrough
Attachment 2: Fairfax Falls Church Community Services Board Bylaws

STAFF:

Tisha Deeghan, Deputy County Executive
Daryl Washington, CSB Executive Director
Cynthia L. Tianti, Deputy County Attorney