



Community Services Board

**FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING**

**Suzette Kern, Chair
Merrifield Center
8221 Willow Oaks Corporate Drive,
Level 1 – Room 308 A/B
Fairfax, VA 22031
Wednesday, May 15, 2019.
5:00 p.m.**

1. **Meeting Called to Order** Suzette Kern 5:00 p.m.

2. **Approval of the April 17, 2019 Executive Committee Meeting Minutes**

3. **Adoption of the Executive Committee Agenda**

4. **Directors Report** Daryl Washington

5. **Review of the May 22, 2019 CSB Board Meeting Agenda**

6. **Matters of the Executive Committee**
 - A. Behavioral Health Oversight Committee Gary Ambrose
 - B. Compliance Committee Suzette Kern
 - C. Developmental Disabilities Committee Sheila Jonas/Jane Woods
 - D. Fiscal Oversight Committee Basilio 'Sonny' Cachuela, Jr
 - E. Other Matters
 - Establishment of Ad Hoc Fee Policy Review Committee Suzette Kern

7. **CSB Board Annual Planning Calendar**

- 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).**

8. **Adjourn**

Fairfax-Falls Church Community Services Board
Executive Committee
April 17, 2019

The Executive 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, Chair; Gary Ambrose; Captain Basilio ‘Sonny’ Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; and Edward Rose

The following Committee members were absent:

The following staff was present: Mike Goodrich, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 5:00 p.m.

2. Approval of the Minutes

Edward Rose made a motion for approval of the March 20, 2019 Executive Committee minutes as presented, which was seconded and passed.

3. Adoption of the Executive Committee Agenda

No revisions were offered for the April 17, 2019 Executive Committee meeting agenda, that was accepted as presented.

4. Director’s Report

Mike Goodrich offered a reminder that the new Recruiter, Donna Chittum, is highly engaged in recruitment efforts including attending several recent job fairs.

Lyn Tomlinson provided several agency updates as highlighted below:

- Efforts to finalize the Veterans Docket Grant are ongoing, noting it will be presented to the Board of Supervisors (BOS) on May 7th.
- An update to Partner Feedback efforts include
 - A planning meeting with Executive Staff, vendor partners and CSB Board Committee Associate Members has been scheduled on Monday, May 13th. The primary objective is to collaboratively identify solutions for the concerns reported in the feedback received in February.
 - Efforts to respond to feedback in as timely a manner as possible include forwarding the Executive Organizational Chart that includes contact information for Contract staff, forwarding Support Coordination information, and adding a legislative update as a standing agenda item of both the BHOC and the DD Committee meetings, noting that CSB Legislative Liaison, Elizabeth McCartney, will attend both meetings.
- Related to recruitment and retention is the anticipated launch of The CSB Academy in Summer 2019. The Academy was developed to provide an opportunity for students graduating with a License-Eligible Master’s Degree to be employed while obtaining licensure. Limited to 10-12 students, initial recruitment efforts are focused on George

Mason university (GMU) students. Once training is completed, each student will be paired with a ‘buddy/mentor’ in each clinical program to gain skills and familiarity so that once graduated from the Academy, they will be fully trained and experienced staff at the start. Acknowledging that this is a pilot program, it is anticipated that the training and mentoring will take six months. *It was recommended that this effort be added to the End of Year report provided annually by the CSB Board.*

- A STEP-VA (System Transformation Excellence and Performance) implementation update was provided noting that efforts to develop definitions are ongoing.
- A reminder was offered that Health Planning Region (HPR) II includes Alexandria and the counties of Arlington, Fairfax, Loudoun, and Prince William. In response to the state hospital bed crisis, the state is offering funding for treatment in an alternative setting. HPR II is submitting a proposal for individuals to enter the Crisis Stabilization Unit (CSU) to detox from alcohol or drugs, acknowledging there is an added benefit in having the CSU program licensed for detox services. *Suzette Kern requested additional information on this matter.*
- Ms. Tomlinson reported attending a meeting on April 8th also attended by Daryl Washington, Sheriff Kincaid, Lt. Col. Mark Sites, and Major J.J. Snyder. Supporting a recommendation from Sheriff Kincaid, a change was made to prescribers in the jail. A follow up meeting, that will include CSB Medical Director Dr. Colton Hand, has been scheduled for April 29th to further discuss prescribing practices.
- Preliminary efforts for review and revision of the Priority Access Guidelines, include forwarding read-ahead materials to stakeholders in anticipation of on-site meetings with contract and agency partners that will be attended by Lyn Tomlinson. Michael T. Lane will also be in attendance to ensure Peers are represented in this process. A reminder was offered that as the STEP-VA definitions are developed, there may be an impact to the Guidelines.
- Jim Gillespie, Daryl Washington, and Ms. Tomlinson will attend a community meeting in McLean on April 24th, directly following the CSB Board meeting. The focus of the meeting is to learn more about the plans of a Florida-based group to establish Mental Health Group Homes for youth across the street from McLean High School, and to provide information if needed.

5. CSB Board Agenda

Several revisions to the agenda were recommended including, under Other Reports, elimination of the Ad Hoc Partner Feedback update and addition of Priority Access Guidelines (Gary Ambrose) and CSB Board Retreat (Suzette Kern). Edward Rose will provide an update to the testimony provided at the Budget Public Hearings, and Suzette Kern will provide the Compliance Committee meeting update. Ms. Kern further asked Ms. Tomlinson to confirm the response dates related to the Executive Director’s evaluation for possible revision to the calendar, asking that the closed session be moved to May 2019. Following these revisions, Edward Rose offered a motion to approve the agenda as revised, which was seconded and approved.

6. Matters of the Executive Committee

A. *Behavioral Health Oversight Committee (BHOC):*

Gary Ambrose provided highlights of the April meeting to include:

- An announcement that the meeting on June 12th would be a joint meeting with the Developmental Disabilities Committee for discussion of legislative concerns, also noting that a new Committee Chair will be nominated. It was decided to use Room 1-308 A/B at Merrifield, accommodating the larger group by arranging the chairs theatre -style.
- Participation in reviewing and revising the Priority Access Guidelines was strongly encouraged.
- Enthusiasm for the solicitation of Partner Feedback was expressed.
- Numerous updates were provided by staff and Associate Members.
- Two Associate Member presentation were provided. Speakers included Bill Taylor with Concerned Fairfax and from ServiceSource, Lauren Goldschmidt and Emily Wilson provided a report that was focused on Employment Services.

The next BHOC meeting is scheduled Wednesday, May 10, 2019, at 5:00 p.m. at the Merrifield Center, Level 1-Room 1-308 A/B, West.

B. *Compliance Committee:*

No update was provided as the Compliance Committee had convened just prior to this meeting.

The next meeting of the Compliance Committee is Wednesday, May 15, 2019, at 4:00 p.m. at the Merrifield Center, Level 1-308A/B, West.

C. *Developmental Disability (DD) Committee:*

Sheila Coplan Jonas, provided an overview of the February meeting, highlighting the following:

- Dennis Brown reported a great concern with an employment requirement related to DD waiver recipients. Staff and members engaged in robust discussion including consideration of communication with Department of Behavioral Health and Developmental Services (DBHDS).
- Evan Jones shared an impactful video that will also be shared at the April CSB Board meeting.
- Jean Post and Randy Buckland provided a robust update to the Northern Virginia Regional Projects Office (NVRPO) including the Quarterly (Q2) Report and a slideshow presentation.

The next meeting of the Developmental Disabilities Committee is a joint meeting with the Behavioral Health Oversight Committee on Wednesday, June 12, 2019 at 5:00 p.m. at the Merrifield Center, Level 1-308A/B, West.

D. *Fiscal Oversight Committee:*

Captain Basilio ‘Sonny’ Cachuela, Jr., noting that the April meeting was the following Friday, reported the agenda included end of year projections and a revenue update.

The next meeting of the Fiscal Oversight Committee is Friday, April 19, 9:00 a.m., at the Pennino Building, Room 836A.

CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Revision recommendations included adding the CSB Board Retreat to the Issues for Board Review,

Action, or Information for May through September for planning purposes and as a reminder to add the retreat date, once determined. Following revision, the Board calendar was accepted as revised. *The Board Clerk will forward the suggested September 2019 dates to poll the Board for availability.*

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 Executive Committee, the meeting was adjourned at 5:57 p.m.

Actions Taken –

- The March Executive Committee meeting minutes were approved.
- The April Executive Committee agenda was accepted as presented.
- The April 24, 2019 CSB Board agenda was accepted as presented.
- The Annual Planning calendar was accepted as revised.

Date Approved

Staff to the Board



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, May 22, 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 April 24, 2019 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
8. **Action Item**
 - A. Establishment of CSB Ad Hoc Fee Policy Review Committee
9. **Closed Session: Discussion of a personnel matter as permitted by Virginia Code Section 2.2-3711(A)(1) and consultation with legal counsel employed 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).**
10. **Adjournment**

Fairfax-Falls Church Community Services Board

MAY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 VACSB Development & Training Conference	2 VACSB Development & Training Conference	3 VACSB Development & Training Conference	4
5	6	7 BOS Meeting FY 2020 Budget Adopted	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16 Diversion First Stakeholder Meeting	17 Fiscal Oversight Committee	18
19	20 Joint Cmte Mtg Planning Workgroup	21 BOS Meeting Public Comment	22 CSB Board Meeting	23	24	25
26	27 Memorial Day	28	29	30	31	

Issues for Board Review, Action, or Information:

- [Establishment of CSB Ad Hoc Fee Policy Review Committee \(A\)](#)
- [CSB Status Report-FY 2019 Q3 \(R\)](#)

Events of Interest:

- [VACSB Development & Training Conference, May 1-3, 2019, Williamsburg Lodge, Williamsburg, VA](#)
- [CSB Executive Director Evaluation due next month](#)
- [Review County Legislative Proposals – Human Services Issues Paper](#)
- [BOS Adoption of County FY 2019 Budget](#)

**Closed Session: CSB Exec Director Evaluation*

Fairfax-Falls Church Community Services Board

JUNE 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	5	6	7
		BOS Meeting				
9	10	11	12	13	14	15
			Joint Developmental Disabilities & Behavioral Health Oversight Committee meeting			
16	17	18	19	20	21	22
			Compliance Committee Executive Committee		Fiscal Oversight Committee	
23	24	25	26	27	28	29
		BOS Meeting Public Comment	CSB Board Meeting			
30						

Issues for Board Review, Action, or Information:

- CSB BHOC and DD Associate Committee Member Nominations (I)
- Election of CSB Board Officers (A)
- Ad Hoc Fee Policy Committee review of fees/related materials (R)
- Community Services Performance Contract (I)
- CSB Board Review of Human Services Issues Paper (R)
- Fiscal Cmte Year-End CSB Report to BOS and Cities Preparation (R)
- Establish Ad Hoc Board Retreat Planning Committee

Events of Interest:

- Budget Carryover Due in July

Fairfax-Falls Church Community Services Board

JULY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 FY 2019 BEGINS	2	3	4 Independence Day	5	6
7	8	9	10 Behavioral Health Oversight Committee	11	21	13
14	15	16 BOS Meeting	17 Compliance Committee Executive Committee	18	19 Fiscal Oversight Committee	20
21	22	23	24 CSB Board Meeting	25	26	27
28	29	30 BOS Meeting Public Comment	31			

Issues for Board Review, Action, or Information:

- CSB BHOC and DD Associate Committee Members Approval (A)
- Fiscal Year End CSB Report to BOS and Cities Preparation (R)
- CSB Board Review and Approval of Human Services Issues Paper (I)

Events of Interest:

- FY 2019 Budget Carryover

Fairfax-Falls Church Community Services Board

AUGUST 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Developmental Disabilities Committee	8	9	10
11	12	13	14 Behavioral Health Oversight Committee Meeting	15	16 Fiscal Oversight Committee	17
18	19	20	21 Compliance Committee Meeting – 4:00 p.m. Executive Committee	22	23	24
25	26	27	28 CSB Board Meeting	29	30	31

Issues for Board Review, Action, or Information:

- Finalize/Approve Fiscal Year End CSB Report to BOS and Cities (A)
- Annual Ad Hoc Fee Policy Cmte review of fees and related materials (R)
- CSB Board Review and Approval of Human Services Issues Paper (A)
- BHOC and Compliance Committee Meetings Canceled

Events of Interest:

- Upcoming: VACSB Public Policy Conference, Oct. 2-4, 2019, Hotel Roanoke & Conference Center, Roanoke, VA
- Upcoming: Review of FY 2020 Budget Requests

Fairfax-Falls Church Community Services Board

SEPTEMBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7
8	9	10	11 Behavioral Health Oversight Committee	12	13	14
15	16	17	18 Compliance Committee Executive Committee	19	20 Fiscal Oversight Committee	21
22	23	24 BOS Meeting	25 CSB Board Meeting	26	27	28
29	30					

Issues for Board Review, Action, or Information:

- Approve FY 2020 Budget in Concept Approval (A)
- Board Carryover Actions (I)
- Match CSB Bd. Mbrs. with GA Rep., Advocacy Visits, Prep Talking Pts (R)
- Annual CSB Fee Revisions Public Comment Period (A)
- CSB Status Report-FY 2019 Q4/EOY Report (R)
- FY19 – FY20 Strategic Plan Annual Accomplishments (I)
- FY 2019-20 Community SPC Renewal (I)
- Annual CSB Board Retreat, Date TBD

Events of Interest:

- BOS Carryover Approvals (R)
- Upcoming: VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA
- WIN Stakeholders Meeting, Monday, September 17, 2018, 6:30 p.m., in the Gov't Center, Rooms 4 & 5

Fairfax-Falls Church Community Services Board

OCTOBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Developmental Disabilities Committee	3	4	5
6	7	8	9 Behavioral Health Oversight Committee	10	11	12
13	14 Columbus Day	15 BOS Meeting	16 Compliance Committee, 4PM Executive Committee, 5PM	17	18 Fiscal Oversight Committee	19
20	21	22	23 CSB Board Meeting	24	25	26
27	28	29 BOS Meeting Public Comment	30	31		

Issues for Board Review, Action, or Information:

- Visits with General Assembly Legislators (R)
- Identify CSB Speakers/Priorities for January Hearings (R)
- Annual CSB Fee Revisions, Hearing and Approval (A)

Events of Interest:

- VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA
- Review/Prep BOS Legis. Priority Issues, VACSB, & Region II CSB Priorities
- Begin to Prepare CSB Testimony – local Gen. Assy. Hearings
- 18th Annual Wellness & Recovery Conference, TBD

Fairfax-Falls Church Community Services Board

NOVEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	1
3	4	5	6 * Behavioral Health Oversight Committee	7	8 * Fiscal Oversight Committee	9
10	11 Veterans Day	12	13 * Compliance Committee * Executive Committee	14	15	16
17	18	19 BOS Meeting	20 * CSB Board Meeting	21	22	23
24	25	26	27	28 Thanksgiving Holiday	29 Thanksgiving Holiday	30

Issues for Board Review, Action, or Information:

- [2020 Board Meeting Schedule \(A\)](#)
- [Visits with General Assembly Legislators \(R\)](#)
- [Preparation Continues for January Hearings \(R\)](#)
- [FY 2020 CIP Budget \(I\)](#)
- [CSB Annual Report for FY 2019 \(I\)](#)
- [CSB Status Report-FY 20120 Q1 \(R\)](#)

Events of Interest:

- [Review and Prepare BOS Legislative Priority Issues, VACSB, & Region II CSB Priorities](#)
- [Prepare CSB Testimony – local Gen. Assy. Hearings](#)
- [Upcoming VACSB Legislative Conference in January, 2020,](#)

* [Meeting Schedule has Changed to Accommodate Holiday Schedule](#)

Fairfax-Falls Church Community Services Board

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BOS Meeting Public Comment	4 Developmental Disabilities Committee* Behavioral Health Oversight Committee*	5	6	7
8	9	10	11 * Compliance Committee *Executive Committee	12	13 Fiscal Oversight Committee*	14
15	16	17	18 CSB Board Meeting*	19	20	21
22	23	24 Christmas Eve	25 Christmas Day	26	27	28
29	30	31	1/1/2020 New Year's Day			

Issues for Board Review, Action, or Information:

- Finalize Testimony; Jan. 2021 State Budget Hearings held in *early Jan.* (R)
- Visits with General Assembly Representatives (R)
- FY 2021 CIP Budget (I)
- [CSB Fee Related Documents submitted Dec 3rd BOS Meeting](#)

Events of Interest:

- [Upcoming: House Appropriations-Senate Finance Committee's Public Hearings on Budget \(early January\).](#)
- [Upcoming: Fairfax County Delegation's Pre-General Assembly Public Hearing \(early January\)](#)
- [Upcoming VACSB Legislative Conference in January 2020,](#)

* Meetings moved up one week to accommodate Holiday Schedule 7-8

Fairfax-Falls Church Community Services Board

JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	12/30/19	12/31/19	1 New Year's Day	2	3	4
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	17 Fiscal Oversight Committee	18
19	20 Martin Luther King, Jr. Holiday	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30	31	

Issues for Board Review, Action, or Information:

- [CSB Board Testimony before the House Appropriations – Senate Finance Committee – State Budget \(R\)](#)
- [CSB Board testifies before No. VA. Legislative Delegation \(R\)](#)
- [FY 2019 CSB CIP](#)

Events of Interest:

- [House Appropriations-Senate Finance Committee's Budget Public Hearings](#)
- [Fairfax County Delegation's Pre-General Assembly Public Hearing](#)
- [VACSB Legislative Conference, January 2020](#)
- [BOS Budget Committee Meetings](#)

Fairfax-Falls Church Community Services Board

FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Developmental Disabilities Committee	6	7	8
9	10	11	12 Behavioral Health Oversight Committee	13	14	15
16	17 President's Day	18	19 Compliance Committee Executive Committee	20	21 Fiscal Oversight Committee	22
23	24	25	26 CSB Board Meeting	27	28	29

Issues for Board Review, Action, or Information:

- Possible Third Quarter Submission due to DMB (R)
- FY20 – FY21 Strategic Plan Mid-Year Accomplishments (I)
- CSB Status Report – FY 20120 Q2 (R)

Events of Interest:

- [BOS Budget Committee Meetings](#)
- [Release of FY 2021 Advertised County Budget by County Executive](#)
- [BOS Proclamation of March 2020 as DD Inclusion Month and pre-proclamation Reception – Government Center](#)

Fairfax-Falls Church Community Services Board

MARCH 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Behavioral Health Oversight Committee	12	13	14
15	16	17	18 Compliance Committee Executive Committee	19	20 Fiscal Oversight Committee	21
22	23	24	25 CSB Board Meeting	26	27	28
29	30	31				

Issues for Board Review, Action, or Information:

- Development of CSB input for Human Services council 2021 Budget testimony before the BS (R)
- FCSB Preparation Budget Testimony before BOS April (R)
- Fairfax County Tax Rate Advertised

Events of Interest:

- [BOS FY2020 Advertised Budget Committee Review](#)
- [VACSB Legislative Conference, May 2021](#)
- [2020 CSB Spirit of Excellence and Honors Awards, April 2020](#)

Fairfax-Falls Church Community Services Board

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Developmental Disabilities Committee	2	3	4
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	17 Fiscal Oversight Committee	18
19	20	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30		

Issues for Board Review, Action, or Information:

- Appointment of CSB Officer Nominating Committee (A)
- CSB Board Testimony Budget Public Hearings BOS, TBD

Events of Interest:

- [BOS FY 2020 Advertised Budget, Public Hearings-CSB Testimony Date TBD](#)
- [BOS Markup of County FY 2021 Budget](#)
- [VACSB Development & Training Conference, \(TBD\)](#)
- [20120 CSB Spirit of Excellence and Honors Awards](#)

Fairfax-Falls Church Community Services Board

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 Behavioral Health Oversight Committee	14	15 Fiscal Oversight Committee	16
17	18	19	20 Compliance Committee Executive Committee	21	22	23
24	25 Memorial Day	26	27 CSB Board Meeting	28	29	30
31	6/1	6/2	6/3	6/4	6/5	6/6
			Developmental Disabilities Committee			

Issues for Board Review, Action, or Information:

- [Establishment of CSB Ad Hoc Fee Policy Review Committee \(A\)](#)
- [CSB Status Report-FY 2020 Q3 \(R\)](#)

Events of Interest:

- [VACSB Development & Training Conference, May 2020](#)
- [CSB Executive Director Evaluation due next month](#)
- [Review County Legislative Proposals – Human Services Issues Paper](#)
- [BOS Adoption of County FY 2020 Budget](#)

**Closed Session: CSB Exec Director Evaluation*