



FAIRFAX - FALLS CHURCH

# 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

## April 24, 2019

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; Basilio ‘Sonny’ Cachuela Jr; Ken Garnes; Sheila Coplan Jonas; Edward Rose; Nancy Scott; Diane Tuininga; and Jane Woods

The following CSB Board members were absent: Thomas Burger; Rachna Sizemore Heizer; and Bettina Lawton

The following CSB staff was present: Daryl Washington; Georgia Bachman; Lucy Caldwell; Marissa Fariña-Morse; Mike Goodrich; Evan Jones; Elizabeth McCartney; Cynthia Tianti; and Lyn Tomlinson

1. Meeting Called to Order

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

2. Matters of the Public

None were presented.

3. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no further revision recommendations, the agenda was accepted as presented.

4. Approval of the Minutes

Draft minutes of the March 27, 2019 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.

5. Jail-Based Services, Jail Diversion, and Specialty Courts

Marissa Fariña-Morse directed attention to slide handouts provided in the meeting materials. Highlights of the presentation included:

- The CSB uses the Sequential Intercept Model, illustrated on page 2 of the slides. This is a national model that illustrates that there are predictable points at which an individual may have contact with the criminal justice system. Services are provided at these identified points providing an opportunity for diversion from incarceration and connection with needed services.
- Jail-Based Services are provided to incarcerated individuals with serious mental illness and substance use disorders. The 25 clinicians on the jail-based team support jail operations and specialty courts, 7 days/week including efforts to ensure continuation of services received prior to incarceration.
- The Jail Diversion team supports and tracks outcomes for moving individuals to a lower level of care providing services as needed to include Intensive Case Management (ICM) and Engagement.

- It was clarified that as Specialty Courts and Dockets require an individual petition to the Supreme Court of Virginia, each of the three courts related to the Veteran's Treatment Docket submitted separate petitions.
- Highlighting the numerous functions of the Mental Health Docket, Ms. Fariña-Morse reported that a CSB Coordinator will be starting in mid-May for preparation prior to the Docket launch in July 2019.
- Individuals on Supervised Release with mandated treatment for mental health or substance use disorder are tracked for compliance through the Supervised Release Docket.

All the courts covered in this presentation are open sessions and may be attended, noting that the meeting schedule for each court/docket was provided on the related slide. The slide packet and the Jail-Based Org chart provided at the April Fiscal Oversight Committee meeting will be emailed to Board members.

#### 6. Director's Report

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

Lyn Tomlinson provided several updates, highlights of which include:

- Two handouts related to wait times were provided in the meeting materials. A chart that illustrates the very short wait times for CSB Emergency Services and a copy of a blog article written by Pete Early, a local advocate for behavioral health care. Ms. Tomlinson clarified that the wait times illustrated in the chart does not include services provided overnight as that data is still being collected and will be provided once available. It was further clarified that efforts will be made to identify and apply appropriate strategies in an effort to decrease the wait times in other programs.
- Recent recruitment and retention activities include development of a CSB Academy. The Academy is designed to provide license-eligible master's level graduates an opportunity to obtain licensure following completion of the six-month course, internship, and practicum. Graduates of the Academy will be offered employment as a Behavioral Health Specialist in a CSB program. There is an effort to develop incentives for graduates to accept employment with the CSB.
- Efforts to address the state hospital bed crisis include submission of a proposal to the state for funding to provide medical detox services in the crisis stabilization unit. If awarded, talking points will be provided to Board members to support discussion with legislators.
- Members were encouraged to Save the Date for a developmental disability conference sponsored by Chairman Bulova and the Arc of Northern Virginia at the Government Center on June 29, 2019 from 8:30 a.m. to 1:00 p.m. More information will be shared as it becomes available.
- Evan Jones shared a video previously viewed at the April Developmental Disabilities Committee meeting that utilizes a humorous approach to the lack of disability representation in large companies that emphasize diversity. Additionally, Mr. Jones distributed a flyer and encouraged members to view a new program that

chronicles the search for employment by people with special needs; “*The Employables*” will air on A&E at 10:00 p.m. on May 8, 2019.

Daryl Washington provided an update to recent STEP-VA (System Transformation Excellence and Performance) implementation efforts, noting some significant funding and communication concerns. Some highlights include:

- Funding concerns include the utilization of multiple funding mechanisms, the lack of clarity on dispersal of funds to individual CSB or by Region, and the continual revision of definitions. Additionally, there are restrictions for spending awarded funds with requests to use awarded funds, even if inadequate, to launch new services. There is concern that these restrictions and requests are in direct contradiction with directives issued by the General Assembly in the last session.
- A reminder was offered that all VA CSB’s were provided funding for Same Day Access and Primary Health Care Screening. The next two steps to be implemented are 1) Crisis Stabilization services; expected to be funded as a regional project with an estimated \$1.4M, noting that the Fairfax-Falls Church CSB is 50% of the region; and, 2) Outpatient Services that are likely to be a hybrid model for which each CSB will be provided a base amount. The balance of the funding is anticipated to be distributed equitably using an equity index currently in development by VCU (Virginia Commonwealth University), that is projected to be delivered in late 2019, making funding projections impossible.
- Department of Behavioral Health and Developmental Services (DBHDS) Executive Leadership appears unwilling to collaborate with VA CSB Executive Leadership.
- Mr. Washington noted that the STEP-VA definitions, still in development, may very well impact the current efforts to revise CSB Policy #0030, *CSB Priority Access to CSB Services* and the associated priority populations guidelines documentation.
- Noting that the Partner Feedback meeting has been scheduled for Monday, May 13<sup>th</sup>, it was recommended that the concerns with STEP-VA be a topic for discussion.
- In response to these significant concerns, it was emphasized that Board members are likely to be asked for future advocacy with the legislative body.

Noting that further monitoring of these concerns is warranted, it is anticipated that a comprehensive update will be provided in June. Staff and Board members engaged in very robust dialog.

Directing attention to the handouts provided in the meeting materials, Mr. Washington highlighted that Lucy Caldwell was awarded for Innovation, and the WIN (Welcoming Inclusion Network) won an award for Partnership at the 2019 Spirit of Excellence Awards Ceremony, further noting that CSB Board member Nancy Scott attended.

Daryl Washington, Lyn Tomlinson, and CSB Medical Director, Colton Hand are scheduled to meet with the Sheriff on Monday, April 29 to discuss services provided in the jail.

DBHDS recently awarded one-time funding of approximately \$33K to assist with jail discharge services.

Gratefully acknowledging the robust advocacy provided by CSB Board members, Mr. Washington reported an additional DBHDS regional award of \$325K related to the state hospital bed crisis. The funding will establish an Intensive Recovery & Treatment Step Down Facility for the No. VA Region that will provide step-down care from the State Psychiatric Hospitals.

6. Matters of the Board.

Gary Ambrose confirmed the next Diversion First Stakeholders meeting is Thursday, May 16, 2019, offering a reminder that would be his final meeting as Chair. Mr. Ambrose offered a further reminder to the Board that the June 2019 CSB Board meeting would be his final meeting as he is leaving the Board at the end of FY 2019.

7. Committee Reports

A. *Behavioral Health Oversight Committee (BHOC)*

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

- Notice that a new Committee Chair will be elected.
- The June 12, 2019 meeting will be a joint meeting of the Developmental Disabilities and Behavioral Health Oversight Committees primarily for discussion of legislative priorities and maximized benefit of the committees.
- Key issues discussed were priority access guidelines and partner feedback.
- Associate Members and staff provided updates.
- Associate Member presentations included Bill Taylor with Concerned Fairfax and Lauren Goldschmidt & Emily Watson with ServiceSource, focusing on employment.

**The next BHOC meeting is Wednesday, May 8, 5:00 p.m. at the Merrifield Center, Level 1-Room 408/509, East.**

B. *Compliance Committee*

Suzette Kern provided a brief overview of the recent meeting, highlights of which are:

- Serious Incident Reporting update,
- ComplyTrack software implementation is on schedule to launch May 1, with incident tracking beginning on July 1.
- A chart highlighting compliance areas was distributed, noting that AdvantEdge had moved from yellow to red status. This change illustrated the high level of oversight needed with any new system and some ongoing and increasing concerns over implementation specific to AdvantEdge and Credible.

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

C. *Developmental Disabilities (DD) Committee*

Sheila Jonas, provided an overview of the April committee meeting, including:

- Staff and Associate members updated recent activities.
- A quarterly update of the Northern Virginia Regional Projects Office (NVRPO) was provided by Jean Post and Randy Buckland.

- Ms. Woods added that Committee and Associate members are increasingly engaged and involved.

**The next meeting is combined with the Behavioral Health Oversight Committee Meeting on Wednesday, June 12 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.**

*D. Fiscal Oversight Committee*

Captain Basilio ‘Sonny’ Cachuela, Jr., provided an overview of the April meeting activities including:

- The FY 2019 third quarter projections were provided noting no revenue adjustments were needed, and operating expenses remained on target.
- Noting a drop in the second quarter for Fringe & Compensation, it was attributed to an increase in hiring in anticipation of new positions in July and dual encumbrances for succession planning.
- Collection efforts for identified non-billable services include verification and correction of credentialing records, confirming that Joe Mondoro, Department of Management and Budget (DMB) is updated regularly. It was further noted that the collected revenue is anticipated to impact FY 2020.
- The Human Resources Update included a report of 102 Vacant General Merit positions, noting an overall decrease in critical area vacancies. Further updates include:
  - Donna Chittum, newly hired Recruiter, has been attending job fairs and visiting CSB sites to determined individual site staffing needs.
- The Jail-Based Services Org Chart was distributed and will be a regular agenda item for monthly monitoring of position status at the ADC (Adult Detention Center), noting the two current vacancies are in the resume review/interview stage.
- Reporting that all efforts to implement medical clearance with INOVA have failed, alternate options are being explored.
- The Adult and Youth Time to Treatment charts indicated wait times have improved.
- Captain Cachuela offered a reminder that nominations for Fiscal Oversight Committee Chair are being accepted

**The next meeting is Friday, May 17 at 9:00 a.m. at the Pennino Building, Room 836A.**

*E. Other Reports*

Ed Rose summarized the testimony provided by Diane Tuininga, Jennifer Adeli and Mr. Rose at the Budget Public Hearing before the Board of Supervisors (BOS) on Thursday, April 11, 2019.

Ken Garnes, offering thanks to Elizabeth McCartney for her supportive efforts to the Board, provided an update on Board member feedback on the 2019 Legislative Session. Directing attention to the meeting materials that included the collected feedback as well as a draft legislative planning calendar, Mr. Garnes confirmed that

Ms. McCartney will provide talking points. Ms. McCartney provided a brief overview of the materials, encouraging members to reach out with further recommendations or questions.

Gary Ambrose, noting the significance of this CSB Board policy, reported that feedback would be solicited from staff, Associate Members, and the community. Early efforts include consideration of exceptions, i.e. Diversion First, CIT trained officers, Mobile Crisis Unit (MCU) response, and Adult Partial Hospitalization (APH), etc. It is anticipated that while this is an urgent need, the likely impact of STEP-VA definitions discussed earlier, complicate the typical revision progress.

Suzette Kern announced the 2019 CSB Board Member Retreat will most likely be scheduled for Saturday, September 28, 2019 noting that several members still need to be polled for availability.

Ms. Kern further noted that nomination for CSB Board Officers will be added to the June CSB Board meeting agenda.

8. Action Item

A. *CSB Board Nominating Committee*

Suzette Kern proposed appointing the following volunteer board members to the FY 2020 CSB Officer Nominating Committee; Ken Garnes, Captain Basilio ‘Sonny’ Cachuela, Jr, and Sheila Jonas. Ken Garnes offered a motion to approve, which was seconded and passed.

CLOSED SESSION

At 6:39 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 6:48 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in 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 6:50 p.m.

Actions Taken--

- ◆ The March 27, 2019 CSB Board Meeting minutes were approved as presented.
- ◆ The Ad Hoc FY 2020 CSB Officer Nominating Committee was established.

---

Date

Staff to Board

## ***Behavioral Health Oversight Committee Meeting Minutes***

**Date:** April 10, 2019

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

**Committee Members Present:** Chair, Gary Ambrose; CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr; CSB Board Member Diane Tuininga

**CSB Board Members Absent:** CSB Board Member Daria Akers

**Associate Members Present:** Cathy Benn, Second Story; Peter Clark, No. VA. Mental Health Foundation (NVMHF); Lauren Goldschmidt and Emily Wilson, ServiceSource; Lisa Goodwin, Recovery Program Services of VA (RPSVA); Wendy Gradison, PRS, Inc.; Trudy Harsh, the Brain Foundation; Heather Peck, Laurie Mitchell Empowerment and Career Center(LMECC); Joe Pettit and Bill Taylor, Concerned Fairfax; Alanna Taylor, National Counseling Group (NCG); and Eleanor Vincent, Pathway Homes, Inc.

**Staff:** Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Lucy Caldwell, Communications Director; Evan Jones, Employment & Day Services; Michael T. Lane, Dir. Individual and Family Affairs; Elizabeth McCartney, Legislative Liaison; and Lyn Tomlinson, Deputy Dir. Clinical Services

**Guest(s):**

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Meeting Call to Order	Meeting was called to order at 5:01 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.  Mr. Ambrose offered a reminder that the June BHOC meeting agenda includes election of a new Committee Chairman. It was further shared that this year’s June meeting has been redesigned to be a joint meeting with the Developmental Disabilities Committee meeting, noting there will be a focus on maximizing the effectiveness of both committees, beginning with review and feedback of legislative priorities for the 2020 General Assembly Session.		
Meeting Minutes	Draft minutes of the March 13, 2019 meeting were offered for review. Acknowledging that no recommendations were forthcoming, Diane Tuininga made a motion to approve the minutes as presented, which was seconded and approved.	Committee Members	
Matters of the Public	None were presented		

## Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
<p>Priority Initiatives: - Priority Access Guidelines, and - Partner Feedback</p>	<p><i>Priority Access Guidelines</i>; Mr. Ambrose emphasized that <i>CSB Board Policy #0030 Priority Access to CSB Services</i> is the most significant CSB Board policy, noting it has the greatest impact to the CSB and individuals served. Attendees were strongly encouraged to review and provide feedback on the Guidelines. Several recommendations were offered including 1) Consideration of exceptions, i.e. Diversion First, CIT officers requested, MCU response, APH, etc., 2) Increased outreach/publicization, including to medical providers, 3) Dual-diagnosis, highlighting the increasing numbers of co-occurring diagnoses, particularly in the DD Community. It is likely revision of the Guidelines will become an annual process.</p> <p>A reminder was offered that development of definitions and implementation of STEP-VA (System Transformation Excellence and Performance) is ongoing.</p> <p>Lyn Tomlinson added that she is available to meet with any Associate Member agencies for further discussion of the Guidelines, noting that Karina Bojorge will be reaching out soon with an invitation to schedule a meeting.</p> <p><i>Partner Feedback Update</i>; In follow up to the February Partner Feedback workgroup meetings, the feedback clearly identified primary interests in increased engagement and partner collaboration. Meetings with CSB staff and partners are in development for establishment of a collaborative plan with sustainable and achievable goals.</p>		
<p>Associate Member Reports, Updates, and Concerns</p>	<p>Gary Ambrose opened the floor to Associate Members, information provided included the following:</p> <ul style="list-style-type: none"> <li>• Eleanor Vincent with Pathway Homes provided highlights of recent activities: <ul style="list-style-type: none"> <li>○ The state recently renewed the Permanent Supportive Housing (PSH) contract for the fourth year, continuing to provide homes to 40 individuals in Fairfax County, Alexandria City, and Prince William County. The positive outcomes of this program, noting they are reported to the General Assembly, help to inform decisions for funding additional PSH beds.</li> <li>○ The Board of Supervisors (BOS), in collaboration with the Department of Housing and Community Development proclaimed April as Community Development Month. It was further noted that the Community Development Block Grant (CDBG) program has provided funding for the purchase of housing units, clarifying that ownership of the units simplifies the application process.</li> </ul> </li> </ul>	<p>Associate Members</p>	

## ***Behavioral Health Oversight Committee Meeting Minutes***

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>○ The Office to Prevent and End Homelessness participated in the Built for Zero Collaborative conference in Atlanta GA, joining national efforts to battle chronic homelessness, anticipating a positive impact on Fairfax County.</li> <li>● Wendy Gradison with PRS, Inc. reported the Open House at their Mt. Vernon location earlier in the day. It was further noted that their Annual Board Meeting is scheduled for June 12, 2019.</li> <li>● Lisa Goodwin with RPSV provided several updates including:               <ul style="list-style-type: none"> <li>○ Recent participation in a Town Hall meeting hosted by WAQR/96.3 radio, on the opioid crisis.</li> <li>○ Some staff has received Opioid Crisis Intervention Training from the Chris Atwood Foundation and are certified to administer Narcan.</li> <li>○ Offering a reminder of their fundraiser scheduled for August 24, 2019, Ms. Goodwin highlighted that sponsors, silent auction items, and donations are being accepted. Efforts to locate a celebrity to headline the event are ongoing.</li> <li>○ Encouraging attendance, Ms. Goodwin distributed a handout with scheduled WRAP (Wellness Recovery Action Plan) sessions, noting that the Merrifield and Reston sessions have begun.</li> </ul> </li> <li>● Lauren Goldschmidt with ServiceSource offered a reminder of the in support of Autism Awareness event, scheduled for Thursday, April 18, 2019 at 12:30 at the Oakton office. Artwork by individuals on the spectrum will be available for sale.</li> <li>● Alanna Taylor with NCG reported increased funding to expand education services in an effort to seek solutions to serve individuals in the southern part of Fairfax County.</li> <li>● Trudy Harsh with the Brain Foundation reported an annual fundraiser on May 18, 2019 at Maggiano's. Ms. Harsh emphasized that The Brain Foundation is a wholly volunteer organization and that all funding is spent on the nine homes owned by the Foundation. Ms. Harsh further reported that three of the nine houses are in Fairfax City where the taxes for these homes are forgiven. The remaining six houses are in Fairfax County and have an annual tax bill of approximately \$33K, where, although requested, the BOS does not have a mechanism for forgiving the tax, a likely topic that Ms. Harsh will present at the Budget Public Hearings.</li> </ul>		

## **Behavioral Health Oversight Committee Meeting Minutes**

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>○ Ms. Harsh stated dissatisfaction with the lack of clearly identifiable information in naming conventions of county buildings, noting that there seems to be an avoidance to include the types of services provided by the CSB due to the related stigma. All attendees engaged in a very robust discussion. Gary Ambrose agreed to investigate this matter further, including consideration of forming a workgroup.</li> </ul>		
<p>Associate Member Presentation: Concerned Fairfax ServiceSource</p>	<p>Bill Taylor with Concerned Fairfax directed attention to a handout included in the meeting materials that provided background of the organization. Mr. Taylor emphasized the organization is made-up of a group of community members that typically have loved ones struggling with Serious Mental Illness (SMI) and/or Substance Use Disorder, noting the tremendous benefit of having community members concerns, insights, and knowledge. Mr. Taylor, reporting some previous collaborative efforts and quoting from the BHOC Charter, confirmed that the activities of this organization readily support the efforts of this committee. Reporting a recent focus on housing, Mr. Taylor offered to work in partnership with any Associate Member agencies with a similar focus, noting his contact information was included on the handout.</p> <p>Lauren Goldschmidt and Emily Wilson, with ServiceSource acknowledging that the focus of this presentation would be on employment, distributed some handouts and directed attention to the projected presentation. Attendees participated in a brief activity, providing the introduction for the presentation, some highlights of which include:</p> <ul style="list-style-type: none"> <li>• An overview of the many services provided by ServiceSource and the numerous states in which they are provided was presented.</li> <li>• To be eligible, individuals must be Fairfax County residents with a mental health or substance use diagnosis, they are not required to be receiving Case Management services through the CSB. It was also reported that a Drop-In incentive service is provided, as staff availability permits, for individuals who may need intermittent or last-minute services.</li> <li>• The Specialized Transportation service was clarified to be a discount (of 50%) program for Uber and Lyft.</li> </ul> <p>Ms. Goldschmidt reported that the responses of the activity preceding the presentation will be added to the presentation, following which, it will be forwarded to the Committee and Associate members.</p>	<p>Bill Taylor</p> <p>Lauren Goldschmidt and Emily Wilson</p>	
<p>Staff Reports</p>	<p>CSB staff provided several agency updates to include:</p>	<p>Lyn Tomlinson</p>	

## ***Behavioral Health Oversight Committee Meeting Minutes***

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• Elizabeth McCartney provided a legislative update some highlights of which are:               <ul style="list-style-type: none"> <li>○ Related to the General Assembly session that just ended; a list of the Fairfax County supported legislation is available on the County website. Tracking data may also reviewed, please contact Ms. McCartney for a link.</li> <li>○ The Behavioral Health Oversight and Developmental Disabilities Committees have scheduled a joint meeting on June 12, 2019 for discussion of legislative priorities that will help to inform development of the Human Services Issues paper as well as topics for discussion with legislators and testimony for FY 2021.</li> <li>○ The CSB Board is providing testimony at the Fairfax County Budget Public hearings on April 11, 2019. The hearings start at 1:00 p.m. and the CSB was assigned slot #'s 9, 10, and 11. Topics include Diversion First, Opioids, and allocation of funding related to STEP-VA (System Transformation Excellence and Performance).</li> <li>○ Lyn Tomlinson offered reminder that a legislative update has been added as a standing agenda item.</li> </ul> </li> <li>• Lyn Tomlinson provided an update to STEP-VA implementation noting the goal is to provide a broad array of services in the community, necessarily resulting in shifting some costs from the state to the individual communities. Additional highlights include:               <ul style="list-style-type: none"> <li>○ Development of service definitions is ongoing. Caution was offered that consideration of the definitions must include acknowledgement that costs for follow up services must also be taken into account.</li> </ul> </li> <li>• Ms. Tomlinson reported an increase in serving individuals with developmental disabilities who have also been diagnosed with mental health and/or substance use disorders. Recognizing a need to improve service delivery to individuals with co-occurring disorders, Ms. Tomlinson asked for feedback and comments from vendor partners</li> <li>• A reminder was offered that the CSB recently honored the CSB Spirit of Excellence winners.</li> <li>• The Employee Engagement Survey recently closed. The 400+ responses are being reviewed for follow up.</li> <li>• A recent survey, conducted anonymously, revealed that 103 lives were saved through the Narcan/Naloxone training provided by The Chris Atwood Foundation.</li> </ul>	Elizabeth McCartney Lucy Caldwell Georgia Bachman	

## Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>• Lucy Caldwell provided updates to scheduled CSB events, to include:                             <ul style="list-style-type: none"> <li>○ Attendees were encouraged to attend the event celebrating Children’s Mental Health Month that will be held at Merrifield on May 9, 2019 from 3:30 p.m. – 6:30 p.m. A large number of events are planned, including a Resource Fair. Members interested in having a table should contact Ms. Caldwell.</li> <li>○ Attendance was also strongly encouraged for the CSB 50<sup>th</sup> Anniversary breakfast celebration scheduled for Tuesday, May 21, 2019 beginning at 8:30 a.m. at the Government Center.</li> <li>○ The annual Nexus Forum celebrating Mental Health Awareness Month is scheduled for May 2019 at the Virginia Hills Center. More information will be provided as it becomes available.</li> </ul> </li> <li>• Georgia Bachman reported that Abby May and Amy Miller, Crisis Stabilization Program Manager, are leading regional efforts to draft a proposal for funding from DBHDS (Department of Behavioral Health and Developmental Services) to expand/provide services for individuals who need medically managed detox in combination with crisis stabilization. This proposal addresses the increase in individuals admitted to state-run inpatient psychiatric hospitalization, who are also in need of detox services, through diversion from state hospitals. The application is due April 17, 2019.</li> </ul>		
	<p><b>The next BHOC meeting is Wednesday, May 8, 2019, 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B, West</b></p>		
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 5:46 p.m.	Gary Ambrose, Chair	

May 8, 2019

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Prepared by Erin Bloom

Fairfax-Falls Church Community Services Board  
Compliance Committee Meeting Minutes  
April 17, 2019

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; Ken Garnes; and Edward Rose

The following Committee members were absent:

The following staff were present: Mike Goodrich, Luann Healy, Cindy Tianti, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:00 p.m.

2. Review of Meeting Minutes

Meeting minutes of the March 20, 2019 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.

3. Follow up items from March 2019 Compliance Committee Meeting

*Serious Incident Report (SIR) Confidentiality Disclaimer*

Luann Healy confirmed that the Serious Incident Report was revised to move the confidentiality disclaimer to the last page of the form.

*Level III Report, March 2019*

Ms. Healy offered a reminder that Level III incidents include deaths, sexual assaults, serious injuries, or suicide attempts. There were eight Level III incidents in March 2019 that included 4 deaths of which two were unknown, one was expected, and one was unexpected; two suicide attempts, one allegation of inappropriate sexual activity, and one permanent injury. Lyn Tomlinson reminded committee members that all Level III incidents are reviewed by Ms. Tomlinson or Dr. Colton Hand, CSB Medical Director.

4. Updates

*ComplyTrack*

Mike Goodrich reported that implementation of ComplyTrack remains on schedule to launch May 1, 2019. Offering a reminder that implementation is a 12-week process, tracking of new/current incidents is expected to begin July 1, 2019. Ms. Healy confirmed that the reporting functions will be reviewed during the implementation period to determine the array and availability of reports for the Board.

*AdvantEdge*

Mr. Goodrich provided an update to ongoing efforts to implement use of third-party billing through AdvantEdge, highlighting current efforts to resolve problems related to two-way technological communication between AdvantEdge and Credible, including:

- AdvantEdge and Credible are able to pass data back and forth. However, Credible is unable to process incoming payment data to correctly impact client records/statements or for reconciliation of the General Ledger (in Credible) due to a robust firewall in the Credible system. DIT (Department of Information Technology) has been asked to provide an independent assessment of the viability for moving forward with this contract.
- Committee members expressed their concern over the staff time and effort that is being expended to move forward with AdvantEdge given all of the problems that continue to surface.
- A resolution to this matter is anticipated by the May 15<sup>th</sup> Compliance Committee meeting, at which a further update will be provided.

CSB Moderate/High Risk Compliance and Risk Management Areas

Mike Goodrich directed attention to the Compliance Program Tracking report, offering a reminder that a category assigned yellow or red reflects an event that has been unresolved for more than 60 days. Highlights included:

- AdvantEdge has a red status as it is a new program and requires very close scrutiny during and following implementation.
- HIPPA was mistakenly represented with no color, green will be added to indicate that there are no matters receiving attention for more than 60 days.

CLOSED SESSION

At 4:37 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 4:50 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

Immediately following, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 4:51 p.m.

Actions Taken –

- Minutes of the March 20, 2019 Compliance Committee meeting were reviewed and approved.

May 15, 2019

Date Approved



Staff to the Board

Fairfax-Falls Church Community Services Board  
Developmental Disabilities Committee

April 3, 2019

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

Committee Members in Attendance: Sheila Coplan Jonas, Co-Chair; Jane Woods, Co-Chair; Daria Akers, Board Member; Thomas Burger, CSB Board Member; Nancy Scott, Board Member; and Rachna Sizemore-Heizer, Board Member

Committee Members absent:

Associate Members in Attendance: Joanne Orchant Aceto, MVLE; Bethany Barr, Melwood; Dennis Brown, ServiceSource; Julie Dwyer-Allen, CRi; Rikki Epstein, The Arc of Northern Virginia; Norma Israel, Resources for Independence of VA (RIVA); Susan Keenan, Community Living Alternatives (CLA); Bernice Mean chop, CRi; Andrew Miller, Lutheran Family Services; Zanelle Nichols, ECHO; Stephen Toth and Mary Ehlers, ServiceSource Families & Friends; Eleanor Vincent, Pathway Homes, Inc.; and Jakuta Williams, Community Concepts, Inc. (CCI)

Staff in Attendance: Barbara Wadley-Young; Randy Buckland; Evan Jones, Elizabeth McCartney; Victor Mealy, Jean Post; Joseph Rajnic, and Lyn Tomlinson

Guests in Attendance: Ashley Fisher, community member

1. Meeting Called to Order

Jane Woods convened the meeting at 5:32 p.m.

2. Welcome and Introductions

Ms. Woods announced that the next meeting of the DD committee was rescheduled to June 12<sup>th</sup> to be held in conjunction with the Behavioral Health Oversight Committee. The agenda for this meeting will include discussion of legislative priorities and activities. All attendees introduced themselves including name and agency affiliation.

3. Approval of the Agenda and Minutes

As no changes to the April 3, 2019 agenda were recommended, the agenda was accepted as presented.

Draft minutes of the February 6, 2019 Developmental Disabilities Committee meeting were presented for Committee review. As no revisions were recommended, Nancy Scott made a motion to accept the notes as presented, which was seconded and passed.

4. Matters of the Public

None were presented.

## 5. Matters of the Committee

Offering clarification that this agenda item provided an opportunity for both Committee and Associate members to provide agency updates, Ms. Woods offered this opportunity to all present. Information provided included:

*Rachna Sizemore-Heizer*; provided several community event updates to include:

- Attendance was encouraged for the Community Sensory Day on Saturday, April 13, 2019, from 11:00 a.m. - 1:00 p.m. at the Public Safety Headquarters at the Fairfax County Government Center Complex. Ms. Heizer noted that this day is intended to increase familiarization between both the law enforcement and the developmental disabilities communities. A flyer for this event will be forwarded.
- Chairman Bulova's Office, The Arc of Northern Virginia, and the Welcoming Inclusion Network (WIN) group are collaborating on a community event, described as a Disability Inclusion Conference, scheduled for Saturday, June 29, 2019. Ms. Heizer clarified that this event is intended to increase safe living practices through familiarization in the community with the diverse behaviors of individuals with Mental Health and Developmental Disabilities. Further information will be provided as it becomes available. A Save the Date reminder for this event will be forwarded.
- Ms. Heizer further reported recent efforts to review CIT (Crisis Intervention Team) Training to ensure inclusion of behaviors of individuals with Developmental Disabilities. Further update will be provided.

*Dennis Brown*; offered a reminder of the February 2019 DBHDS (Department of Behavioral Health and Developmental Services) notification to all CSBs that 25% of all adult Waiver recipients, ages 18 – 65, must be employed. Mr. Brown clarified concerns with this requirement to include inconsistency with a person-centered system and direct conflict with the recent WIN recommendations, that were solicited from the community, for retirement and post-employment opportunities for individuals over 50 years of age. Staff and members engaged in vigorous discussion. *Committee members requested CSB Executive staff discuss and consider written communication to DBHDS from the CSB and/or the CSB Board expressing concerns related to this discussion, with an update provided at the June 12<sup>th</sup> joint meeting.*

Mr. Brown offered a reminder of the public comment period for the regulations related to all three Medicaid waivers noting that it will end April 5, 2019. Attendees were strongly encouraged to offer comments as early as possible noting the impending closure of the comment period.

*Rachna Sizemore-Heizer*; informed the committee of a State requirement that state funding for some services for individuals with developmental disabilities, including Self-Directed-Services and college assistance, e.g. aids, etc., may only be spent in Virginia. *Staff agreed to research this matter further and will provide clarification to the Committee.*

## 6. Staff and Agency Updates

*Lyn Tomlinson*:

- Offered a reminder and encouraged attendance at the CSB Spirit of Excellence Awards at the Government Center on April 4, 2019 beginning at 8:30 a.m. Barbara

Wadley-Young highlighted that staff receiving awards included Lucy Caldwell, and the WIN Leadership Team.

- Following a recent visit from DBHDS licensure, it was determined that further discussion related to regulations will be scheduled, with more information to follow as developments occur.
- The recent hiring of Donna Chittum as Recruiter was announced, reporting that Ms. Chittum will be initially focusing on Support Coordination.
- Also related to recruitment and retention, Executive staff has begun placing welcome calls to new staff within the first 30 days, noting that follow up calls will be placed as 60-90 days post-hire.
- A summary of the recent Ad Hoc Partner Feedback workgroup meetings was provided in a recent email to CSB Board and Associate Members. Some of the feedback topics included strengthening partnerships, increased involvement in strategic planning and in legislative efforts, and VACSB (Virginia Association of Community Services Boards) updates. Acknowledging that Associate Members are a critical component of planning related to workgroup feedback, Members were encouraged to provide further feedback as needed, confirming that initial feedback response efforts are underway, and further confirming that both BHOC and DD Committees will be updated regularly.

Barbara Wadley-Young: Lori Stillman will be advocating for the WIN recommendations before the Board of Supervisors (BOS) during the Budget Public Hearings on Wednesday, April 10, 2019.

Ms. Wadley-Young further reported that Evan Jones is a recipient of the Yvonne Johnson National Leadership Award from the National Rehabilitation Association for mentorship and commitment to development in the field.

CSB Legislative: Elizabeth McCartney, provided an update to recent legislative activities, focusing primarily on the legislation related to Developmental Disabilities services, noting no significant changes during the amendment/veto period afforded the Governor. The CSB Board recently provided comments to the Human Services Council that highlighted funding for Employment & Day Services as well as for Special Education Graduates and the continued implementation of WIN recommendations funding. Three CSB Board members will be providing testimony before the BOS during the Budget Public Hearings on Thursday, April 11, 2019, beginning at 1:00 p.m. with assigned speaking slots of 9, 10, and 11; Developmental Disabilities services will be a focus in the first testimony provided (slot #9). Ms. McCartney confirmed her attendance at the June 2019 joint BHOC and DD Committee meeting.

Employment & Day: Evan Jones, provided an overview of recent Employment & Day services activities:

- Recent efforts to provide partners with new opportunities include 1) work with Christ Church to establish a Day Support Program and a Group Supported Employment Cafe, and 2) preliminary communications with a local hydroponics vegetable grower to hire individuals with disabilities to assist with efforts to deliver products to local restaurants.

- There are an estimated 140 Special Educations Graduates for 2019 with identified employment.
- Mr. Jones played a video for attendees that cleverly illustrated commercial efforts at disability inclusion, titled “*The Valuable 500 Diversish*”, the video is posted on YouTube at: <https://www.youtube.com/watch?v=HZyylZpRHNO>.

Northern Virginia Regional Projects Office (NVRPO): Jean Post and Randy Buckland provided two handouts, including copies of a presentation and the *NVRPO Fiscal Year 2019 Ending December 31, 2018 Regional Utilization Group Report for the Regional Management Group*. Ms. Post noted that the *Group Report* was provided for independent review as desired, further reporting that the quarterly report will be provided at the June 2019 meeting. Highlights of the presentation include:

- An overview of the regions served was provided, emphasizing that this information is identified by the delivery of Behavioral Health or Developmental Disabilities services.
- NVRPO has a team of seven staff with an operating budget of approximately \$27M
- A brief description of each of the seven primary regional programs was provided as:
  - DAP-Discharge Assistance Plan; serves individuals discharging from state hospitals in need of complex treatment and community resources.
  - LIPOS-Local Inpatient Purchase of Service; purchase of inpatient hospital beds for uninsured individuals.
  - CSU-Residential Based Crisis Stabilization; 4 locations in Fairfax, Alexandria, Prince William, and Arlington.
  - REACH-Regional Education Assessment Crisis Response System; provides a 24/7 hotline, mobile support & crisis intervention, and an adult crisis therapeutic home.
  - CR2-Children’s Regional Crisis Response; mobile crisis response for youth with behavioral health needs including crisis intervention and community-based services as an alternative to hospitalization.
  - RAFT-Older Adults Facilities Mental Health Support Program; staff works in Assisted Living Facilities and nursing homes providing services to older individuals discharged from state hospitals. Services provided include medication management, treatment planning, and increasing the skills of on-site staff to work with older individuals with behavioral health needs.
  - Short Term DS with behavioral challenge Psychiatric Clinic; located at Merrifield and in Prince William and Loudoun Counties. Serves individuals with complex needs, partners with the existing team to increase skill levels for working with these individuals.
- Program Development and Expansion includes a proposal to DBHDS for funding a new eight-bed Intensive Community Residential Treatment (ICRT) step-down program.
- Randy Buckland provided an overview of some efforts with four Developmental Disabilities projects including:

- REACH (Regional Education Assessment Crisis Services Habilitation) provides services in situations involving individuals with developmental disabilities including in the community and in the home, emphasizing a focus on avoiding hospitalization. Recent efforts include the construction of three new short-term Crisis Therapeutic Transitional Homes; two six-bed homes for adults and one six-bed home for youth. Pictures of the homes were provided.
- IDD Short-Term Clinic; this service is designed to enhance provider capacity of general psychiatric services to assist with individuals who have the specific needs and behaviors of individuals with developmental disabilities.
- Flexible Funding Program; available to the individual or the family.
- Behavioral Specialist Funding; this is a contracted service between the CSB and the vendor providing the BH services.

Residential: Joe Rajnic, Acting Service Director, provided an update to ACRS (Assisted and Community Residential Services) noting the data includes directly operated and contracted services. Highlights include

- Assisted Living Facilities, 37 individuals served, no vacancies
- Intermediate Care Facilities, 34 individuals served with 3 vacancies
- Residential Group Homes (44 homes), 197 served with 12 vacancies
- Supervised Residential (44 apartments), 87 served with 7 vacancies
- Drop in and In Home, 76 individuals served
- Waiver and Non-Waiver
  - Group Homes:                      Waiver 162 (82%)              Non-Waiver 35 (18%)
  - Supervised Residential:      Waiver 38 (44%)              Non-Waiver 49 (56%)
  - Drop In:                              Waiver 9 (12%)                Non-Waiver 67 (88%)
  - **TOTAL:**                              **Waiver 201 (58%)              Non-Waiver 151 (42%)**

Support Coordination: Victor Mealy, provided an update to Support Coordination Services, reporting there are 202 slots, with 2,397 individuals on the wait list, including 620 Priority One, 1,255 Priority Two, and 522 Priority Three. Further highlights included:

- New Case managers hired on or after April 1, 2019 will be required to train on the recently released revised Case Manager Modules.
- An independent review of 10 CSB’s was just concluded, the results for which are pending.
- Dennis Brown added that a recent report indicated 43 individuals over the age of 70 are on the state wait list, only seven of whom are Priority One.

WIN – Welcoming Inclusion Network: Barbara Wadley-Young noted a WIN update had been provided earlier in the meeting.

## 7. Committee Chair Update

Jane Woods offered a reminder that the CSB Board Officer and Committee Chair nominations as well as Associate Member nominations take place in June each year. This

year, the nominations will be held at the June 2019 joint meeting of the Developmental Disabilities and Behavioral Health Oversight Committees.

Ms. Woods further announced that, unless notified differently, current Associate Members to the Developmental Disabilities Committee along with two new candidate agencies will be put forth for nomination at the June 2019 meeting.

There being no further business to come before the Committee, the meeting was adjourned at 7:06 p.m.

Actions Taken –

- The February 6, 2019 DD Committee meeting minutes were approved as presented.
- Announcement of the change to the June 2019 DD Meeting date and time.
- Information on two upcoming events, provided by member Rachna Sizemore-Heizer, will be forwarded to the DD Committee Outlook Distribution List.
- Committee members requested CSB Executive staff discuss and consider written communication to DBHDS from the CSB and/or the CSB Board expressing concerns related to employment requirements tied to Waivers.
- A reminder of the public comment period for the Community Services Performance contract on the June Agenda
- Staff will research the reported requirement that state funding awarded for some of the higher education services and programs for individuals with developmental disabilities is restricted to be spent only in Virginia.

---

Date Approved

---

Clerk to the Board

# CSB Fiscal Oversight Committee Meeting Minutes

**Date:** April 19, 2019  
**Attending:** Chair, Basilio 'Sonny' Cachuela, Jr.; Jennifer Adeli; Gary Ambrose; Suzette Kern  
**Absent:** Ken Garnes Bettina Lawton, and Edward Rose  
**Staff:** Mike Goodrich; Lyn Tomlinson; Marta Cruz; and Robyn Fontaine  
**Guest:** Thomas Marsh, student Eagle Ridge Middle School

## Summary of Information Shared/Decisions:

Captain Basilio 'Sonny' Cachuela Jr. called the meeting to order at 9:01 a.m. following which, and in recognition of the guest, all attendees introduced themselves including name and association with the CSB.

During introductions, Donna Chittum, hired March 4, 2019 as CSB Recruiter, noted recent attendance, accompanied by CSB clinical staff, at several job fairs including events at Marymount University, George Mason University, and Fairfax County. Additional efforts to become familiar with the CSB include several site visits to determine needs and resources.

### Review of meeting minutes

The March 15, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

### Financial Status

Robyn Fontaine provided an overview the FY 2019 third quarter projections. Directing attention to the FY 2019 Notes included in the meeting materials, some notable changes were highlighted to include:

- There were no revenue adjustments and operating expenses remain on target.
- A change to Compensation and Fringe Benefits in response to an increase in hiring in December 2018 forward, as well as dual-encumbrances for ARTS (Addiction and Recovery Treatment Services, STEP-VA (System Transformation Excellence and Performance), and succession planning for impending retirements as well as hiring in anticipation of some new positions in July 2019.
- Acknowledging a drop in Year-End Compensation & Fringe Benefits projections related to dual encumbrances, approval is temporarily suspended for general requests, such as to manage vacancies, while analysis of further, anticipated dual encumbrances is completed.
- Noting unusually high leave payouts, approximately doubled from FY 2018, this was attributed to an increased number of senior-level retirements.
- It was confirmed that collections related to previously identified non-billable services are far more likely to impact the FY 2020 budget, clarifying that payments received this fiscal year are not expected to be received in time for June adjustments.

### Administrative Operations Report

Mike Goodrich provided several updates to recent activities, including:

- Third Quarter Review submission to the Board of Supervisors remained unchanged, highlighting the adjustment to the \$600K originally set aside for mold-remediation at Crossroads.
- The testimony provided by three CSB Board members on April 11<sup>th</sup>, during the FY2020 Budget Public Hearings was very well-received.
- Mr. Goodrich highlighted several efforts for revenue maximization to include

# CSB Fiscal Oversight Committee Meeting Minutes

1. Communication with staff to clarify the need for accurate and up-to-date credentials *verified and entered into Credible*. Mr. Goodrich confirmed that Mr. Washington had spoken with Joe Mondoro, advising DMB of this situation and corrective efforts planned and taken.
  2. Also related to credentialing, changes were made to Credible, effective April 19<sup>th</sup>, that allows Case Management billing to be processed as QMHCM (Qualified Mental Health Case Management)
  3. Further Case Management billing concerns, related to ICM (Intensive Case Management), were reported as corrected and appropriately billed as of April 16<sup>th</sup>.
  4. Credentialing and Credible staff have been working diligently to ensure that credentialing has been verified and appropriately entered into Credible.
- Mr. Goodrich confirmed the report provided at the May Fiscal Oversight Committee will be expanded to include the revenue impact.

## Human Resources (HR) Update

Marta Cruz reported the number of Vacant General Merit Positions decreased to 102. Noting an overall decrease in the number of Critical Area Vacancies, some recruiting efforts were highlighted, including:

- Due to the difficulty in hiring licensed youth providers, CSB Recruiter, Donna Chittum will be meeting with Youth and Family leadership to strategize solutions.
- Recruiting will begin soon for the DDS (Developmental Disability Specialist) III Support Coordination Trainer position.
- It was confirmed that the three BHS (Behavioral Health Specialist) II vacancies are in the ADC (Adult Detention Center) on the Jail Diversion team.
- Offering a reminder that the QA (Quality Assurance) Manager had recently started, it was reported that interviews for the Compliance Coordinator position would start soon. Ms. Cruz further noted that the decision to reclassify the position and allow time for the candidate to obtain the required certifications post-hire resulted in a larger pool of candidates.

## Clinical Operations Report

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

- Noting the importance of hiring at the ADC, it was decided to provide the Jail Based Services Organizational Chart monthly to clearly illustrate the staff positions including the two current vacancies the recruitment ad for which closed April 12<sup>th</sup>. Discussions are underway for modifying the hiring process, including orientation, to include CSB and Jail Staff/Deputies.
- A chart providing Emergency Services Wait Times at the MCRC was provided, noting that the data does not include the overnight hours. Recognizing that the chart illustrates minimal response times, efforts will be made to duplicate efforts, where appropriate, in an effort to reduce wait times for other CSB services. *Ms. Tomlinson will investigate if there is a 'best practice metric' for Emergency Services Wait Times and report back to the Committee.*
- Ms. Tomlinson reported that recent efforts to finalize arrangements with INOVA to provide Medical Clearances at the MCRC have been unsuccessful. As alternative processes are being identified and reviewed the Committee will receive regular updates.
- Highlights from the Time to Treatment report included clarification that the bar charts illustrate the number of people waiting, while the ball graphs illustrate the average number of days through March. Further highlights included:
  - Adult Time to Treatment; highlighting that 105 people were waiting for IOP (Intensive Outpatient) services, noting there were 134 people waiting two weeks previously. This

# CSB Fiscal Oversight Committee Meeting Minutes

improvement is attributed to several changes including limiting response time to 10 days for treatment outreach efforts and modifying treatment schedules.

- Youth Time to Treatment; reporting overall improvement in wait times, it was noted that this time of year is typically the busiest time for referrals. Ms. Tomlinson confirmed that while the youth age is considered seven to 23, the usual age range is 12 – 18 years of age.

## Miscellaneous

- It was confirmed that discussion for the nomination for a new Fiscal Chair would take place at the May Fiscal meeting.
- Captain Cachuela announced that the June 21, 2019 Fiscal Oversight Committee meeting had been moved to meet at the Merrifield Center, Room 1-308 A/B at 9:00 a.m.

Noting no further discussion was forthcoming, the meeting was adjourned at 10:04 a.m.

## **Action Items/Responsible Party Required Prior to Next Meeting:**

Ms. Tomlinson will investigate if there is a 'best practice metric' for Emergency Services Wait Times and report back to the Committee.

Related to the Emergency Services Wait Times discussion, the Board Clerk will forward an article written by Pete Earley to the Committee.

## **Issues to Communicate to CSB Board:**

## **Agenda Items for Next Meeting:**

### Fiscal Oversight Committee meeting

Friday, May 17, 2019, 9:00 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Staff to the Board

Establishment of Ad Hoc Fee Policy Committee

Issue

The CSB Executive Committee is proposing the establishment of an Ad Hoc Fee Policy Committee and the selection of its members for the 2019-2020 fee related review work.

Recommended Motion

I move that the CSB Board establish an Ad Hoc Fee Policy Committee comprised of three members as recommended.

Background

As outlined in the CSB Bylaws, 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.

CSB Board Policy 2120, Reimbursement for Services, requires the annual review of fees and the provision of guidance on the system that provides subsidies and various payment methods based on the ability to pay and addresses delinquent accounts based on County policy. In addition to conducting a review of the Board Policy 2120, the Ad Hoc Fee Policy Committee reviews staff proposals on the Ability to Pay Scale, the Fee and Subsidy Related Regulation 2120.1, and the Fee Schedule, and makes recommendations. The Ad Hoc Fee Policy Committee then brings forward to the full Board a recommendation to post changes for public comment.

Timing

Request approval at the September 25<sup>th</sup> CSB Board meeting to prepare deliverables and meet the review deadlines.

Board Member/Staff

Suzette Kern, Chair

Sebastian Tezna, Service Director, Business Operations