



# Community Services Board

## FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Bettina Lawton, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 3 - Room 314, West

Wednesday, August 28, 2019, 5:00 p.m.

- |     |  |                          |           |
|-----|--|--------------------------|-----------|
| 1.  | <b>Meeting Called to Order</b>   | Bettina Lawton           | 5:00 p.m. |
| 2.  | <b>Matters of the Public</b>   | Bettina Lawton           |           |
| 3.  | <b>Amendments to the Meeting Agenda</b>  | Bettina Lawton           |           |
| 4.  | <b>Approval of the July 24, 2019 CSB Board Meeting Draft Minutes</b>   | Bettina Lawton           |           |
| 5.  | <b>Director's Report</b>   | Lyn Tomlinson            |           |
| 6.  | <b>Matters of the Board</b>  |                          |           |
| 7.  | <b>Committee Reports</b>   |                          |           |
|     | A. Behavioral Health Oversight Committee   | Diane Tuininga           |           |
|     | B. Compliance Committee  | Bettina Lawton           |           |
|     | C. Developmental Disabilities Committee  | Sheila Jonas/Nancy Scott |           |
|     | D. Fiscal Oversight Committee  | Jennifer Adeli           |           |
|     | E. Other Reports   |                          |           |
|     | • CSB Board Training Update  | Bettina Lawton           |           |
|     | • CSB Board Retreat Planning   | Bettina Lawton           |           |
|     | • Legislative Update   | Ken Garnes               |           |
| 8.  | <b>Information Item</b>  |                          |           |
|     | A. CSB Board Policy Review (3 <sup>rd</sup> )  | Sheila Jonas             |           |
|     | B. Nomination, DD Committee Associate Members  | Sheila Jonas/Nancy Scott |           |
| 9.  | <b>Action Item</b>   |                          |           |
|     | A. FY2019 End of Year Report Approval  | Jennifer Adeli           |           |
|     | B. CSB Board Policies Approval (2 <sup>nd</sup> )  | Sheila Jonas             |           |
| 10. | <b>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).</b> |                          |           |
| 11. | <b>Adjournment</b>   |                          |           |

Fairfax-Falls Church Community Services Board  
July 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: Bettina Lawton; Chair; Jennifer Adeli; Daria Akers; Basilio ‘Sonny’ Cachuela Jr; Ken Garnes; Rachna Sizemore Heizer; Sheila Coplan Jonas; Suzette Kern; Garrett McGuire; Edward Rose; Evelyn Spain; and Diane Tuininga

The following CSB Board members were absent: Thomas Burger and Nancy Scott

The following CSB staff was present: Daryl Washington, Georgia Bachman, Bill Hanna, Evan Jones, Victor Mealy, Linda Mount, Joe Rajnic, and Lyn Tomlinson

Guests: Gary Ambrose, Adelaide Etse with Quarshie Healthcare, LLC

1. Meeting Called to Order

Bettina Lawton called the meeting to order at 5:00 p.m.

2. Recognition

Bettina Lawton presented Gary Ambrose with a certificate of appreciation for his many accomplishments during his tenure as a Board member and as Chair to the CSB Board including with Diversion First. Mr. Ambrose offered his thanks for the recognition and commended the CSB Board, CSB staff and County Leadership staff for their hard work and dedication to the community.

3. Matters of the Public

Adelaide Etse with Quarshie Healthcare, LLC introduced herself and provided a brief description of the company she represents, noting they are newly licensed as a DD Supportive In-Home Services Agency for Children, Adolescents, and Adults.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no further revisions, Edward Rose made a motion to accept the agenda as presented, that was seconded and approved.

5. Approval of the Minutes

Draft minutes of the June 26, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. Acknowledging no suggestions were forthcoming, Diane Tuininga made a motion for approval, which was seconded and passed.

6. Staff Presentation

Joe Rajnic, Service Director, Assisted Community Residential Services (ACRS) presented an overview of ACRS, illustrated with a PowerPoint presentation. Providing an overview of each slide, further information was offered, to include:

- Services may be Directly Operated or Contracted, further noting that some services are provided by non-contracted services providers, clarified as providers in Virginia who provide DD support services but are not specifically contracted with CSBs. Services provided are primarily waiver services but may also be private pay.
- *Directly Operated:* Individuals identified as High Risk have more than one of the listed conditions that includes apnea, moderate to high falls risk, aspiration, diagnosis of dysphasia, epilepsy/seizure disorder, pressure sores, and behavioral health management.
- *Directly Operated:* Confirming that 51% of individuals are age 50 or older, Mr. Rajnic further confirmed that of the remaining 49% the youngest individual is 29, with three in their 30's and the rest in their 40's.
- *Directly Operated:* The overview of the Health Service Profile confirms the need for a robust and specially trained nursing core.
- *Directly Operated:* Addressing the unique needs of the older adults in the population served, aging in place is a primary goal reporting that services include regular evaluations for acuity to identify new or additional services that may be needed, including increased and specialized nursing care. It was emphasized that significant efforts are made to limit disruptions to residency as deemed safe and appropriate to the level of services needed.
- *Contracted:* Community Based Respite services were clarified to be short-term residential care. Referrals to respite care typically come from Support Coordinators.

Members and staff participated in engaged discussion with multiple questions and requests for additional information.

## 7. Director's Report

Daryl Washington provided several agency updates, some highlights of which are listed below:

- **Credible** – Offering a reminder of the recent and significant challenges experienced with Credible over several weeks, normal operations have resumed. Efforts implemented by Credible to avoid similar failures in the future include repair of the Loudoun data center, enhancement of the Chicago Illinois data center and backup capacity, and construction of a third data center with backup capacity. CSB efforts to avoid future lengthy service interruptions include development of internal backup protocols in collaboration with the Department of Information Technology (DIT).
- **HMA (Health Management Associates)** – a reminder was offered of the ongoing assessment of CSB business protocols, revenue cycle, utilization management, and quality assurance. Completion of the review remains on target for the end of July. It is anticipated that the report will be presented to Executive staff in early August, followed by an update at the August 2019 CSB Board meeting.
- **STEP-VA (System Transformation Excellence and Performance in Virginia)** – An update to state funding received for STEP-VA includes:

- Same Day Access – hiring of two new full-time staff positions; one in adult assessment and two in adult outpatient to continue to decrease the wait times for treatment.
- Primary Health Care Screening – hiring of five new full-time nurses to address primary health care and metabolic screening.
- SPQM (Service Process Quality Management) – is related to MTM (Management Training and Measurement), the consulting group that provided the assessment for Same Day Access. SPQM is a data collection and assessment tool. Reporting attendance at the first of 12 consulting sessions, Mr. Washington confirmed that having viewed the tool, there is great anticipation in the value of the outcome information developed.
- CSPC (Community Services Performance Contract) – acknowledging that approval for renewal of the CSPC is an agenda action item for later in the meeting, Mr. Washington noted that review of the contract by CSB Board Chair Bettina Lawton revealed some required reporting data that was not previously provided to the Board. Noting that some preparation and development is needed, the new data will be provided to the Board on a quarterly basis beginning in September 2019.
- Mr. Washington reported a breaking news story of which he had just become aware. The story involves the award of a county contract to a new vendor that may result in the loss of jobs by individuals with developmental disabilities who worked for the previous vendor.

## 6. Matters of the Board.

Diane Tuininga offered a reminder of the 2019 Wellness and Recovery Conference: *Be Your Best Self, Putting the Pieces Together* scheduled on Friday, October 18, 2019 at the Government Center from 8:30 a.m. to 2:30 p.m.

## 7. Committee Reports

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

Diane Tuininga, provided highlights of the June 10<sup>th</sup> meeting, some of which include:

- The Associate Member presentation was offered by three staff members of RPSV (Recovery Program Services of Virginia).
- There was discussion of the joint BHOC and DD meeting that included a recommendation to develop maps for illustration of CSB and partner locations across the county and a second recommendation for submission of a ‘Challenge Question’ at each meeting to prompt group discussion of challenges and recommended solutions.
- The August 2019 Meeting of the Committee was canceled.

**The next BHOC meeting is Wednesday, September 11, 5:00 p.m. at the Merrifield Center, Level 1-Room 408/509, East.**

### B. *Compliance Committee*

Bettina Lawton, noting the meeting was July 17<sup>th</sup>, reported an update had been provided for the implementation of ComplyTrack, software purchased to track

incidents at the CSB. The project plan that includes the anticipated 'go live' date will be provided at the August meeting.

**The next meeting is Wednesday, August 21, at 4:00 p.m. at the Merrifield Center, Level 1 - Room 308 A/B, West.**

C. *Developmental Disabilities (DD) Committee*

Sheila Jonas, noting there was no July meeting, offered a reminder that the next meeting is August 7<sup>th</sup>, emphasizing a possible change to the start date from 5:30 p.m. to 5:00 p.m.

**The next meeting is Wednesday, August 7 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.**

B. *Fiscal Oversight Committee*

Jennifer Adeli provided the update report for the July meeting, highlighting the following:

- There is a variance from the budget attributed to Medicaid Expansion, noting the approved FY2020 budget is reflected in the financial documents provided, beginning this month.
- The Revenue Management report included a write-off of approximately \$2M for services too old to be collected.
- There are a reported 93 vacant General merit positions, noting the success of CSB Human Resources and the Recruitment team.
- Time to Treatment charts illustrate decreased wait times for adult and youth.
  - There is some concern that the gap between assessment and attendance at first appointment is widening. A report on this widening gap will be provided at the August Fiscal Oversight Committee meeting.

**The next meeting is Friday, August 16 at 9:30 a.m. at the Pennino Building, Room 836A.**

D. *Other Reports*

Ken Garnes provided an update to the Ad Hoc CSB Board Retreat Planning Committee meeting, noting that the primary focus of the agenda will be the development of a CSB Board Strategic Plan.

Bettina Lawton noted that a CSB Board policy for Board member training will be submitted for approval later in the meeting, advising members that the completion date for annual training is September 30<sup>th</sup>. Members were strongly encouraged to complete the annual training as soon as possible, noting that the Clerk will forward training log-in information once revised by the Professional Development Team, anticipated to be completed by early next week.

8. Information Item

A. *CSB Board Policies Review*

Noting this is the second set of CSB Board policies submitted for review, Sheila Jonas directed members to review the policies at the links provided, offering a

reminder that revision recommendations are to be submitted to the CSB Clerk to the Board no later than Friday August 16<sup>th</sup>.

9. Action Item

A. *Approval Behavioral Health Oversight Committee Members*

Diane Tuininga, noting the roster of Associate Members was provided for consideration at the June CSB Board meeting, offered a motion to approve the list of FY 2020 Behavioral Health Oversight Committee Associate Members, which was seconded and approved.

B. *Development Disabilities Committee Associate Member Approval*

Sheila Jonas also provided to the full board at the June CDB Board meeting, following which a motion was offered requesting approval for the list of FY 2020 Developmental Disabilities Associate Members, which was seconded and approved

C. *Approval CSB Board Policies*

Ms. Jonas moved that the three proposed CSB updated Policies, #0005 - Definitions, ##1105 – Orientation and Training of CSB Board Members, and #2205 - Planning, be approved as presented. The motion was seconded and passed.

D. *Approval FY2020 Community Services Performance Contract Renewal*

Following an overview provided by Linda Mount reporting the revisions to the FY2020 portion of the FY 2019-2020 State Performance Contract, Edward Rose offered a motion to approve the FY 2020 renewal as presented, which was seconded and carried.

E. *Approval FY2020 Human Services Issue Paper*

CSB staff Elizabeth McCartney offered a brief overview of the revision and submission process of the Human Services Issue Paper, noting the recommended revisions are submitted to the County Legislative Office for further review and possible inclusion. Highlights of the recommended revisions were offered, with an opportunity for members to request additional information. Confirming that no additional information was needed, Ken Garnes moved to approve the recommended edits to the CSB related sections of the Human Services Issue Paper as submitted, which was seconded and passed.

CLOSED SESSION

At 6:08 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 6:24 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 6:26 p.m.

Actions Taken--

- ◆ The June 26, 2019 CSB Board Meeting minutes were approved as presented.
- ◆ FY2020 Associate members to the Behavioral Health Oversight and Developmental Disabilities Committees were approved as submitted.
- ◆ Revised CSB Board Policies #0005 and #2205 were approved as presented
- ◆ Revised CSB Board Policy #1105 was approved as revised.
- ◆ Renewal of the FY2020 Community Services Performance Contract was approved.
- ◆ Submission of the FY2020 Human Services Issue Paper with CSB edits to the Fairfax County Legislative Office was approved.

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Date

Staff to Board

DRAFT

Fairfax-Falls Church Community Services Board  
Compliance Committee Meeting Minutes  
July 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: Bettina Lawton, Board Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; and Diane Tuininga

The following Committee members were absent: Nancy Scott

The following staff were present: Daryl Washington, Bill Hanna, 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 June 19, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from the June 2019 Compliance Committee Meeting

Daryl Washington offered a reminder that the single follow up item from the June meeting was review and revision of the CSB Board Policies #2300, Corporate Compliance Review and #2600, Risk Management that will be addressed later in the meeting.

4. Updates

*ComplyTrack*

- Luann Healy provided an historical timeline of implementation efforts highlighting training sessions with ComplyTrack implementation staff. Current sessions focus on report development and data entry. It was decided that CSB Board reports, once fully developed, will be conveyed to the Clerk to the Board for distribution at CSB Board Compliance Committee meetings.
- Committee members requested a copy of the implementation project plan at each Compliance Committee meeting to clarify the projected completion date, illustrate the accomplishments and identify the status of the remaining tasks. Noting that implementation is guided by a project plan provided by ComplyTrack, Ms. Healy will provide a copy to the Committee prior to the next Compliance Committee meeting along with the date that she expects the implementation to be concluded. Ms. Healy will provide updates at future Compliance Committee meetings until implementation is concluded.

5. CSB Serious Incident (Level III) Report Update, June 2019

Luann Healy reported three Level III incidents occurred in June 2019.

6. CSB Board Policy Review

Bettina Lawton offered a reminder of the CSB Board policies under review by the Compliance Committee, #2300 Compliance Committee Review and #2600 Risk Management. Cynthia Tianti distributed copies of Policy #2300 that included revision recommendations. Following robust discussion, and noting some overlap, the Committee requested that Cynthia Tianti review both policies in consideration of merging both policies into one. Ms. Tianti will proceed with further review, the results of which will be provided at the August 2019 Compliance Committee meeting.

CLOSED SESSION

At 4:40 p.m. Sheila Jones offered a motion, that was 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 5:00 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, and there being no further business to come before the Committee, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 5:02 p.m.

Actions Taken –

- Minutes of the June 19, 2019 Compliance Committee meeting were reviewed and approved.
- Luann Healy will provide a copy of the ComplyTrack Implementation Project Plan to the Committee prior to the August 2019 meeting
- Cynthia Tianti will provide revision/merge recommendations for CSB Board policies #2300 and # 2600 to the Committee at the August 2019 Committee meeting.

August 21, 2019

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



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Staff to the Board

Fairfax-Falls Church Community Services Board  
Developmental Disabilities Committee

August 7, 2019

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

Committee Members in Attendance: Sheila Coplan Jonas and Nancy Scott, Co-Chairs; Daria Akers, Board Member; Rachna Sizemore Heizer, Board Member

Committee Members absent:

Associate Members in Attendance: Career Support Systems, Inc., Lance Elwood and Missy King; Community Living Alternatives (CLA) Susan Keenan; Cri, Julie Dwyer-Allen; ECHO, Zanelle Nichols; Langley Residential, Betsy Schatz; MVLE, April Pinch-Keeler and Joanne Orchant-Aceto; Pathway Homes, Anita Robinson; ServiceSource, Dennis Brown

Staff in Attendance: Lyn Tomlinson, Evan Jones, Kevin Lafin, Elizabeth McCartney, Victor Mealy, Jean Post, Joseph Rajnic, Denise Sequeira, and Sierra Simmons

Guests in Attendance: Sean McGinnis with Hartwood Foundation, Inc., Adelaide Etse with Quarshie Health Care, Michel Kahak with Kahak Health Care Services, and Theo Rucker-Abilla with Employment Advocates Group

1. Meeting Called to Order

Sheila Jonas convened the meeting at 5:30 p.m.

2. Approval of the Agenda and Minutes

As no changes to the Committee agenda were recommended, Daria Akers made a motion to accept the agenda as presented, which was unanimously endorsed.

Draft minutes of the April 3, 2019 Developmental Disabilities Committee meeting and the June 12, 2019 joint Developmental Disabilities and Behavioral Health Oversight Committees were presented for Committee review. As no revisions were recommended, Daria Akers made a motion to accept the notes as presented, which seconded and passed.

3. Matters of the Public

None were presented.

4. Matters of the Committee

Rachna Heizer provided an update to the June 2109 Disability Inclusion Conference. Related to One Fairfax, the conference was supported by Fairfax County Board of Supervisors (BOS) Chair Sharon Bulova, and Braddock District Representative John Cook. Attended by members of the Fairfax community including first responders, attendees were provided information on employment and inclusion opportunities. Additionally, adults with

disabilities and their families were provided with information and resources for social, employment, and housing opportunities. reporting the event was a great success, with approximately 400 attendees, Ms. Heizer reported some discussion for scheduling this conference as an annual event.

Associate member Dennis Brown (ServiceSource) reported a DBHDS (Department of Behavioral Health and Developmental Services) licensing/regulation change that requires non-profit agencies to retain 90 days (25% of their annual budget) of agency cash on hand, emphasizing the significant challenge that this presents. Efforts to minimize the financial impact of this requirement include working with the Virginia Network of Private Providers (VNPP) and Virginia Association of Community Rehabilitation Programs (VaACCSES) to request that the verbiage “and projected revenue” be added to the regulation. This is intended to free up cash on hand while safeguarding fiscally sound practices of non-profit organizations. Mr. Brown encouraged attendees to visit the VNPP webpage to provide feedback on the recommended changes to the regulation during the open public comment period. A link to the website will be forwarded to Committee and Associate members by the Board Clerk, Erin Bloom.

Sheila Jonas requested feedback from Committee and Associate members and staff for possibly changing the meeting start time. The proposal included moving the meetings to noon as a brown bag lunch, or moving the start time back from 5:30 p.m. to 5:00 p.m. Following an engaged group discussion, it was determined that members would be better served by moving the start time to 5:00 p.m. The new start time will be implemented beginning with the October 2, 2019 DD Committee meeting.

#### 5. Staff and Agency Updates

Lyn Tomlinson reported on the recent death of DBHDS Commissioner S. Melton Hughes, noting that services are scheduled for Saturday, August 11. The Chief Deputy for Community Behavioral Health Services, Mira Signer, has been appointed Acting Commissioner.

Ms. Tomlinson, reported that one of the outcomes from the June 12, 2019 joint Developmental Disabilities and Behavioral Health Oversight committees was a request for greater involvement of CSB leadership staff. To address this request, Ms. Tomlinson encouraged Associate Members to reach out to her to schedule site visits.

Elizabeth McCartney provided an update to current legislative activities to include:

- Recommendations to the FY2020 Human Services Issue Paper were approved by the CSB Board for submission to the County Legislative Office. It was noted that the Issue Paper identifies and supports the legislative agenda for the upcoming General Assembly session. Additionally, talking points are developed in support of CSB Board member visits with the VA Legislature in the Fall. Key topics identified include:
  - Reimbursement rates including approval and reapproval of customized rates,
  - The Department of Justice Settlement includes a requirement that identified services are to be in place and operational by June 30, 2020, one year prior to the expiration date of the Settlement.

- Increased feedback from partners was solicited this year including some involvement with the Long-Term Care Coordinating Council (LTCCC) Government Affairs meetings.

Committee and Associate members and staff engaged in robust discussion providing further information that will be used to develop talking points.

Evan Jones provided an update to Employment & Day Services activities noting that as the current rates for DD Employment & Day and for DD Residential services are five years old, DBHDS has initiated a review. There is consideration of updating the rates with either a refresh, that updates the rate formula to include current rates for CPI (Consumer Price Index), inflation, etc., or a reface, that recreates current formulas to include changes in staffing, etc.). Additional information will be provided once known. Further updates included:

- All contract amendments have been sent out to providers and are in process for the new fiscal year.
- With the support of funding from the BOS, the June 2019 Special Education Graduates are moving into placements.

Jean Post distributed copies of the *Northern Virginia Regional Projects, Fiscal year 2019 ending June 30, 2019, Regional Utilization Group Report ID/DD Summary Pages from Q4 report for the Regional Management Group*. Ms. Post reviewed each page, highlighting the data related to Fairfax.

The new Adult Transitional Home and Children’s Crisis Therapeutic Home, located in Culpeper and managed by Region 2, will be serving Regions 1 and 2. Efforts to secure occupancy permits are progressing and are anticipated to be secured soon. Delays in securing the occupancy permit have been due to water filtration and entry lighting regulations. Workforce development has also proven to be a challenge. DBHDS has determined that we will open the Adult Transitional Home first and Region 4, also adding these same programs, will open the Children’s Therapeutic Home first.

Ms. Post will provide further information on the REACH training data related to the number of trainings providedt each identified group.

Joe Rajnic, Acting Service Director, provided updated data pertaining to individuals currently receiving services in directly operated and contract residential locations including:

- | <u>Type of Service</u>              | <u>Number Served</u> | <u>Vacancies</u> | <u>Total Capacity</u> |
|-------------------------------------|----------------------|------------------|-----------------------|
| ○ Assisted Living Facility          | 36                   | 2                | 37                    |
| ○ Intermediate Care Facility (ICF)  | 8                    | 0                | 8                     |
| ○ Group Homes (44 homes)            | 71                   | 1                | 72                    |
| ○ Supervised Residential (44 Apts.) | 53                   | 1                | 54                    |
| ○ Drop In and In Home               | 103                  | 0                | 103                   |
| <i>Total Number Served</i>          | <i>271</i>           | <i>3</i>         | <i>274</i>            |
- Waiver Status:
  - Group Homes:                      Waiver (37) 51 %                      Non-Waiver (35) 49 %

○ Supervised Residential:	Waiver (3) 6%	Non- Waiver (48) 94 %
○ Drop In:	Waiver (38) 37%	Non-Waiver (65) 63 %
	<i>Total:</i>	<i>Waiver (78) 35%      Non-Waiver (148) 65%</i>

*Note: The Vacancies and Total Capacity data recorded further above was provided after the meeting and has been included here to provide thorough data.*

Victor Mealy provided the Support Coordination Update, offering a reminder that Virginia code mandates that CSBs provide support coordination service for any individual who is receiving services under a DD waiver. Additional highlights include:

- On June 19, 2019 DBHDS released notification of the FY2020 allotment of Medicaid DD Waivers. Noting this allotment is a significant increase in the number of waivers received previously, Fairfax County received a total of new 139 DD waivers
- Previous allotments were: 56 in FY2017, 57 in FY2018, and 77 in FY2019.
- As of June 20, 2019, there were 12,934 individuals on the state-wide DD waiver waitlist, including 3,494 assessed with Priority 1 support needs.
- For the same period, Fairfax CSB had 2,4335 individuals on the waitlist including 647 assessed at Priority 1 status.
- Fairfax CSB accounts for 18.5% of the state’s Priority 1 waitlist which is projected to result in a continued increase in allotted waivers in future years.

Mr. Mealy distributed a flyer soliciting volunteers for the Waiver Slot Assignment Committee, encouraging members to further distribute the handout, clarifying that volunteers cannot be on or have a family member on the wait list. The Committee will meet in September 2019, for an anticipated seven to eight days. Reporting that the information is also available on the CSB website, Mr. Mealy, noting that his phone number is on the handout, requested that interested parties should contact him for questions or further information.

Mr. Jones also provided an update to WIN (Welcoming Inclusion Network) activities, some highlights of which are:

- A primary focus this summer has been on retirement options for older adults with disabilities. Community opportunities include Adult Day Health Centers, operated by the Health Department; Senior Centers, operated by Neighborhood and Community Services (NCS); and Library programs. Additionally, efforts to partner with the Best Buddies program are ongoing.
- Monthly meetings attended by staff from NCS, Therapeutic Recreation, and the Health Department to address retirement options have been established.
- The next WIN Network Meeting is Monday, September 23, 2019 at 6:30 p.m. at the Government Center.
- An update to ongoing activities of the WIN independent small focus groups was provided, including:
  - Employment and Communication have scheduled a meeting for Monday, September 9, 2019 at ServiceSource.
  - Implementation of the recommendations presented to the BOS in December 2018 includes:

- Expansion of *Self-Directed Services* (SDS) includes filling vacant positions; seeking to contract SDS, an RFI (Request for Information) has been released. Additionally, the program is preparing to provide services to the June 2019 graduates who may be interested.
- Several providers have indicated interest in providing soft skills *Training*. Additionally, there are efforts to establish smaller groups for Group Supported Employment as well as developing new groups to provide diverse opportunities to grouped individuals who may be interested.

In response to a question regarding outreach for sports opportunities, it was clarified that the focus groups are well-suited to explore opportunities for sports in the community.

Associate Member Presentations

Sheila Jonas introduced Lance Elwood and Missy King, with Career Support Systems, Inc. Mr. Elwood provided some personal and agency background. Noting that copies of the slides were included in the meeting materials, attention was directed to the presentation. An overview of the slides was provided, including some additional details of accomplishments and goals.

Discussion of DD Committee Meeting Vision

Sheila Jonas offered a reminder of the June 12, 2019 joint meeting, noting that the primary goal was to forge stronger partnerships and increase collaboration between the CSB and partner agencies. Members were encouraged to engage and advocate at the DD meetings, reporting that a second joint meeting is planned for later this year.

There being no further business to come before the Committee, the meeting was adjourned at 7:10 p.m.

Actions Taken –

- The April 3, 2019 DD Committee meeting minutes were approved as presented.
- The June 12, 2019 DD Committee meeting minutes were approved as presented.
- The members agreed to revise the start time of the meetings from 5:30 p.m. to 5:00 p.m. beginning in October 2019.

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Date Approved

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Clerk to the Board

# CSB Fiscal Committee Meeting Minutes

**Date:** July 19, 2019

**Attending:** Jennifer Adeli, Chair; Ken Garnes; Bettina Lawton; and Edward Rose

**Absent:** Basilio 'Sonny' Cachuela, Jr. and Suzette Kern

**Staff:** Georgia Bachman; Barbara Wadley-Young; Jessica Burris; Judy Stocks, and Carolyn Ford

## Summary of Information Shared/Decisions:

Jennifer Adeli called the meeting to order at 9:30 a.m.

### Review of meeting minutes

The June 21, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

### Financial Status

Jessica Burris provided the financial status update, highlights of which included:

- *Pay Period Metrics:* no significant changes, Compensation and Fringe benefits remain at approximately \$4.4M for PP 13 with an also consistent Year to Date balance of approximately \$113M.
- *Modified Fund Statement:* The Board of Supervisors (BOS) approved budget is reflected. It was highlighted that the State DBHDS balance does not reflect the anticipated Medicaid Expansion reduction or COLA (Cost of Living Adjustment) adjustments that will be reflected with a variance once the adjustments are received. First Quarter figures will provide data to allow for more accurate projections.
  - To better manage the 2020 budget, there are ongoing efforts to realign the CSB Budget to assign budget responsibility for each area to the Service Director.
- *FY 2019 Carryover Requests:* Referring to a handout in the meeting materials, a comprehensive overview of the requests was provided that included building renovations, staffing needs related to revenue maximization, and implementation of WIN (Welcoming Inclusion Network) recommendations.
- *End of Year Budget Status Balances – Issues and Concerns:* There has been significant improvement in (Licensed Mental Health Professional) LMHP-Type Billing including approval to back bill for a significant amount of older services. Informatics is working on a long-term solution to ensure that services provided by license-eligible staff is supervised and signed as needed to bill. ARTS (Addiction and Recovery Treatment Services) billing for OBOT (Office Based Opioid Treatment) is operational, billing for IOP (Intensive Outpatient) and Residential Treatment services is anticipated to begin soon.
- *Revenue Billing Report:* Referring to the Revenue Management Metrics chart it was highlighted that the 'Days in AR' (Accounts Receivable) has decreased to 39 days, within industry standards. The corrective write-off of claims too old for collection totals approximately \$2M. Highlighting that the higher balance in YTD Payment balance exceeds the YTD Claims Submitted, this was attributed to collection on older claims (back billing). An overview of the charts on pages 14 and 15 was provided prompting engaged discussion. The Submission Errors Report (page 16) illustrated the improvements made in corrections to Non-Billable Services, highlighting recent improvements resulted in significant reductions in outstanding revenue.

### FY2019 End of Year Report

# CSB Fiscal Committee Meeting Minutes

Jennifer Adeli and Bettina Lawton reported that development of the FY2019 End of Year has begun, noting the assistance of CSB staff Lucy Caldwell and Elizabeth McCartney. Committee members were asked to submit changes to Lucy Caldwell no later than Monday, July 22, 2019 for inclusion in the draft report that will be submitted to the CSB Board at the July 24, 2019 meeting. The timeline for delivery to the Board of Supervisors (BOS) and the Mayors of the cities of Fairfax and Falls Church in September 2019 includes submission of a 'final draft' to the CSB Executive Committee on August 21<sup>st</sup> and the CSB Board on August 28<sup>th</sup> for approval to forward to the BOS.

## Administrative Operations Report

Noting the FY 2019 Carryover Requests were provided earlier, in the Financial Status Reports, there was no further information to convey.

## Human Resources (HR) Update

Noting this was their first Fiscal Oversight Committee meeting, Judy Stocks and Carolyn Ford introduced themselves as CSB Human Resources Director and Human Resources Manager, respectively, noting that Carolyn would be a regular attendant at the Fiscal Committee meetings going forward.

Highlights of the report included

- the number of vacant General Merit Positions continues to decrease.
- It was confirmed that there was no change to the critical area categories tracked in the Vacancies report.
- It was emphasized that there are a number of new hires in several departments including Human Resources, noting that HR Recruiter Donna Chittum has developed many creative and effective recruitment plans for increasing hiring as evidenced by the decrease in vacancies

## Clinical Operations Report

Georgia Bachman and Barbara Wadley-Young, in the absence of Lyn Tomlinson, provided updates to clinical operations, highlights include:

- Barbara Wadley-Young, directing attention to a handout, provided an update to the Welcoming Inclusion Network (WIN) Recommendations. Highlights included:
  - Ongoing monitoring will include all service changes with regard to the number of individuals by service, cost of services, and level of satisfaction.
  - Noting the projected cost savings reflect a five-year phase-in range, it was clarified that this accommodates the pace of implementation and enrollment in consideration of individual and family interest and community capacity. Increasing capacity includes development of some services as well as some coordination and training with providers of service delivery.
  - Noting Supervisor Cook's pending retirement from the BOS, it was confirmed that at the September 23, 2019 WIN meeting, Supervisor Cook will formally acknowledge that, going forward, WIN is solely a community-led initiative. In addition to bi-annual meetings with the CSB to provide updates to implementation of services, the CSB will continue to be involved as needed.
- Georgia Bachman provided the Diversion First update to include the Jail Based and Jail Diversion Organization Charts highlighting the remaining vacancies. Recruitment efforts include Realistic Job Previews and a recruitment video. Revised Organization Charts will be provided at the August CSB Fiscal Oversight Committee meeting, that will reflect the addition of four Diversion First positions added in the FY2020 approved budget. Efforts to streamline the supervisory structure of the varied areas are underway, noting that this is anticipated to be reflected in revised organizational charts.
- Ms. Bachman further provided the Time to Treatment Report, highlighting the following:

# CSB Fiscal Committee Meeting Minutes

- Adult Time to Treatment:
  - Wait times are continuing to decrease. Implementation of initiatives to reduce wait times, includes Centralized Scheduling, Engagement, and modification of treatment schedules is ongoing.
  - Continuing barriers include staffing vacancies and hiring time, impacted by hiring from within and promotions as well as training needs.
  - Confirming an increase in the number of assessed individuals who do not attend the first treatment appointment, Ms. Wadley-Young reported several initiatives address this concern to include engagement specialists are present at each site and Centralized Scheduling. Ms. Wadley-Young will confirm the accuracy of the data and will report back at the August Fiscal Committee meeting.
- Youth Time to Treatment;
  - It was noted that the decrease in referrals/assessments illustrates the cyclical nature of youth treatment that typically mirrors the school year.
  - The consistency in wait times of 16 – 20 days to first appointment illustrates the success of the initiatives put in place to reduce wait times. It was further reported that 70% to 75% of youth begin treatment following assessment.

## Open Discussion

- Topic

Noting no further discussion was forthcoming, the meeting was adjourned at 11:01 a.m.

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

Members asked for revisions to both organizational charts to clarify the staff involved in Jail Based and Jail Diversion or adjacent services. This request included clarification to docket staff and medical staff.

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

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

### Fiscal Oversight Committee meeting

Friday, August 16, 2019, 9:30 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

August 16, 2019

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



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

CSB Board Review of Outdated CSB Board Policies

Issue:

Review and updating of CSB Board Policies

Background:

As part of the ongoing triennial review process, six CSB Board policies are being submitted to the CSB Board for review and revision. The policies, with recommended revisions applied, will be submitted to the Board for final discussion and approval at the September 2019 CSB Board meeting. The policies within this review include:

- 1500 – Use of E-mail Among Board Members
- 2010 – Development of Grant Applications
- 2400 – Quality Management and Approval
- 3060 – Human Rights
- 3100 – Consumer Dispute Resolution
- 3200 – Diversion First

Timing:

By the September 25, 2019 CSB Board Meeting at which the policies will be submitted for approval.

Board Member

Sheila Jonas, Secretary to CSB Board

Related Documents: may be accessed on the [CSB Board Policies webpage](#)

- A. 1500 – Use of E-mail Among Board Members
- B. 2010 – Development of Grant Applications
- C. 2400 – Quality Management and Approval
- D. 3060 – Human Rights
- E. 3100 – Consumer Dispute Resolution
- F. 3200 – Diversion First

FY 2020 CSB Developmental Disabilities Committee Associate Member  
Nominations

Background

In observation of the procedure outlined in the CSB Bylaws for the appointment of Associate Committee Members of the Developmental Disabilities Committee, the following are being nominated. At the September 2019 CSB Board meeting, a motion will be presented for final approval.

1. Employment Advocates Group
2. Kahak Health Care Services
3. R.A. Quarshie Healthcare, LLC
4. Hartwood Foundation, Inc.

CSB Board Member:

Sheila Coplan-Jonas, Co-Chair, Developmental Disabilities Committee

Nancy Scott, Co-Chair, Developmental Disabilities Committee

FY 2019 End of Year Report of the Fairfax-Falls Church Community Services Board

Issue:

The attached FY2019 End of Year Report, prepared by the Fiscal Oversight Committee for the year ending June 30, 2019, is presented for approval by the CSB Board. Information provided in the report includes financial status information, highlights of key program areas that are being closely monitored by our Board, and a discussion of critical issues for the agency and, most importantly, for the people in our community who need our services. To meet the proposed submission in September 2019. September, the report and cover letter are submitted for CSB Board approval with some data placeholders, as the information needed will not be available until early September. Once the information is available and has been inserted, the FY2019 End of Year Report packet will be forwarded to the Board of Supervisors and the Mayors of the cities of Falls Church and Fairfax.

Recommended Motion:

I move that the Board approve the FY2019 End of Year Report for submission to the Fairfax County Board of Supervisors and the Mayors of the cities of Falls Church and Fairfax.

Background:

At the Board's direction, the Fiscal Oversight Committee has been preparing and submitting an End of Year Report to the Board of Supervisors and the Mayors of the cities of Falls Church and Fairfax. The reports are prepared on an annual basis and are presented to the CSB Board as an action item requesting approval. Once approved, the report is transmitted under the signature of the Chair of the Board.

Fiscal Impact:

None

Board Member:

Bettina Lawton, CSB Board Chair

Enclosed Document:

Attachment A - Fairfax-Falls Church Community Services Board FY2019 End of Year Report and Cover Letter

CSB Board Revised Policies

Issue:

Approval of revised CSB Board Policies resulting from the CSB Board review process.

Recommended Motion:

I move that the Board approve the revised CSB Policies, listed below, as presented.

Background:

As part of the ongoing triennial review process, several CSB Board policies were submitted to CSB Board members for review and possible revision. Policies forwarded for CSB Board approval to revise and/or readopt are listed below.

- 0020 – Vision, Mission, and Values Statement
- 0030 – Priority Access to CSB Services
- 1102 – Ethical and Professional Behavior
- 1103 – Conflict of Interest
- 1305 – Participation by the Public
- 3040 – Privacy, Security, and Confidentiality
- 4000 – CSB Board Member Communication

A final opportunity for comment will be provided prior to requesting Board approval.

Timing:

Immediate

Board Member

Sheila Jonas, Secretary to CSB Board

Enclosed Documents: (Attachments A – G)

- A. 0020 – Vision, Mission, and Values Statement
- B. 0030 – Priority Access to CSB Services
- C. 1102 – Ethical and Professional Behavior
- D. 1103 – Conflict of Interest
- E. 1305 – Participation by the Public
- F. 3040 – Privacy, Security, and Confidentiality
- G. 4000 – CSB Board Member Communication