



Community Services Board

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

**Bettina Lawton, Chair
Merrifield Center
8221 Willow Oaks Corporate Drive,
Level 3 – Room 314, West
Fairfax, VA 22031**

Wednesday, October 16, 2019, 5:00 p.m.

1. **Meeting Called to Order** Bettina Lawton 5:00 p.m.
 2. **Approval of the September 18, 2019 Executive Committee Meeting Minutes**
 3. **Adoption of the Executive Committee Agenda**
 4. **Directors Report** Daryl Washington
 5. **Review of the October 23, 2019 CSB Board Meeting Agenda**
 6. **Matters of the Executive Committee**
 - 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 Matters
 - Legislative Documents Board Members
 7. **CSB Board Annual Planning Calendar**
- Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).**
8. **Adjourn**

Fairfax-Falls Church Community Services Board
Executive Committee
September 18, 2019

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

The following Committee members were present Bettina Lawton, Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; and Diane Tuininga

The following Committee members were absent: Nancy Scott

The following staff was present: Daryl Washington, Lyn Tomlinson, and Bill Hanna

1. Meeting Called to Order

The meeting was called to order at 5:09 p.m.

2. Approval of the Minutes

The August 21, 2019 Executive Committee minutes were distributed for review. Following review, Diane Tuininga made a motion for approval of the minutes as presented, which was seconded and unanimously approved.

3. Adoption of the Executive Committee Agenda

As no revisions were offered for the September 2019 Executive Committee meeting agenda, it was accepted as presented.

4. Director's Report

Daryl Washington highlighted some recent activities to include:

- The FY2019 CSB Annual Report in draft form will be emailed to the CSB Board Chair for review and revision, following which, the full CSB Board will be offered an opportunity for review and comment. Reporting that the approximately 21,000 individuals served for FY 2019, is a reduction from the previous year, further reporting that this is reflective of the transfer of ITC (Infant & Toddler Connection) services to the Department of Family Services (DFS) on July 1, 2019, confirming this will be noted in the report.
- The legislative talking points are near completion and will be sent to the CSB Board for review and revision. Noting little change from last year, some revisions include:
 - Highlighting the funding needs to discharge older adults from state hospitals, noting it is often significantly difficult to locate appropriate placements for these individuals.
 - The upcoming expiration date of the DOJ (Department of Justice) Settlement Agreement with the Commonwealth and the relevant requirements have been emphasized.
- Offering a reminder that much of the DBHDS staff is new, including the new Acting Commissioner, there has been an increase in communication challenges including last-

minute requests. In response, DBHDS requests to CSB Executive Leadership are to be forwarded to Mr. Washington for action.

- The 50th Anniversary Celebration was held over two days the previous week. Noting the success of the event, there is consideration in making this an annual celebration.

5. CSB Board Agenda

The September 2019 CSB Board Meeting agenda was presented for review. Several revisions were requested including 1) add policy numbers to the relevant agenda items, 2) add approval of the budget in concept as an action item, 3) revise the fee policy review to be an information item, and 4) make the budget carryover and performance outcomes (with added notes page) to the director's report as review items. Following the requests, the agenda was accepted as revised.

6. Matters of the Executive Committee

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

Diane Tuininga noted the lack of a quorum at the meeting which resulted in tabling approval of the minute. An overview of the meeting activities was provided including:

- The December 4, 2019 meeting was proposed as a joint meeting with the Developmental Disabilities Committee.
- A reminder and overview of the Wellness and Recovery Conference in October was offered, noting a flyer will be finalized soon and will be electronically distributed.
- Staff and Associate Members made several announcements.
- Cynthia Sturdevant with Neighborhood Health provided a slideshow presentation of the many services available through Neighborhood Health, highlighting the number of local sites, including on the fourth floor of the Merrifield Center.
- The challenge question/area that was submitted for the October 2019 meeting is on staff recruitment and retention.

The next BHOC meeting is scheduled for Wednesday, October 9, 2019, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. *Compliance Committee:*

Noting the Compliance Committee meeting had convened directly prior, and that all members present had also attended the Compliance Committee meeting, no update was provided.

The next meeting of the Compliance Committee is Wednesday, October 16, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

Sheila Jonas, noting there had been no meeting in September, reported that the DD Committee is benefiting from having two co-chairs, noting this provides both chairs with the opportunity to be involved with the committee and also attend related events without significant impact to personal schedules.

The next DD Committee meeting is Wednesday, October 2, 2019 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

D. *Fiscal Oversight Committee:*

Jennifer Adeli reported the September meeting was scheduled for the following Friday.

The next meeting of the Fiscal Oversight Committee is Friday, September 20th beginning at 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Sheila Jonas reported on participation in a recent workgroup to refine the CSB Board policy revision schedule. The schedule of policies to be reviewed was refined to address no more than three policies for review or approval at one time. Additionally, revision recommendations are to be sent to the Board Clerk, for development of a single document that will display all recommendations. When submitting the policies for approval, one copy with the revisions showing and one copy with all edits applied will be provided to the Board. Additionally, the revised schedule will be forwarded to the full Board.

Bettina Lawton offered a reminder of the CSB Board Retreat ensuring that all members had received a CSB Board Retreat Manual. A note will be sent to remind those members still needing a manual, that a copy will be available for pickup at the September CSB Board meeting.

7. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Revision recommendations included recording the December 4th meetings of the Developmental Disabilities and the Behavioral Health Oversight Committees (BHOC) as a joint meeting. Additionally, the CSB Open House will be added to December 4, 2019 (3:00 p.m. – 5:00 p.m.). The calendar was accepted as revised.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 5:57 p.m.

Actions Taken –

- The August 21, 2019 Executive Committee meeting minutes were approved.
- The September 18 21, 2019 Executive Committee agenda was accepted as presented.
- The September 25, 2019 CSB Board agenda was accepted as revised.
- The Annual Planning calendar was accepted as revised.

Date Approved

Clerk to the Board



Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Bettina Lawton, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 1 - Room 3-314, West

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

- | | | |
|--|----------------------------|-----------|
| 1. Meeting Called to Order | Bettina Lawton | 5:00 p.m. |
| 2. Matters of the Public | Bettina Lawton | |
| 3. Amendments to the Meeting Agenda | Bettina Lawton | |
| 4. Approval of the September 25, 2019 CSB Board Meeting Draft Minutes | Bettina Lawton | |
| 5. Staff Presentations | | |
| A. Behavioral Health Outpatient & Case Management Services | Eileen Bryceland | |
| 6. Director's Report | Daryl Washington | |
| 7. Matters of the Board | | |
| 8. Committee Reports | | |
| 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 Retreat Report | Bettina Lawton | |
| • CSB Legislative Folders and Talking Points | Ken Garnes | |
| 9. Information Item | | |
| A. CSB Board Policy Review | Sheila Jonas | |
| • Policies #2300, #2600 | | |
| 10. Action Item | | |
| A. CSB Board Policies Approval | Sheila Jonas | |
| • Approval for policies #2120 and #2500, and #4201 | | |
| B. Approval to Post Fee Policy Schedule for Public Comment | Sebastian Tezna | |
| C. DBHDS SOR Grant Approval | Michael T. Lane | |

Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).

11. Adjournment

Fairfax-Falls Church Community Services Board

OCTOBER 2019

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

Issues for Board Review, Action, or Information:

- [Visits with General Assembly Legislators \(R\)](#)
- [Identify CSB Speakers/Priorities for January Hearings \(R\)](#)
- [CSPC Measures, FY2018 Q4, Data Set #2](#)
- [October: Annual CSB Fee Revisions Public Comment Period \(A\)](#)

Events of Interest:

- [VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA](#)
- [Review/Prep BOS Legis. Priority Issues, VACSB, & Region II CSB Priorities](#)
- [Begin to Prepare CSB Testimony – local Gen. Assy. Hearings](#)
- [18th Annual Wellness & Recovery Conference, 10/18/19](#)

Fairfax-Falls Church Community Services Board

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

Issues for Board Review, Action, or Information:

- [2020 Board Meeting Schedule \(A\)](#)
- [Visits with General Assembly Legislators \(R\)](#)
- [Preparation Continues for January Hearings \(R\)](#)
- [FY 2020 CIP Budget \(I\)](#)
- [CSB Annual Report for FY 2019 \(I\)](#)
- [CSB Status Report-FY 2020 Q1 \(R\)](#)
- [CSPC Measures, FY2019 Q1](#)
- [Annual CSB Fee Revisions and Approval \(A\)](#)

Events of Interest:

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

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

Fairfax-Falls Church Community Services Board

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BOS Meeting Public Comment	4 CSB Open House, Merrifield Center, 3:00 p.m. – 5:00 p.m. Joint meeting of the Developmental Disabilities and Behavioral Health Oversight Committees	5	6	7
8	9	10	11 * Compliance Committee *Executive Committee	12	13 Fiscal Oversight Committee*	14
15	16	17	18 CSB Board Meeting*	19	20	21
22	23	24 Christmas Eve	25 Christmas Day	26	27	28
29	30	31	1/1/2020 New Year's Day			

Issues for Board Review, Action, or Information:

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

Events of Interest:

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

* Meetings moved up one week to accommodate Holiday Schedule 7-3

Fairfax-Falls Church Community Services Board

JANUARY 2020

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

Issues for Board Review, Action, or Information:

- [CSB Board Testimony before the House Appropriations – Senate Finance Committee – State Budget \(R\)](#)
- [CSB Board testifies before No. VA. Legislative Delegation \(R\)](#)
- [FY 2021 CSB CIP](#)

Events of Interest:

- [House Appropriations-Senate Finance Committee's Budget Public Hearings](#)
- [Fairfax County Delegation's Pre-General Assembly Public Hearing](#)
- [VACSB Legislative Conference, January 21-22, 2020; the Richmond Marriott](#)
- [BOS Budget Committee Meetings](#)

Fairfax-Falls Church Community Services Board

FEBRUARY 2020

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

Issues for Board Review, Action, or Information:

- Possible Third Quarter Submission due to DMB (R)
- FY20 – FY21 Strategic Plan Mid-Year Accomplishments (I)
- CSB Status Report – FY 20120 Q2 (R)
- CSPC Measures, FY2019 Q2,

Events of Interest:

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

Fairfax-Falls Church Community Services Board

MARCH 2020

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

Issues for Board Review, Action, or Information:

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

Events of Interest:

- [BOS FY2020 Advertised Budget Committee Review](#)
- [VACSB Development & Training Conference, May 6-8, 2021; the Williamsburg Lodge](#)
- [2020 CSB Spirit of Excellence and Honors Awards, April 2020](#)

Fairfax-Falls Church Community Services Board

April 2020

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

Issues for Board Review, Action, or Information:

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

Events of Interest:

- [BOS FY 2020 Advertised Budget, Public Hearings-CSB Testimony Date TBD](#)
- [BOS Markup of County FY 2021 Budget](#)
- [VACSB Development & Training Conference, May 6-8, 2021; the Williamsburg Lodge](#)
- [20120 CSB Spirit of Excellence and Honors Awards](#)

Fairfax-Falls Church Community Services Board

MAY 2020

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

Issues for Board Review, Action, or Information:

- [Establishment of CSB Ad Hoc Fee Policy Review Committee \(A\)](#)
- [CSB Status Report-FY 2020 Q3 \(R\)](#)
- [CSPC Measures, FY2019 Q3](#)

**Closed Session: CSB Exec Director Evaluation*

Events of Interest:

- [VACSB Development & Training Conference, May 6-8, 2021; the Williamsburg Lodge](#)
- [CSB Executive Director Evaluation due next month](#)
- [Review County Legislative Proposals – Human Services Issues Paper](#)
- [BOS Adoption of County FY 2020 Budget](#)

Fairfax-Falls Church Community Services Board

JUNE 2020

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

Issues for Board Review, Action, or Information:

- [CSB BHOC and DD Associate Committee Member Nominations \(I\)](#)
- [Election of CSB Board Officers \(A\)](#)
- [Community Services Performance Contract \(A\)](#)
- [CSB Board Review of Human Services Issues Paper \(R\)](#)
- [Establish Ad Hoc Board Retreat Planning Committee](#)

Events of Interest:

- [Budget Carryover Due in July](#)

Fairfax-Falls Church Community Services Board

JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FY 2019 BEGINS	2	3 County Holiday	4 Independence Day
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	17 Fiscal Oversight Committee	18
19	20	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30	31	

Issues for Board Review, Action, or Information:

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

Events of Interest:

- FY 2020 Budget Carryover

Fairfax-Falls Church Community Services Board

AUGUST 2020

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

Issues for Board Review, Action, or Information:

- Finalize/Approve Fiscal Year End CSB Report to BOS and Cities (A)
- Annual Ad Hoc Fee Policy Cmte review of fees and related materials (R)
- CSPC Measures, FY2019 Q4, Annual Measures

Events of Interest:

- Upcoming: VACSB Public Policy Conference, October 2020;
- Upcoming: Review of FY 2021 Budget Requests

Fairfax-Falls Church Community Services Board

SEPTEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9 Behavioral Health Oversight Committee	10	11	12
12	14	15	16 Compliance Committee Executive Committee	17	18 Fiscal Oversight Committee	19
20	21	22	23 CSB Board Meeting	24	25	26
27	28	29	30			

Issues for Board Review, Action, or Information:

- Approval of FY 2022 Budget in Concept (A)
- Board Carryover Actions (R)
- Match CSB Bd. Mbrs. with GA Rep., Schedule Visits, Prep Talking Pts (R)
- CSB Status Report-FY 2020 Q4/EOY Report (R)
- FY20 – FY22 Strategic Plan Annual Accomplishments (I)
- CSPC Measures Quarterly Update (R)

Events of Interest:

- [BOS Carryover Approvals \(R\)](#)
- [VACSB Public Policy Conference, October 2020;](#)

Fairfax-Falls Church Community Services Board

OCTOBER 2020

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

Issues for Board Review, Action, or Information:

- [Visits with General Assembly Legislators \(R\)](#)
- [Identify CSB Speakers/Priorities for January Hearings \(R\)](#)
- [Annual CSB Fee Revisions and Approval \(A\)](#)
- [CSPC Measures, FY2018 Q4](#)
- [Annual CSB Fee Revisions Public Comment Period \(A\)](#)

Events of Interest:

- [VACSB Public Policy Conference, October 2020](#)
- [Review/Prep BOS Legis. Priority Issues, VACSB, & Region II CSB Priorities](#)
- [Begin to Prepare CSB Testimony – local Gen. Assy. Hearings](#)
- [18th Annual Wellness & Recovery Conference, 10/18/19](#)