



# 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, December 18, 2019, 5:00 p.m.

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|--|----------------------------|-----------|
| 1. <b>Meeting Called to Order</b>  | Bettina Lawton             | 5:00 p.m. |
| 2. <b>Recognition</b>  | Bettina Lawton             |           |
| 3. <b>Matters of the Public</b>  | Bettina Lawton             |           |
| 4. <b>Amendments to the Meeting Agenda</b>   | Bettina Lawton             |           |
| 5. <b>Approval of the November 20, 2019 CSB Board Meeting Draft Minutes</b>  | Bettina Lawton             |           |
| 6. <b>Staff Presentations</b>  |                            |           |
| A. Intensive Community Treatment Services  | Bob MacMurdo               |           |
| 7. <b>Director's Report</b>  | Daryl Washington           |           |
| A. Status Update – Deputy Dir. Of Administrative Operations  |                            |           |
| B. Planning for Anticipated Retirements – Impact & Staffing Gaps   |                            |           |
| 8. <b>Matters of the Board</b>   |                            |           |
| 9. <b>Committee Reports</b>  |                            |           |
| A. Behavioral Health Oversight Committee   | Diane Tuininga             |           |
| B. Compliance Committee  | Bettina Lawton             |           |
| C. Joint Meeting of the BHOC and DD Committees   | Sheila Jonas / Nancy Scott |           |
| D. Fiscal Oversight Committee  | Jennifer Adeli             |           |
| E. Other Reports   |                            |           |
| • Legislative Update   | Ken Garnes                 |           |
| 10. <b>Information Item</b>  |                            |           |
| A. CSB Board Policy Review   | Sheila Jonas               |           |
| • Reinstatement of Policy #2500  |                            |           |
| 11. <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> |                            |           |
| 12. <b>Adjournment</b>   |                            |           |

# Fairfax-Falls Church Community Services Board

## November 20, 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; Sheila Coplan Jonas; Suzette Kern; Garrett McGuire; Edward Rose; Nancy Scott; Evelyn Spain; and Diane Tuininga

The following CSB Board members were absent: Rachna Sizemore Heizer

The following CSB staff was present: Daryl Washington; Georgia Bachman; Evan Jones; Michael T. Lane; Joe Rajnic; Sierra Simmons; Cynthia Tianti; Sebastian Tezna; and Barbara Wadley-Young

### Guests:

1. Meeting Called to Order  
Bettina Lawton called the meeting to order at 5:00 p.m.
2. Matters of the Public  
Paulette Stanton with Global Health Services provided literature and spoke briefly on a newly established Developmental Disabilities Group Home in the Mount Vernon area of Fairfax County. It was confirmed that the home is a Medicaid Waiver home and has accommodations for up to four residents.
3. Amendments to the Meeting Agenda  
The meeting agenda was provided for review. Acknowledging no revision recommendations were forthcoming, the agenda was accepted as revised.
4. Approval of the Minutes  
Draft minutes of the October 23, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. Acknowledging no suggestions for revision were forthcoming, Suzette Kern made a motion for approval, which was seconded and passed.
5. Staff Presentation  
Evan Jones, Service Director for Employment and Day Services (EDS), provided highlights of the service area, some of which include:
  - Employment and Day Services is the largest CSB line-of-business from a budget perspective.
  - Most of the Employment and Day services are provided through contracted vendor partners.
  - Self-Directed Services (SDS) are an opportunity for eligible individuals to design their own programs to better fit their needs. It was clarified that expansion of this

option is one of the Welcoming Inclusion Network (WIN) recommendations. CSB staff assist the individual and family with development of a service plan as well as assist with management of the plan to include budgeting and money management.

- It was further clarified that with SDS, families purchase services directly and are reimbursed. Mr. Jones confirmed that the reimbursement process is monitored closely to assist individuals and families with documentation requirements to avoid payment delays, noting that there is some availability in 'draw-down' funds to limit out-of-pocket expenses where possible.
- The high intensity Community Readiness and Support Program (CRSP) is a four day per week transition program with a primary goal of reduction of symptoms so the individual can resume life in the community.
- The Turning Point program provides wrap-around services for young adults experiencing their first episode of psychosis. Services offered include therapy, community and employment supports, as well as educational and family supports. The related Clinically High Risk for Placement (CHRP) program for young adults at risk of a first episode of psychosis was established in Spring 2019.

#### 6. Director's Report

Daryl Washington provided an update to recent activities, some highlights of which are listed below.

- Governor Ralph Northam announced the appointment of Alison Land as the new Commissioner for DBHDS (Department of Behavioral Health and Developmental Services).
- An update to the CSB Board Policy, #0030 Priority Access to Services (Priority Access Guidelines) will be provided by Lyn Tomlinson at the December CSB Board meeting.
- Interviews have concluded for the Public Information Officer vacancy. Human Resources is moving forward with the required next steps.
- The advertisement for the Deputy Director of Administrative Operations will close on Friday, November 22, 2019. In addition to the county job site, the position is listed on several other job sites including participation in a pilot program with LinkedIn. Interview panels have been scheduled for the second week of December. Offering a reminder of the many vacancies in Support Coordination, it was noted that recruitment for those vacancies is underway using the same robust resources.
- The one-year anniversary of the STAR (Striving to Achieve Recovery) program was celebrated recently in a ceremony attended by Sheriff Kincaid, Adult Detention Center (ADC) and CSB staff including Daryl Washington and Georgia Bachman. Several graduates of the program also attended, providing testimony on the positive impact of the program on their lives.
- With the advent of hypothermia season, the new Bailey's shelter has opened. CSB homeless outreach and peers will drop in at the shelter to engage residents.
- Several Health Fairs have occurred recently including at the Gartlan and Merrifield Centers.

- Members were encouraged to review the results of the 2019 Fairfax County Human Services Needs Assessment, the link to which had been emailed earlier in the day. Mr. Washington further noted that GIS mapping links were embedded in the report, allowing viewers to determine activities and needs in areas of interest, and were searchable by zip code.

Linda Mount provided updates to two quarterly reports including the CSB Status Reports and the Community Services Performance Contract (CSPC) Outcome Measures for FY2020, 1<sup>st</sup> Quarter.

- CSB Status Report:
  - There continues to be no significant demographic changes from previous reporting periods.
  - A refinement to data for Peer Support Services now reflects two numbers including the bottom number that tracks any interaction at a Peer Resource Center, identified as all PRC Services on the report, and the upper number that reflects the number of individuals who had a 15-minute interaction, including 1:1 or in a group setting, with a Peer Support Specialist.
- CSPC Outcome measures:
  - Recognizing the descriptive information needed for each of the measures, the measure definitions will be organized and forwarded to the Board members.
  - The PACT Team is likely to reflect a less than 100% outcome measure consistently, as placement in the program is held for individuals incarcerated or hospitalized for a short term to ensure appropriate services are in place when they are released.

#### 7. Matters of the Board.

Basilio ‘Sonny’ Cachuela, Jr. announced the end of his tenure on the CSB Board, effective December 31, 2019. Beginning in January 2020, the Sheriff’s Office will be represented by Captain Derek DeGeare.

#### 8. Committee Reports

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

Diane Tuininga provided highlights of the October meeting, including:

- The Challenge Question posed by Associate Member Peter Clark with the Northern Virginia Mental Health Foundation asked for feedback and solutions on the lack of accessible dental care. Following robust discussion, some further information will be provided at the December joint BHOC/DD Committee meeting.
- Lyn Tomlinson provided an update to revisions of the Partner Feedback form, noting it would be submitted to the BHOC and DD Committees at the joint meeting in December.
- The agenda for the December joint meeting is in development, reporting that Joan Rodgers may be asked to be the facilitator as she did at the June 2019 joint meeting.

**The next BHOC meeting is a joint meeting with the Developmental Disabilities Committee on Wednesday, December 4, at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West. This is one week earlier to accommodate the holidays.**

B. *Compliance Committee*

Bettina Lawton updated the Board to recent activities of the Committee including 1) the first of three ComplyTrack reports, with live data, were presented; 2) a Credible update was provided, and 3) an updated Office of Compliance & Risk Management Organizational chart was provided. The Board expressed some concern that the current staffing appears top-heavy, also acknowledging that the current staffing is smaller than was discussed at previous meetings.

**The next meeting is Wednesday, December 11 at 4:00 p.m. at the Merrifield Center, Level 3-Room 314, West. This is one week earlier to accommodate the holidays.**

C. *Developmental Disabilities (DD) Committee*

Sheila Jonas and Nancy Scott offered a reminder that there was no meeting in November and that the December 4<sup>th</sup> meeting would be a joint meeting with the Behavioral Health Oversight Committee.

**The next meeting is Wednesday, December 4 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.**

D. *Fiscal Oversight Committee*

Jennifer Adeli, noting the committee met the previous Friday, provided some highlights of the meeting:

- There were 77 general merit vacancies reported, noting this was a significant drop since the last report, further noting that there had been new positions in the last few months added to the report. The Compensation & Fringe totals also reflected these changes.
- There was ongoing discussion on the funding shortfall related to Medicaid Expansion.
- The HR update highlighted ongoing concerns related to critical position vacancies including in the Adult Detention Center on the Jail Based and Jail Diversion Teams, as well as with Support Coordination.
- A new Time to Treatment Chart that reflected changes requested in October was introduced. The new data included maximum, minimum, and median wait times for adult and youth services. It was noted that collection of this data is new and will continue to be monitored and refined.

**The next meeting is Friday December 13, at 9:30 a.m. at the Pennino Building, Room 836A. This is one week earlier to accommodate the holidays.**

E. *Other Reports*

Ken Garnes reported that Elizabeth McCartney had returned to work and had begun addressing legislative activities. An email will be sent in the next few days, updating members to recent and planned activities including tracking of pre-filed

bills, noting that the Governor's proposed budget will be released in December 2019.

Members were reminded to provide a summary of each visit to Elizabeth and to please include areas of interest, support, and concern for each visit. Additionally, please reach out to Elizabeth with questions or a need for clarification at [Elizabeth.McCartney@fairfaxcounty.gov](mailto:Elizabeth.McCartney@fairfaxcounty.gov) or call at 703-324-5257.

Bettina Lawton offered a reminder that CSB Board member volunteers are needed to provide testimony before the House Appropriations and Senate Finance Committees Hearing (one CSB speaker anticipated date: January 2) and the Fairfax County General Assembly Delegation's Pre-2020 Session Public Hearing (three CSB speakers anticipated date: January 4). Elizabeth McCartney will develop the testimony and will also register the speakers for both events.

9. Information Item

A. *CSB Board Policy Review*

Sheila Jonas requested that members review the CSB Board Policy #0020 – Vision, Mission, and Values Statement, copies of which were provided in the meeting materials. Revision recommendations are to be submitted to Erin Bloom, Clerk to the Board. The policy will be submitted for approval at the December 18, 2019 CSB Board meeting.

B. *FY2021 CIP (Capital Improvements Project) Budget*

Daryl Washington directed attention to the copies of the Capital Improvement Plan Briefing, noting the Plan is unchanged from last year. To simplify review of the plan, Mr. Washington advised members to review the Agency column in the presentation for all mentions of the CSB to easily identify areas of CSB involvement.

10. Action Item

A. *CSB Board 2020 Meeting Schedule Review*

The 2020 CSB Board Meeting Schedule was presented for review. As no edit recommendations were forthcoming, Edward Rose made a motion to approve the 2020 CSB Board Meeting Schedule as presented, which was seconded and approved.

B. *CSB Board Policy Revision Approval*

Ms. Jonas moved that two proposed CSB Policies, #2300 – *Compliance Program* and #2600 – *Risk Management* be approved as presented. Following review and as no further recommendations were forthcoming, the motion was seconded and passed.

C. *CSB Board Fee Schedule Approval*

Nancy Scott, Chair of the CSB Board Ad Hoc Fee Policy Committee offered a motion requesting approval to approve the 2020 Fee Schedule for submission to the Board of Supervisors as an information item, which was seconded and approved.

D. *Approval of Associate Member to the Behavioral Health Oversight Committee*

Diane Tuininga, offering a reminder that Neighborhood Health had been put forth for consideration at the October 2019 CSB Board meeting as an Associate Member to the Committee, made a motion to approve the appointment as presented, which was seconded and approved.

*E. FY'20 – FY'21 Assessment Site Enhancement Funding*

Georgia Bachman provided background on the request to approve submission of a grant application for the CSB to apply for, and if awarded, accept funding from the Department of Behavioral Health and Developmental Services in the amount of \$685,744 to expand the Crisis Intervention Team (CIT) Assessment Site Program to provide on-site medical clearance related to Diversion First efforts. Notice of the award is anticipated on or about December 1, 2019.

Jennifer Adeli made a motion to submit for, and if awarded, accept funding to expand the CIT Assessment Site Program, following which the motion was seconded and approved.

**CLOSED SESSION**

At 6:17 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 6:44 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 Executive Committee, the meeting was adjourned at 6:45 p.m.

Actions Taken - -

- ◆ The October 23, 2019 CSB Board Meeting minutes were approved as presented.
- ◆ The 2020 CSB Board Meetings Schedule was approved as presented.
- ◆ CSB Board policies #2300 and #2600 were approved as presented.
- ◆ The FY 2021 Fee Schedule was approved for submission to the Board of Supervisors.
- ◆ Approval of an Associate Member to the Behavioral Health Oversight Committee.
- ◆ Approval to submit and, if awarded, accept funding for the DBHDS CIT Grant renewal.

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Date Approved

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Staff to the Board

Fairfax-Falls Church Community Services Board  
Behavioral Health Oversight Committee  
November 6, 2019

The Behavioral Health Oversight Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 3-314, West

**Committee Members in Attendance:** Committee Chair, Diane Tuininga; CSB Board Member Daria Akers; CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr., CSB Board Member, Garrett McGuire

**Committee Members absent:**

**Associate Members in Attendance:** Peter Clark, No. VA. Mental Health Foundation (NVMHF); Lauren Padgett, Psychiatric Rehabilitation Services, Inc. (PRS); Lauren Goldschmidt, ServiceSource; Kristine Konen, NAMI Mo. VA; DeAnne Mullins, CRi; Joe Pettit and Bill Taylor, Concerned Fairfax; Cate Powell and Lynda Hyatt, Gateway Homes; Elaine Somers, Northwest Center Advisory Board;

**Staff in Attendance:** Evan Jones, Employment & Day Services; Michael T. Lane, Dir. Office of Individual and Family Affairs; and Lyn Tomlinson, Deputy Dir. Clinical Services

1. **Meeting Called to Order**

Diane Tuininga convened the meeting at 5:01 p.m.

2. **Opening Remarks, Introductions, and Announcements**

Diane Tuininga welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation.

Ms. Tuininga offered a reminder that the Developmental Disabilities and Behavioral Health Oversight Committees would meet jointly for the December 4, 2019 meeting. An agenda was in development and more information would be forthcoming. Members were encouraged to forward agenda recommendations to the Clerk for consideration.

3. **Approval of the Agenda and Minutes**

Due to a meeting cancellation and no quorum at several prior meetings, several months of draft meeting minutes were submitted for review and approval, including the February 13, May 8, July 10, September 11, and October 9, 2019 draft Committee Meeting Minutes. Recognizing that no recommendations were forthcoming, Daria Akers made a motion to approve the minutes as presented, which was seconded and approved.

4. **Matters of the Public**

None were presented.

5. **Associate Member Reports, Updates, and Concerns**

Diane Tuininga opened the floor to Associate Members, offering the opportunity to Cate Powell and Lynda Hyatt with Gateway Homes, Inc. to present first. Referring to the slide presentation,

Ms. Powell offered some background of the agency, noting co-founder Florence Segal still held a place on the Gateway Board at 91 years of age. The varied locations, homes, programs and services offered were illustrated in the presentation including number of beds and wait list information. Noting several beds were utilized for NGRI placements, it was clarified that NGRI is Not Guilty by Reason of Insanity. There was substantial involvement by attendees, information relayed in response to questions and comments included confirming that proximity to local universities has increased the availability of student for clinical internships, and verification of the use of peer specialists.

- *Peter Clark*, reported the search for volunteers to serve on the Northern Virginia Mental Health Foundation Board are ongoing.
- *Bill Taylor*, offered a reminder of a previous request for instructor volunteers to host training at the Osher Lifelong Learning Institute (OLLI) at GMU (George Mason University) in Spring 2020. Mr. Taylor confirmed volunteers to fill all available classes had been identified including Lyn Tomlinson (CSB), a REVIVE Training (CSB), Gary Ambrose for Diversion First, Wendy Gradison (PRS), Lauren Goldschmidt (ServiceSource) and a speaker from NAMI Northern Virginia.
- *Lauren Padgett*, provided an update to recent agency activities including notice that the annual fundraiser, Springtopia – A Season of Hope, has been scheduled for Saturday, May 16, 2020.

6. Challenge Question: Access to Dental Care in the Community

Peter Clark with Northern Virginia Mental Health Foundation (NVMHF) reported on the substantial challenges in locating and accessing appropriate dental care for individuals with mental illness. Mr. Clark further explained that while NVMHF provides funding to assist with many expenses, dental care can be significantly expensive, limiting the assistance that can be provided. Following an engaged discussion in which this challenge was uniformly acknowledged, some solutions were offered, to include contact with local dental associations for charitable opportunities, investigation to determine Medicaid Expansion and MCO (Managed Care Organization) coverage, and to locate possible (local) dental clinics. The need for further discussion was identified, noting it would be helpful to have data to support the various needs and barriers to dental care.

7. Contract Partner Performance Review Form for Partner Feedback

Offering a brief overview of the initial responses and revision recommendations to the form, Ms. Tomlinson noted some changes had been applied including the removal of the scoring section and space added for discussion and follow up of topics. The form, still in development, will be on the December 4, 2019 joint DD and BHOC meeting agenda.

8. Staff Reports

Lyn Tomlinson provided several agency updates including:

- Barbara Kelly, providing information on employment opportunities related to the 2020 Census, distributed literature and encouraged all interested parties to visit the website provided for further information, emphasizing that disability is not a barrier for the jobs offered.
- Ms. Tomlinson related that she and Fairfax County Sheriff Stacey Kincaid were recent guests on CSB Board Chair Bettina Lawton's television show. Topics of discussion included diversion Frist in the jail and the community.

- Noting a staff presentation at the October CSB Board meeting on the Behavioral Health Outpatient Program, Ms. Tomlinson noted that similar presentations are also available to the BHOC meetings, should the members be interested.
- CSB Deputy Director of Administrative Operations, Bill Hanna, has accepted a new position, in line with his career goals. His last day with the CSB is this Friday, November 8, 2019.
- Offering a reminder of the October VACSB (Virginia Association of Community Services Boards), Ms. Tomlinson reported that, during a financial meeting, the state verbally acknowledged that Fairfax has not received an equitable share of the state funding for STEP-VA (System Transformation Excellence Performance in Virginia) funding.

Michael T. Lane announced the next meeting of the Recovery Services Advisory Committee is scheduled for Tuesday Nov. 19, 2019 from 1:00 p.m. – 2:30 p.m. at the Merrifield Center, Room 3-314, West, noting this is an opportunity for clients to participate as members of the committee. Topics include identification of available services and access challenges. Attendance was encouraged.

Evan Jones, referring to a selection of chocolate candies provided by Committee chair Diane Tuininga, highlighted that the candy was from Cameron’s Chocolates, a CSB partner agency. Mr. Jones encouraged visiting the store, noting that pre-Christmas to Easter is the ‘busy time’ for Cameron’s, the staff uses the summer and early fall months to can preserves, jams and jellies.

There being no further business to come before the Committee, the meeting was adjourned at 6:19 p.m.

Actions Taken –

- The February 13, May 8, July 10, September 11, and October 9, 2019 Behavioral Health Oversight Committee meeting minutes were approved.

December 4, 2019  
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 Date Approved

  
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 Clerk to the Board

Fairfax-Falls Church Community Services Board  
Compliance Committee Meeting Minutes  
November 13, 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; Nancy Scott; and Diane Tuininga

The following Committee members were absent:

The following staff were present: Daryl Washington, Cindy Tianti, and LuAnn Healy

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 October 16, 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 prior Compliance Committee Meeting

*Notification Revision to Serious Incident Reports*

Daryl Washington offered a reminder of the decision made last month to report serious incidents by the total number of serious incidents only. Should further information be needed, a closed session will be initiated.

There were 11 reported Serious Incidents in October 2019. No individual or systemic Action Plan needed to be taken for the October incidents.

4. Updates

*ComplyTrack*

Luann Healy directed attention to the proposed Education Report and Definitions included in the meeting materials, confirming that the report includes actual data beginning July 1, 2019. Ms. Healy clarified this report captures only the training provided by Compliance and Risk Management staff, noting that much of it is recurring training classes. Mr. Washington emphasized that ongoing training is a component of demonstrating a strong compliance program.

*Credible Operation*

Daryl Washington confirmed a meeting scheduled for Thursday, November 14, 2019. In attendance will be Credible representatives and staff from DPMM (Department of Procurement and Material Management).

*CSB Serious Incident (Level III) Report*

Mr. Washington noted this report was provided with agenda item number three.

5. CSB Board Policy review Update

Sheila Jonas directed attention to copies of CSB Board Policy #0020 that were provided for review and comment, noting that this policy will be provided as an information item at the CSB Board meeting. Following a recommendation to correct a grammatical error, the Policy was approved for submission at the November 2019 CSB Board meeting.

6. Office of Compliance and Risk Management (OCRM) Organizational Chart

Daryl Washington directed attention to several handouts provided with the meeting materials that clarified the structure of OCRM. Members and staff engaged in robust discussion the highlights of which included:

- Concern was expressed by some Committee members that the OCRM seems to be top-heavy with five supervisors for 13 staff, noting that any future organizational changes should address improving the current supervisor to staff ratio.
- It was corroborated that risk management incidents are addressed in the Human Rights & Incident Management area. Mr. Washington confirmed that the quarterly CSB internal compliance meeting addresses agency risk management matters.
- Internal targeted reviews were clarified to be an intensive audit related to a possible systemic irregularity.
- Efforts are underway to establish the interview panel for the vacant Certified Compliance Program Coordinator positions.
- Referring to previous organizational charts that included some proposed positions, Mr. Washington confirmed that the proposed positions had not been established nor had funding been requested. It was further noted that the current staffing is being monitored for capacity prior to any workforce planning.

CLOSED SESSION

At 4:44 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 5:06 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 5:07 p.m.

Actions Taken –

- Minutes of the October 16, 2019 Compliance Committee meeting were reviewed and approved.
- Staff to provide a copy of the Electronic Health Record (EHR) COOP (Continuity of Operations Plan) to the Committee.
- The Organizational Chart and the OCRM staffing presentation will be revised as needed to provide uniform staffing information.

December 11, 2019

Date Approved



Clerk to the Board

Fairfax-Falls Church Community Services Board  
Joint Meeting of the Developmental Disabilities Committee and  
the Behavioral Health Oversight Committee

December 4, 2019

The Developmental Disabilities Committee and the Behavioral Health Oversight 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: Diane Tuininga, BHOC Chair; Sheila Coplan Jonas, DD Cmte Co-Chair; Nancy Scott, DD Cmte Co-Chair; Daria Akers, BHOC & DD Committee member; Basilio 'Sonny' Cachuela, Jr., BHOC member; and Garrett McGuire, BHOC member

Committee Members Not in Attendance: Rachna Sizemore Heizer, DD Cmte member

CSB Board Members in Attendance: Evelyn Spain

CSB Staff in Attendance: Georgia Bachman, Stephanie Bailey, Eileen Bryceland, Evan Jones, Elizabeth McCartney, Jean Post, Joe Rajnic, Joan Rodgers, Denise Sequeira, Sierra Simmons, Lyn Tomlinson, and Barbara Wadley-Young

Associate Members in Attendance: Dennis Brown, ServiceSource (SvSc); Peter Clark, No. VA Mental Health Foundation (NVMHF); ); Gordon Dean, Concerned Fairfax (CFx)Wendy Gradison, PRS, Inc.; Irvin Hernandez, Multicultural Center (MCCC); Susan Keenan, Community Living Alternatives (CLA); Sean McGinnis, Hartwood Foundation, Inc. (HFI); Andrew Miller, Lutheran Family Services (LFS); Zanelle Nichols, ECHO; Heather Peck, Laurie Mitchell Empowerment and Career Center (LMECC); Anita Robinson, Pathway Homes (PHI); Paula Staton, Global Health Services (GHS); Cynthia Sturdevant, Neighborhood Health (NHVA); Emilia Turcios and Azim Ross, Gateway Homes Inc. (GHI);

Guests in Attendance: Captain Derek DeGeare

1. Meeting Called to Order

Diane Tuininga convened the meeting at 5:02 p.m.

2. Matters of the Public

None were presented.

3. Approval of the Agenda and Minutes

Sheila Jonas presented draft minutes of the August 7 and October 2, 2019 Developmental Disabilities Committee meeting, following which Captain Basilio 'Sonny' Cachuela, Jr made a motion to approve the meeting minutes as presented that was seconded by Daria Akers and unanimously approved.

Diane Tuininga presented draft minutes of the November 6, 2019 Behavioral Health Oversight Committee meeting for Committee review, following which Daria Akers made a

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motion to approve the minutes as presented that was seconded by Captain Basilio 'Sonny' Cachuela, Jr and unanimously approved.

4. Contact Partner Discussion and Feedback Form

Lyn Tomlinson distributed copies of the revised form, requesting additional feedback on the version provided. An engaged discussion ensued during which it was confirmed that the purpose of the form is to prompt ongoing conversation and encourage equitable two-way dialogue at the quarterly meetings. To allow some additional time to review the form and offer meaningful recommendations, the form will be forwarded to the Committee and Associate Members with feedback requested by either reply email, or at the next Committee meeting.

5. Staff Updates

Lyn Tomlinson offered a reminder of the Challenge Question posed at the November Behavioral Health Oversight Committee meeting regarding the critical lack of available and accessible dental resources. In follow up to the discussion, Peter Clark with NVMHF generously developed and shared a list of local dental resources that was distributed to all members present. An electronic copy will be forwarded to the Committee Outlook distribution lists.

Ms. Tomlinson provided several other updates to include:

- Several recent leadership changes at the Department of Behavioral Health and Developmental Services (DBHDS) have been reported. CSB staff will monitor the changes and provide updates as they occur. Recent changes include:
  - Alison Land was announced as the new DBHDS Commissioner.
  - DBHDS Deputy Commissioner for Developmental Services, Laura Nuss, has resigned; Heather Norton will step in to serve as the Acting deputy Commissioner.
  - Daniel Herr, DBHDS Deputy Commissioner for Facility Services also recently resigned.
- The one-year anniversary for the STAR (Striving to Achieve Recovery) program in the Adult Detention Center (ADC) was celebrated on November 19, 2019. ADC, Program, and CSB staff were present. Some STAR program graduates returned to speak on the positive impact of the program.
- At a joint meeting held December 2018, Associate Members requested greater involvement with legislative priorities. To that end, CSB Legislative Liaison Elizabeth McCartney provided an update to current legislative efforts including:
  - Talking Points are in development for CSB Board member testimony at the House Appropriations and Senate Finance Committee public hearings and the Fairfax County General Assembly Delegation public hearings in January 2020. Reporting no significant changes to the 2019 focus areas, the 2020 priorities include STEP-VA (System Transformation Excellence Performance in Virginia), the State Hospital Bed Crisis, PACT (Program for Assertive Community Treatment)/ICRT (Intensive Community Residential Treatment), the

Opioid/Heroin Epidemic, Medicaid Waivers and the Priority One Waitlist, and support for the Department of Justice (DOJ) settlement.

- The Fairfax County Board of Supervisors (BOS) just approved the 2020 Legislative Program including Human Services Issue Paper. Ms. McCartney reported one revision to the Human Services Issue Paper was revised to include the impact of youth vaping. The approved documents can be viewed on the [BOS website](#) under 2020 Board Legislative Reports.
- The proposed FY2021 County Budget will be released in mid-December. It was noted that the talking points referenced above may be impacted.
  - Heather Peck (LMECC), noting her involvement in a Peer Recovery Support Stakeholders Group, conveyed the group's concerns related to a significant disparity in Medicaid reimbursement rates, particularly related to Peer Support Specialists across the Commonwealth. A statewide coalition involved with the Stakeholders Group include the Virginia Center for Addiction Medicine, NAMI (National Alliance on Mental Illness), the Mental Health Administration of VA, LMECC, VOCAL, and SAARA (Substance Abuse and Addiction Recovery Alliance). The coalition plans to testify before the Rules Committee and the Virginia General Assembly to request a Joint Legislative Audit & Review Committee (JLARC) study for Medicaid reimbursement rates and the disparity in pay for Peer Support Specialists.
  - Dennis Brown with ServiceSource further noted the distinct discrepancy between a "minimum wage" and a 'living wage', noting that in Northern Virginia the average wage covers approximately 60% of the Service delivery cost.
- Members were encouraged to forward feedback and comments to Erin Bloom or Elizabeth McCartney.

## 6. Facilitated Session

Joan Rodgers provided a brief overview of the planned activities, noting that a report of the comments and recommendations provided by each of the four individual groups *and* the combined group will be developed into a report for distribution.

There were three planned activities that included:

### 1. *Table Work and Group Discussions*

- a. The four individual groups were provided with four different fictitious scenarios for discussion with a goal of identifying 1) services that could be beneficial, 2) discovery of possible service gaps, and 3) staff training needs. Following each individual group discussion, the larger group was invited to provide further discussion and feedback.
- b. Following the table discussions, three questions were posed to the group as a whole, including, 1) suggestions for integration of Developmental Disability and Behavioral Health services in a system as large as ours; 2) resources and optimal communication strategies for families in crisis, and 3) ethics of safety

and security for both the individual and the community when placement is denied or there is a long wait list.

2. *Development of System Map*

Implementing a request from the June 2019 joint meeting, attendees completed a brief survey that included agency demographics for development of a System Map. The Map will illustrate type of services and resources, possible gaps in services, and areas of overlap between the CSB and partner agencies. Results will be developed into a report for distribution.

3. *Suggested Agenda Items for the Next joint Meeting, Proposed for June 2020*

Reporting a plan to schedule a Joint meeting for June 2020, attendees were asked to offer suggestions for agenda items. The suggestions were collected and will be consulted during development of the joint meeting agenda.

There being no further business to come before the Committee, the meeting was adjourned at 7:02 p.m.

Actions Taken –

- The August 7 and October 2, 2019 DD Committee meeting minutes were approved
- The November 6, 2019 BHOC meeting minutes were approved.
- Reports sent including 1-2-3...

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Date Approved

Clerk to the CSB Board

CSB Board Review of Revoked CSB Board Policy

Issue:

Request to review previously revoked CSB Board Policy

Background:

Policy #2500 is submitted for reinstatement following revocation in October 2019 as further information regarding this policy was received. Any further recommendations are received by the CSB Board Clerk for compilation of all edits at the final review and request for approval by the CSB Board. The policy submitted for this review include:

- 2500 – CSB Research Review and Approval (Reinstatement)

Timing:

These policies are presented with recommended edits visible and with recommended edits applied. Following review and comment by the CSB Board, the policies will be submitted to the CSB Board for final action at the January 22, 2019 CSB Board meeting.

Board Member

Sheila Jonas, CSB Board Secretary

Related Documents: the current version of all policies may also be accessed via the [CSB Board Policies webpage](#)

- A. 2500 – CSB Research Review and Approval (Reinstatement)

Policy Number: 2500  
Policy Title: Human-CSB Research Review and Approval  
Date Revoked: TBD

Purpose

The purpose of the Human-CSB Research Review and Approval Policy is to assure the Fairfax-Falls Church Community Services Board (CSB) complies with Commonwealth of Virginia’s Department of Behavioral Health and Developmental Services (DBHDS) Human Rights Regulations, and appropriate professional, local, state, and federal standards regarding human-research projects.

State law requires CSBs to support research that will enhance the ability to serve individuals receiving CSB services, but also requires the CSB to protect such individuals’ human rights. This requires the development of methods to balance potentially conflicting responsibilities among research and service delivery based on sound therapeutic practice.

This guidance does not apply to the gathering of statistical aggregate data, or the keeping and analysis of service records.

Policy

~~It is the policy of the CSB Board to promote, sponsor and conduct ethical scientific studies that aid in the understanding of and ability to serve individuals receiving CSB services.~~

Prior to engaging in any research project, CSB staff shall follow CSB regulations and procedures to assure all research is reviewed according to standards set forth in the DBHDS Human Rights Regulations, and other pertinent standards. This includes the establishment of a research review committee, an expedited review process, and full committee review process.

Revoked \_\_\_\_\_  
CSB Board Secretary

\_\_\_\_\_ TBD  
Date

## References

### **Commonwealth of Virginia Sources**

- [Code of Virginia: 37.2-306](#), Research into causes of mental illness, mental retardation, substance abuse and related subjects.
- Code of Virginia: [Chapter 5.1 - Human Research](#) 32.1-162.16 (Definitions), 17 (Exemptions), 18 (Informed consent), 19 (Human research review committees).
- Commonwealth of Virginia, Department of ~~Mental-Behavioral~~ Health, ~~Mental Retardation/Developmental and Substance Abuse~~ Services, 12 VAC 35-115-130, [Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded or Operate by the Department of Mental Health, Mental Retardation and Substance Abuse Services](#)-Research.

### **FEDERAL SOURCES**

- Health Insurance Portability and Accountability Act of 1996 ([HIPAA](#))
- [US PUBLIC LAW 104-191](#) (HIPAA). Title II Subtitle F
- [45 CFR Part 164, Subpart E, §164.512 \(i\)](#)
- OCR Guidance on HIPAA & Research:  
<http://www.hhs.gov/ocr/hipaa/guidelines/research.pdf>
- Department of Health & Human Services, National Institutes of Health, Office for Protection from Research Risks; Title 45 (Public Welfare), [CFR Part 46](#) (Protection Of Human Subjects), Department of Health and Human Services, National Institute of Health, Revised November 13, 2001, Effective December 13, 2001.

Policy Adopted: June 24, 2009  
*Replaces Policy 2200 Dated September 19, 2001*

Policy Readopted: November 20, 2013

Policy Revoked: October 23, 2019

Policy Reinstated: [TBD](#)

Policy Number: 2500  
 Policy Title: CSB Research Review  
 and Approval  
 Date Approved: TBD

### Purpose

The purpose of the CSB Research Review and Approval Policy is to assure the Fairfax-Falls Church Community Services Board (CSB) complies with Commonwealth of Virginia's Department of Behavioral Health and Developmental Services (DBHDS) Human Rights Regulations, and appropriate professional, local, state, and federal standards regarding research projects.

State law requires CSBs to support research that will enhance the ability to serve individuals receiving CSB services, but also requires the CSB to protect such individuals' human rights. This requires the development of methods to balance potentially conflicting responsibilities among research and service delivery based on sound therapeutic practice.

This guidance does not apply to the gathering of statistical aggregate data, or the keeping and analysis of service records.

### Policy

Prior to engaging in any research project, CSB staff shall follow CSB regulations and procedures to assure all research is reviewed according to standards set forth in the DBHDS Human Rights Regulations, and other pertinent standards. This includes the establishment of a research review committee, an expedited review process, and full committee review process.

Approved \_\_\_\_\_  
 CSB Board Secretary

\_\_\_\_\_ TBD  
 Date

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