



# 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, February 26, 2020, 5:00 p.m.

1. **Meeting Called to Order** Bettina Lawton 5:00 p.m.
2. **Department of Management and Budget** Christina Jackson, Director  
Dana Thompson
3. **Matters of the Public** Bettina Lawton
4. **Amendments to the Meeting Agenda** Bettina Lawton
5. **Approval of the January 22, 2019 CSB Board Meeting Draft Minutes** Bettina Lawton
6. **Update to Renaming of Community Services Board** Lisa Flowers
7. **Director's Report** Daryl Washington
8. **Matters of the Board**
9. **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
10. **Information Item**
  - A. CSB Board Policy Review  
    - Review of Policies #0030, #1102, & #1103 Sheila Jonas
11. **Action Item**
  - A. CSB Board Policy Approval  
    - Approval for CSB Board Policy #0020 Sheila Jonas
12. **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).**
13. **Adjournment**

# Fairfax-Falls Church Community Services Board

## January 22, 2020

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; Captain Derek DeGeare.; Ken Garnes; Sheila Coplan Jonas; Garrett McGuire; Edward Rose; Nancy Scott; and Diane Tuininga

The following CSB Board members were absent:

The following CSB staff was present: Daryl Washington; Evan Jones; Michael T. Lane; Joe Rajnic; Cynthia Tianti; Lyn Tomlinson; and Barbara Wadley-Young

### Guests:

1. Meeting Called to Order  
Bettina Lawton called the meeting to order at 5:02 p.m.
2. Matters of the Public  
None were presented.
3. Amendments to the Meeting Agenda  
The meeting agenda was provided for review. Following removal of Agenda Items 6A and 6B, per approved motion at the January 2020 Executive Committee meeting, Edward Rose made a motion to accept the agenda as revised, which was seconded and approved.
4. Approval of the Minutes  
Draft minutes of the December 18, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. Acknowledging no suggestions for revision were forthcoming, Edward Rose made a motion for approval, which was seconded and passed.
5. Staff Presentation  
Michael T. Lane presented an overview of the scope of the Office of Individuals and Family Affairs (OIFA), noting the wide-ranging responsibilities, service areas, and programs that receive oversight and support from OIFA. Of particular focus was the Peer Support Program that has grown to provide Peer Support Specialists (PSS) in an increasing number of CSB directly operated and contracted programs. Due to the increasing value and importance of PSS, there are significant efforts underway at the state level to formally define their role. Mr. Lane provided insight to the program, clarifying that Peer Support Specialists have completed a training program and 500 hours of supervised experience. Further, they are offered an opportunity to gain certification through satisfactory completion of a state exam, thereby becoming a Certified Peer Support Specialist.

## 6. Director's Report

Daryl Washington provided an overview of recent agency activities to include:

- The Department of Justice (DOJ) settlement hearing was attended by CSB Asst. Deputy Director Barbara Wadley-Young. The judge reviewed each of the many DOJ settlement requirements with both federal and state representatives, written guidance from the judge is pending.
- Mr. Washington, just returned from attending the VACSB (Virginia Association of Community Services Boards) Legislative Conference January 21<sup>st</sup> and 22<sup>nd</sup> Reported an opportunity to meet with new DBHDS (Department of Behavioral Health and Developmental Services) Commissioner Alison Land.
- Mr. Washington provided several legislative updates to include:
  - Budget Amendment highlights:
    - Two separate amendments were submitted that address the Medicaid shortfall for FY2020. The submissions include 1) a request for \$9.3M statewide, and 2) a request for \$3.1M for this CSB.
    - An amendment requesting an increase for STEP-VA (System Transformation, Excellence and Performance in Virginia) funding for Outpatient services.
    - Two amendments addressing DD (Developmental Disabilities) Waivers including 1) rate increases to underfunded payments for services, and 2) additional funding to increase the assignment of DD Waivers.
    - Adding dental benefits to Medicaid.
  - Bills of note include:
    - Marijuana decriminalization (small amounts considered for personal use only will not be prosecuted), and the legalization of marijuana.
    - Fair Housing; income source may not be considered
    - Fair Housing and Employment; gender identity and sexual orientation may not be considered.
  - Bills of concern include two bills requesting changes to the current TDO (Temporary Detention Order) procedure. The bills seek to expand the authority for processing TDOs from the CSBs, the current, single authorized entity, to other authorized entities.
    - The primary concern lies with the significant complexity of the legal process that requires consistent involvement to remain informed and skilled to be able to successfully and consistently process a TDO request.
    - Of additional concern is the lack of familiarity of other authorized entities of alternative community resources that may better serve the individual based on assessment. As the other authorized entities process TDOs to state hospitals as the single solution to a mental health crisis, it is strongly anticipated that this will adversely impact the ongoing hospital bed crisis.

- It was clarified that the proposed expansion includes development of a state- regional-wide call-in line to assign the authorized entities based on location and availability.
- The proposed bills, that include SB768 (Barker) and HB 1351 (Watts), will be reintroduced Monday, January 27, 2020. It is anticipated that funding for the bills, if approved, will be provided through identified FY2020 and FY2021 STEP-VA Crisis Services funding.

Regular updates to legislative efforts will be provided.

- Final efforts with the hiring packet for the Deputy Director Administrative Operations are ongoing. It is anticipated the final packet will be completed and submitted to Human Resources by Friday, January 24, 2020.
- Credible Update
  - The Credible CEO declined a proposed meeting for January 21, 2020, offering an alternative date at the end of February. All 25 Virginia CSBs have agreed to the February date.
    - A reminder was offered that Credible missed the deadline of December 31, 2020 for repair of critical operations including reestablishment of the site in Ashburn, VA.
    - Efforts are ongoing to develop the CSB operated data backup site that is designed to receive regular data packets from Credible for secure storage.
    - Efforts are ongoing to identify an efficient and effective long-term solution to this problem, noting that some changes may require timely decisions that move the process in an alternative direction to best serve the CSB. Possible solutions include working with a consultant group, riding an existing contract, or publishing a CSB offer.
- Recent housing concerns have been satisfactorily concluded. Extraordinary efforts by residential staff in processing required documentation and extensive communication with residents is credited as the primary reason for the smooth transition of all residents but one, who declined continued housing. Corrective efforts with the previous housing provider are ongoing.
- Channel 5 News recently reported on Project REVIVE, in which individuals are trained to provide Narcan in response to an opioid overdose. It was noted that some legislation has been submitted to simplify access to Narcan for individuals completing the course, rather than issuing a prescription, as was previous practice. It was noted that nearly 2,000 people have completed this training.

Lyn Tomlinson provided several agency updates to include:

- The Partner Feedback form, a copy of which was provided in the meeting materials, was presented as the final draft proposed to be introduced at upcoming quarterly partner meetings. It was further noted that the Developmental Disabilities and the Behavioral Health Oversight Committees and Associate Members had all contributed to the form. Further refinement and revision will be discussed following this initial use of the form.

- Crossroads hosted a graduation ceremony on January 14<sup>th</sup> for 19 individuals who completed the program. It was reported that spoken comments by the graduates included mention, not only of the Crossroads program, but also the entire CSB, highlighting Detox, the Merrifield Center and the nursing staff.

The Spirit of Excellence Awards nominations are being accepted through January 31, 2020, noting that anyone can make a nomination. The ceremony date will be forwarded to the Board once identified.

#### 7. Matters of the Board.

Jennifer Adeli reported attending a Cornerstones event recently prompting recommendation that the Board schedule a tour of the facility.

Daria Akers provided information on a grant opportunity for families with an individual who has or individuals who have a DD Waiver. The IFSP (Individual and Family Support Program) grant provides funding of \$1K with a liberal use allowance. Acknowledging the benefit of this funding, Ms. Akers further reported that shortly after the launch of the application process (October 2019) there was a data breach of exceptionally confidential information. At the time of this report, information updates were very limited, and the applications remained unprocessed.

Ms. Akers also encouraged members to visit and to recommend the Fairfax County Public School (FCPS) Parent Resource Center webpage, noting that it offers a variety of valuable workshops and resources, highlighting a recent program titled *Bipolar Disorder in Children and Adolescents: Assessment, Treatment and Research Update*.

Bettina Lawton announced that Board Member Evelyn Spain resigned from the Board as she has been appointed to the Sully District Planning Commission. Ms. Lawton noted the number of current vacancies noting that efforts are underway to fill the vacancies.

#### 8. Committee Reports

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

Diane Tuininga provided a brief overview of the January meeting, noting that Garrett McGuire had chaired the meeting in her absence.

- Elizabeth McCartney provided a legislative update
- Belinda Massaro presented information on Emergency Services and the Mobile Crisis Unit.
- Committee and Associate Members discussed recommendations for possible Challenge Questions for future BHOC and DD committee meetings. Lauren Goldschmidt proposed using the three questions posed at the December 2019 joint meeting for challenge questions.
- Feedback from the joint meeting was also discussed, noting the overwhelmingly positive response. This prompted the consideration of merging the two meetings into one as integration of services is ongoing. This matter will be presented to both committees for further discussion, noting the initial response has been positive.

**The next BHOC meeting is Wednesday, February 12 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

B. *Compliance Committee*

Bettina Lawton provided highlights of the December meeting noting robust discussion of the agenda items.

**The next meeting is Wednesday, February 19 at 4:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

C. *Developmental Disabilities (DD) Committee*

Sheila Jonas, noting no January meeting, noted the next meeting is in February 2020.

**The next meeting is Wednesday, February 5 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.**

D. *Fiscal Oversight Committee*

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

- It was reported that the Vacancy Breakeven Point (VBP) was 79.
- Critical vacancies in jail positions were discussed noting a high turnover rate.
- An update to recruitment efforts included noting that a recent Realistic Job Preview (RJP) for Support Coordination positions resulted in hiring packets to fill 11 of 22 vacant positions. The success of the RJP has prompted plans to utilize this process for critical and hard to fill jail positions. It was further noted that utilizing LinkedIn to promote the RJP was also instrumental in the success of the event, noting this allowed for candidates from outside the agency to learn of the RJP and attend.
- The details of the scheduled budget realignment have been provided to DMB (Department of Management and Budget), noting that the February Fiscal Committee reports will reflect the transfer. Members were offered a reminder that the transfer of approximately \$4M from the Operating budget to Compensation and Fringe will be reflected in the distribution but will not affect the total budget balance.

**The next meeting is Friday February 21, at 9:30 a.m. at the Pennino Building, Room 836A.**

9. Information Item

A. *CSB Board Policy Review*

Bettina Lawton directed members to review CSB Board policy #0020 for reinstatement. A copy of the policy with the proposed revisions was provided in the meeting materials with a request to submit further recommendations to CSB Board Clerk, Erin Bloom. The policy will be submitted for further action at the February 19, 2020 CSB Executive Committee meeting.

10. Action Item

A. *CSB Board Policy Approval*

Bettina Lawton directed members to a final review CSB Board policy #2500 for reinstatement, offering a reminder that the policy was revoked in 2019, but new information indicated the policy should remain active. A copy of the proposed revisions was provided in the meeting materials along with a copy policy with edits

accepted. Daria Akers made a motion to readopt the revised policy that was seconded and approved.

*B. Grant Request to Expand Substance Abuse Treatment Capacity for the Adult Drug Court*

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 SAMHSA (Substance Abuse and Mental Health Services Administration) for funds of up to \$400,000 per year for 5 years, at a maximum of \$2,000,000 to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts. There is an existing Adult Drug Court Grant funded by the Bureau of Justice Assistance that supports the Drug Court, this new funding will help to enhance and expand existing efforts aligned with Adult Drug Court Best Practice Standards developed by the National Association of Drug Court Professionals (NADCP).

Diane Tuininga made a motion to submit for, and if awarded, accept funding to expand Substance Abuse Treatment Capacity for the Adult Drug Court, following which the motion was seconded and approved.

Bettina Lawton inquired whether there was anything that needed to be discussed in closed session. No one raised any issues or need for a closed session.

There being no further business to come before the Board, the meeting was adjourned at 6:23 p.m.

Actions Taken - -

- ◆ The December 18, 2019 CSB Board Meeting minutes were approved as presented.
- ◆ CSB Board Policy #2500 was readopted as revised and presented.
- ◆ Approval was provided to proceed with the SAMHSA grant application.

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Date Approved

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Staff to the Board

Fairfax-Falls Church Community Services Board  
Behavioral Health Oversight Committee  
January 8, 2020

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:** CSB Board Member Daria Akers; CSB Board Member Captain Derek DeGeare; and CSB Board Member, Garrett McGuire

**Committee Members absent:** CSB Board Chair Diane Tuininga

**Associate Members in Attendance:** Peter Clark, No. VA. Mental Health Foundation (NVMHF); Joe Getch, Psychiatric Rehabilitation Services, Inc. (PRS); Lauren Goldschmidt, ServiceSource; Trudy Harsh, the Brain Foundation; Joe Pettit, Concerned Fairfax; Lauren Padgett, PRS, Inc.; Cate Powell and Kat Ashmore, Gateway Homes; Megan Souza, NAMI Northern Virginia; Eleanor Vincent, Pathway Homes, Inc.

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

1. **Meeting Called to Order**

The meeting was convened at 5:04 p.m.

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

Garrett McGuire, in the absence of Committee Chair 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.

Daria Akers encouraged attendees to visit the Fairfax County Public School (FCPS) Parent Resource Center to find many valuable workshops and resources, highlighting a program on January 21, 2020 at 10:00 a.m. – 12:00 p.m. *titled Bipolar Disorder in Children and Adolescents: Assessment, Treatment and Research Update*. Hosted by Dr. Lisa M. Cullins, attending physician in the Emotion and Development Branch at the National Institute of Mental Health. Clerk to the Board will forward this information with a link to the website to the CSB Board Behavioral Health Oversight and Developmental Disabilities Committee distribution lists.

It was confirmed that Elizabeth McCartney, CSB Legislative Liaison, would attend DD and BHOC meetings to provide regular legislative updates. Ms. McCartney provided a brief overview of recent legislative activities reporting that several CSB Board members had provided testimony at two legislative events. Associate Members were offered an opportunity for more regular updates than what will be provided at the February Committee meetings.

3. Approval of the Agenda and Minutes

No recommendations for revision of the agenda were offered.

Acknowledging that no recommendations were forthcoming, Daria Akers made a motion to approve the December 2019 Joint Committee meeting minutes as presented, which was seconded and approved.

4. Matters of the Public

The parent of an individual receiving CSB services offered thanks to the CSB for the services provided to his child and the community.

5. Emergency Services and Mobile Crisis Unit

Belinda Massaro provided an overview of Emergency Services and the Mobile Crisis Unit (MCU) emphasizing that the MCU provides the same emergency services out in the community. Acknowledging that there are now two MCU units, it was further acknowledged that the size of Fairfax County can pose a response time challenge.

The Community Response Team (CRT) combines CSB staff with public safety personnel to connect super-utilizers of public safety services with resources to decrease calls to 911 and other public safety departments. It was clarified that this unit provides ongoing contact with the individuals served, in contrast to the MCU who responds in crisis situations.

There is a long-term goal to establish MCUs in South and North Fairfax County as well.

The importance of Peer Support Specialists in Emergency Services was highlighted, as well as the increasing number of Fairfax county Police and Sheriff personnel that are CIT (Crisis Intervention Team) trained.

Members engaged in robust discussion following the presentation.

6. Associate Member Reports, Updates, and Concerns

Garrett McGuire opened the floor to Associate Members, information provided included the following:

- *Lauren Padgett* reported that CEO Wendy Gradison was retiring at the end of this fiscal year (6/30/2020) with Joe Getsch assuming the position at that time. Holiday events included a Thanksgiving dinner and CrisisLink Holiday Safety Program.
- *Trudy Harsh* reported that they operate nine homes in Fairfax county with 36 residents. Additionally, there are three homes in Fairfax City located within walking distance to grocery stores and public transportation noting that the increasing tax debt, currently at \$33K annually, makes it increasingly difficult to continue operating the homes.
- *Lauren Goldschmidt* reported the current President/CEO had just retired with two staff assuming the positions of President and CEO respectively. Additional updated included an affiliation with an agency in Utah and an event scheduled for February 22, 2020, *Reel Abilities*, with a movie screening, a resource fair, and panel at the Oakton office.
- *Eleanor Vincent*, expansion of Permanent Supported Housing to a total of 93 beds providing long term assistance to individual with serious mental illness and/or substance

use disorders. Combined with some state funded housing in collaboration with CSBs in Fairfax and Alexandria, the total beds will total 139.

- *Joe Pettit and Megan Souza*, noting no updates to /concerned Fairfax, it was reported that the search for a new president for NAMI Northern Virginia is ongoing. Additionally, Ms. Souza provided a staffing update on recent employment activities of NAMI.

7. Challenge Question: Discussion

Following Committee discussion, the topic of Housing was determined to be the Question for the February meeting. Members were encouraged to forward additional topic recommendation to the Clerk to the Board. Additional recommendations included possibly using the questions posed at the meeting for future Challenge Questions, discussion of integration of care with DD services included, data collection and discussion of characteristics related to frequency of contact with high utilizers of services, particularly related to management and possible reduction resources.

8. Discussion of the December 2019 Joint Meeting

Providing a brief overview of the meeting activities, Mr. McGuire indicated the meeting was successful with engaged and robust discussion and enthusiastic participation in the activities. Committee and Associate Members provided further input including concern over joint meetings for the DD Committee as it meets bi-monthly,

9. Staff Reports

Lyn Tomlinson provided several updates to include:

- January 2020 is the five-year anniversary of the Merrifield Center.
- Second round interviews for the Deputy Director for Administrative Operations are scheduled for the following week.
- Offering a reminder of the recent multiple leadership changes at the Department of Behavioral Health and Developmental Services, Ms. Tomlinson noted anticipation that some of the leadership will be in attendance at the upcoming VACSB (Virginia Association of Community Services Boards) conference. Reports of conference events will be provided at the February Committee meetings.
- Ms. Tomlinson spoke on the tremendous value of the partner agencies, noting some recent and critical support from Pathway Homes, Inc.

There being no further business to come before the Committee, the meeting was adjourned at #6:18 p.m.

Actions Taken –

- Approval of the December 2019 Behavioral Health Oversight Committee meeting minutes.

February 12, 2020

Date Approved



Clerk to the CSB Board

Fairfax-Falls Church Community Services Board  
Compliance Committee Meeting Minutes  
December 11, 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; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Nancy Scott; and Diane Tuininga

The following Committee members were absent: Jennifer Adeli

The following staff were present: Daryl Washington, Luann Healy, Cindy Tianti, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:08 p.m.

2. Review of Meeting Minutes

Meeting minutes of the November 13, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Sheila Jonas made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from the prior Compliance Committee Meeting

Daryl Washington provided an update to ongoing communication with Credible and several Fairfax County agencies to include the CSB, DPMM (Department of Material Management, and DIT (Department of Information Technology. Highlights included:

- An email from Credible was distributed that listed the efforts made to develop successful communication between Credible and WaMS, the Waiver Management System utilized by the Department of Behavioral Health and Developmental Services. Frustration at the lack of timeliness in these efforts was stated.
- The county agencies involved in the communications with Credible continue to closely monitor the reported efforts by Credible to repair and upgrade their current architecture.
- A request was issued for a written HIPAA statement, certifying no breach in PHI (Personal Health Information) of CSB clients during Credible operational failures. A reply had not been received at the time of this meeting.
- Mr. Washington a large number of Virginia CSB's also using Credible were considering working together to address mutual concerns with Credible.
- A robust discussion ensued, following which Committee members requested that regular updates be provided.

4. Updates

*ComplyTrack*

Luann Healy distributed copies of ComplyTrack reports, noting that live data was reflected in all three reports. Each report was reviewed and an opportunity for questions and feedback provided. The reports cover three areas including

- Education; including on-site training to staff, specialized to program on request as well as regulatory and licensing education. It was also noted that OCRM (Office of Compliance and

Risk Management) staff train program staff in the use of tools to self-monitor their program in between

- Audit; involves both internal and external audits including of patient charts, new staff, new programs, etc. An audit may be an annual review or prompted by the results of a licensing visit or incident report. And,
- CAP (Corrective Action Plan); can result from a licensing review, a mortality review, or a chart review. A time limit for implementation of a CAP is typically determined by the type of CAP issued.

#### *Credible Operations Update*

This update was provided in the earlier report provided by Daryl Washington.

#### *CSB Serious Incident Report – November 2019*

Luann Healy provided the Serious Incident Report for November 2019.

#### 5. Continuity of Operations Plan (COOP)/EHR Downtime Policy

Noting that this plan is intended to support the agency-and county-wide COOP plan, members reviewed and discussed the draft plan offering several suggestions to include:

- Include direction for immediate notification of the Executive Director,
- More comprehensive and less prescribed language,
- CSB Board notification guidance,
- Testing requirements were strongly recommended.

The draft will be revised following Committee direction. Once reviewed and approved by the Board Chair and Secretary, the revised version will be provided to the CSB Board for further review.

#### 6. Open Discussion

Daryl Washington provided an update related to ongoing communications between CSB staff Lyn Tomlinson and David Simmons and a housing partner. Noting a recent meeting, the outcome included acknowledgement of the need of appropriate document to support the transition of CSB clients to alternative housing. It was clarified that one-half will transition by December 31, 2019 and the other half by January 31, 2020.

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 4:56 p.m.

#### Actions Taken –

- Minutes of the November 13, 2019 Compliance Committee meeting were reviewed and approved.

February 19, 2020

Date



Clerk to the CSB Board

CSB Board Review of CSB Board Policy

Issue:

Regular review and revision recommendations to identified CSB Board Policies.

Background:

As part of the regular CSB Board policy review process, CSB Board policies are submitted to the CSB Board Executive Committee for initial review and recommendation. Following this initial review, the policies are submitted to the CSB Board for further review and revision at the next CSB Board meeting. Following CSB Board review a motion is made to submit the policies to the CSB Board for approval. The policies submitted for this review include:

- 0030 – Priority Access to CSB Services
- 1102 – Ethical and Professional Behavior
- 1103 – Conflict of Interest

Timing:

The policies are presented in two versions with edits applied to simplify reading the recommended version and with recommended edits visible to allow tracking of revisions. Following this opportunity for further review and comment by the CSB Board, the policies are submitted at the next month's CSB Board meeting for adoption.

Board Member

Sheila Jonas, CSB Board Secretary

Related Documents:

- A. 0030 – Priority Access to CSB Services
- B. 1102 – Ethical and Professional Behavior
- C. 1103 – Conflict of Interest

Policy Number: 1102  
Policy Title: Ethical and Professional Behavior  
Date Adopted: TBD

### Purpose

To communicate the basic standards of ethical behavior that the CSB Board are expected to maintain in support of the CSB's mission.

### Policy

It is the policy of the CSB Board that:

1. CSB Board members, CSB staff, partners, students, interns, and volunteers perform their designated functions in a manner that reflects the highest standards of ethical behavior by adhering to relevant:
  - Federal, State, and County laws and regulations
  - Virginia's Department of Behavioral Health and Developmental Services Human Rights Regulation.
2. The Executive Director shall ensure that the CSB Board is offered training on ethical issues, including matters exempted from release by Virginia Freedom of Information Act. This will include procedures for reporting Codes of Ethics violations and non-retaliation against any person because they complied with this policy.
3. The Executive Director shall ensure that a mechanism is in place for handling ethical issues as they arise.

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

\_\_\_\_\_  
Date

### References:

- [Fairfax County Code of Ethics and Standards of Conduct – Volunteers](#)
- [Commonwealth of Virginia, Department of Behavioral Health and Developmental Services \(DBHDS\), 12VAC 35-15-130, Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded or Operated by DBHDS](#)
- CSB Board Member Training: *Corporate Compliance and Ethics (ONL-RELIAS-REL-ALL-0-CCETH)*

Policy Adopted: April 28, 2004  
Revision Adopted: January 28, 2015  
Revision Adopted: TBD

DRAFT

Policy Number: 1102  
Policy Title: Ethical and Professional Behavior  
Date Adopted: TBD

### Purpose

To communicate the basic standards of ethical behavior that the CSB Board are expected to maintain in support of the CSB's mission.

### Policy

It is the policy of the CSB Board that:

1. CSB Board members, CSB staff, partners, students, interns, and volunteers perform their designated functions in a manner that reflects the highest standards of ethical behavior by adhering to relevant:
  - Federal, State, County laws and regulations
  - In keeping with the Commonwealth of Virginia's Department of Behavioral Health, and Developmental Services Human Rights Regulation.
2. The Executive Director shall ensure that the CSB Board is offered training on ethical issues, including County personnel practices and matters exempted from release by Virginia Freedom of Information Act. This will include procedures for reporting Codes of Ethics violations and non-retaliation against any person because they complied with this policy.
3. The Executive Director shall ensure that a mechanism is in place for handling ethical issues as they arise.

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

\_\_\_\_\_ Date

### References:

- Fairfax County Code of Ethics and Standards of Conduct – Volunteers
- Commonwealth of Virginia, Department of Behavioral Health and Developmental Services (DBHDS), 12VAC 35-15-130, Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded or Operated by DBHDS
- CSB Board Member Training: *Corporate Compliance and Ethics (ONL-RELIAS-REL-ALL-0-CCETH)*

Policy Adopted: April 28, 2004  
Revision Adopted: January 28, 2015  
Revision Adopted: TBD

DRAFT

Policy Number: 1103  
Policy Title: Conflict of Interest  
Date Adopted: TBD

Purpose

To provide guidance to members of the Board regarding conflicts that may arise related to contractual matters and Board transactions.

Policy

Each member of the CSB Board shall be responsible for meeting the requirements of the State and Local Government Conflict of Interests Act (Virginia Code Section 2.2-3100 *et seq.* as amended).

In accordance with the Principle Guidance for the Fairfax County Code of Ethics, Board members are encouraged to avoid the appearance of impropriety in the course of their participation in Board responsibilities. In some instances where a Board member has a personal or professional interest in or affiliation to a matter under consideration by the Board that does not rise to the level of a prohibited conflict, the member may wish to take other steps to avoid or ameliorate the appearance of impropriety through recusal, abstention, disclosure, or other similar action. Consultation with the Office of the County Attorney will be sought in circumstances where conflict is not clear.

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

Reference: [Virginia Code Section 2.2-3100 et seq.](#)  
[Fairfax County Code of Ethics and Standards of Conduct – Volunteers](#)

Policy Adopted: November 1981  
Revision Adopted: August 24, 1994  
Policy Readopted: April 23, 1997  
Policy Revised: March 29, 2000  
Policy Revised: May 25, 2005  
Revision Adopted: January 28, 2015  
Revision Adopted: TBD

Policy Number: 1103  
Policy Title: Conflict of Interest  
Date Adopted: TBD

Purpose

To provide guidance to members of the Board regarding conflicts that may arise related to contractual matters and Board transactions.

Policy

Each ~~individual~~ member of the CSB Board ~~and its staff~~ shall be responsible for meeting the requirements of the State and Local Government Conflict of Interests Act (Virginia Code Section 2.2-3100 *et seq.* as amended) ~~which includes filing a financial disclosure form.~~

In accordance with the Principle Guidance for the Fairfax County Code of Ethics, Board members are encouraged to avoid the appearance of impropriety in the course of their participation in Board responsibilities. In some instances where a Board member has a personal or professional interest in or affiliation to a matter under consideration by the Board that does not rise to the level of a prohibited conflict, the member may wish to take other steps to avoid or ameliorate the appearance of impropriety through recusal, abstention, disclosure, or other similar action. ~~Board members may wish to consult with CSB counsel if they are uncertain about their responsibilities.~~ Consultation with the Office of the County Attorney will be sought in circumstances where there may be a possible conflict.

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

Reference: Virginia Code Section 2.2-3100 *et seq.*  
Fairfax County Code of Ethics and Standards of Conduct - Volunteers

Policy Adopted: November 1981  
Revision Adopted: August 24, 1994  
Policy Readopted: April 23, 1997  
Policy Revised: March 29, 2000  
Policy Revised: May 25, 2005  
Revision Adopted: January 28, 2015  
Revision Adopted: TBD

Approval of CSB Board Policy Revision

Issue:

Approval to adopt as recommended the CSB Board Policy listed below following the most recent CSB Board review.

Background:

As part of the regular CSB Board policy review process, the CSB Board policy listed below was submitted to CSB Board members at the November 2019 CSB Board meeting for review and possible revision. This policy is submitted to the CSB Board for final review and approval.

- 0020 – Vision, Mission, Value Statement

Timing:

Immediate

Board Member

Sheila Jonas, Secretary to CSB Board

Enclosed Documents:

- A. 0020 – Vision, Mission, Values Statement
  - With edits
  - With edits accepted
  - Current version posted on the CSB website

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

### Purpose

To state the vision, mission and values of the CSB and the public process by which these will be accomplished.

### Policy

The Fairfax-Falls Church Community Services Board defines its vision, mission and values as follows:

### **CSB Vision, Mission and Values**

#### ♦ **CSB Vision**

Everyone in our community has the support needed to live a healthy, fulfilling life.

#### ♦ **CSB Mission**

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

#### ♦ **CSB Values**

In achieving our mission and vision, we value:

##### **Respect for the people we serve.**

Individual dignity and human rights protection are at the center of the CSB service philosophy. Individuals are involved in developing service plans which address their needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.

##### **Quality in the services we provide.**

The CSB offers a comprehensive array of preventative and responsive services that meet the needs of the Fairfax-Falls Church community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.

**Accountability in all that we do.**

The CSB recognizes its responsibility to the Fairfax-Falls Church community by striving to provide services to people with limited resources or complex needs in **an effective and efficient manner**. Policies and procedures are communicated and accessible to all individuals and organizations with whom the CSB partners, and process improvement is supported by continuous data review.

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

Policy Adopted: January 17, 1990  
Policy Readopted: July 27, 1994  
Policy Readopted: April 23, 1997  
Policy Readopted: March 28, 2001  
Policy Readopted: February 18, 2009  
Policy Readopted: March 25, 2009  
Revision Adopted: December 17, 2014  
Revision Adopted: TBD

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

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- Revision Adopted: TBD

## Our Mission: What We Do

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

## Our Values: What We Believe In

In achieving our mission and vision, we value:

- Respect** for the people we serve.
- Quality** in the services we provide.
- Accountability** in all that we do.



## Our Vision: Where We Want to Be

Everyone in our community has the support needed to live a healthy, fulfilling life.



FAIRFAX - FALLS CHURCH

**Community**

**Services Board**

[www.fairfaxcounty.gov/community-services-board](http://www.fairfaxcounty.gov/community-services-board)



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call 703-324-7000, TTY 711.