

**Human Services Council Meeting**  
**April 17, 2023. 7:00 p.m.**  
**Fairfax County Government Center Room 11**

**AGENDA**

<b>Call to Order</b>	Michele Menapace (Chair)
<b>Approve February and March Meeting Minutes</b>	Michele Menapace (Chair)
<b>HHS Update</b>	Chris Leonard (Deputy County Executive for HHS)
<b>HSC's FY 2024 Advertised Budget Recommendations</b>	Michele Menapace (Chair)
	Paul Thomas (HSC Budget Committee Chair)
<b>HSC Meeting Schedule for In-Person and All-Virtual Meetings</b>	Michele Menapace (Chair)
<b>Chair's Items</b>	Michele Menapace (Chair)
<b>Member Sharing</b>	HSC members
<b>Adjourn</b>	Alis Wang (Vice Chair)

---

Next HSC Meeting: May 15, 2023, 7 p.m.

---

## Human Services Council Meeting Minutes February 27, 2023, 7:00 p.m.

Via Zoom: <https://us06web.zoom.us/j/81042557383> with password HSC202!mtg  
or call 602-333-0032/888-270-9936 (U.S. Toll Free), conference code 926143

**HSC Members Present:** Michele Menapace (Chair/Franconia), Kevin Bell (At-Large), Martin Machowsky (At-Large), Steven Bloom (Dranesville), Robert Faherty (Franconia), Christopher Falcon (Mason), Rev. Dr. Jerrold L. Foltz (Sully), Dr. Gerald V. Poje (Hunter Mill), Maria Posey (Braddock), Adwoa Rey (Mt. Vernon), Paul Thomas (Hunter Mill), and Dr. Patrice Winter (Braddock).

**HSC Members Excused:** Thomas Goodwin (Providence), Alis Wang (Vice Chair/Mason),

**HSC Members Absent:** William Kogler (Springfield), and Steven Lam (Springfield).

**Staff Present:** Chris Leonard (Deputy County Executive for HHS), Christina Jackson (Chief Financial Officer), Sarah Allen (Department of Neighborhood and Community Services [NCS]), Jill Clark (NCS), and Viola Coleman (NCS).

**Call to Order:** Human Services Council (HSC) Chair Menapace called the meeting to order at 7:03 p.m. Chair Menapace took attendance and made the requisite motions required for virtual meetings as part of Virginia FOIA compliance.

Chair Menapace explained the need to conduct the HSC meeting electronically due to the COVID-19 pandemic, which has made it unsafe for the HSC and the public to physically assemble. The live video and audio Zoom meeting was accessible by computer or phone. Chair Menapace moved to approve conducting the meeting electronically. The motion was seconded and unanimously carried. Menapace moved for the necessity to move forward with all the matters discussed in tonight's meeting for the continuity and continuation of operations and the discharge of the HSC's lawful purposes, duties, and responsibilities. The motion was seconded and unanimously carried.

Menapace conducted a roll call of representatives from various boards, authorities, and commissions (BACs).

**Approval of the Minutes:** The January 23, 2023 meeting minutes were presented for review and approval. Poje moved to approve the minutes and was seconded. The motion carried.

**FY 2024 Advertised Budget Presentation:** Christina Jackson, Chief Financial Officer for Fairfax County, presented on the FY 2024 Advertised Budget Plan and the FY 2024-28 Capital Improvement Program. She reported that the advertised budget focuses on strengthening the County's workforce and the existing programs. A significant portion is being allocated toward inflationary pressures and contract rate increases. Like last year, the primary driver of revenue growth is residential real estate.

Jackson noted that the first Countywide Strategic Plan Annual Report was released with the budget, which outlines the initial progress the County has made. She provided information about the annual changes in General Fund revenue and major revenue categories. Jackson predicts that the FY 2025 budget will be challenging as revenue projections will depend upon inflation. She also shared the different ways the public can participate in the budget process and the FY 2024 budget timeline.

Chris Leonard, Deputy County Executive for Health and Human Services (HHS), encouraged the group to attend or watch the Board of Supervisors HHS and Budget Policy Committee meetings on February 28. Leonard addressed the impact of the unwinding of the federal pandemic benefits and how the County will continue to support basic needs. He also responded to questions about food assistance and the funding process for community organizations.

**FY 2024 HHS Strategic Allocation of Resources (StAR):** Leonard explained why the former HHS Resource Plan was redeveloped (StAR). Jill Clark, Senior HHS Policy & Program Analyst, provided an overview of the StAR Plan and the enhancements that have been added, including information about the federal pandemic relief funding. She also shared how to navigate and use the plan.

Leonard addressed questions concerning compensation and retention issues, and unallocated budget funds. Sarah Allen, Deputy Director, responded to a question regarding legal aid funding for those at risk of eviction.

**Joint HSC and HHS BAC Representatives' Budget Discussion:** Menapace solicited comments and concerns from members of HHS boards, commissions, and authorities that will contribute toward the initial draft of the HSC's budget letter to the Board. Paul Thomas added that the Budget Committee meeting dates will be shared soon. He encouraged the HHS BACs to connect with Council members where there is an existing relationship or directly connect with him to share their recommendations and/or concerns about the budget.

**Member Sharing:** Thomas reported that at the most recent Successful Children and Youth Policy Team meeting, an update was provided on initiatives related to Opportunity Youth and My Brother's Keeper. Falcon shared information about COVID-19 guidance that was shared at the recent Childcare Advisory Council meeting. Mental health, self-care, and conflict resolution/de-escalating training were additional topics covered. Poje said at the recent Affordable Housing Advisory Council Executive Committee meeting, they focused on their budget strategy. He added the 2023 Housing Symposium will take place on March 15 at George Mason University. Menapace reported that the Consolidated Community Funding Advisory Committee finalized a draft of the next funding cycle categories for public comment.

**Chair's Report:** Menapace reported that she will not be attending the March meeting and encouraged members to be engaged with the work of the Budget Committee.

**Adjournment:** Chair Menapace adjourned the meeting at 9:08 p.m.

*Minutes captured by Coleman.*

## Fairfax County Human Services Council Meeting Minutes March 20, 2023, 7:00 p.m.

**Location:** (primary) Fairfax County Government Center, Conference Room 9/10, Fairfax, VA. Two members participated remotely via Zoom.

A quorum of the Human Services Council (HSC) was physically assembled at the primary location with nine members present. Thomas Goodwin and Adwoa Rey were unable to physically attend the meeting and requested remote participation.

**HSC Members Present:** Alis Wang (Vice Chair/Mason), Kevin Bell (At-Large), Martin Machowsky (At-Large), Christopher Falcon (Mason), Rev. Dr. Jerrold L. Foltz (Sully), Thomas Goodwin (Providence) via remote participation, Steven Lam (Springfield), Dr. Gerald V. Poje (Hunter Mill), Maria Posey (Braddock), Adwoa Rey (Mt. Vernon) via remote participation, and Paul Thomas (Hunter Mill).

**HSC Members Excused:** Steven Bloom (Dranesville), Michele Menapace (Chair/Franconia), Robert Faherty (Franconia), William Kogler (Springfield), and Dr. Patrice Winter (Braddock).

**Staff Present:** Chris Leonard (Deputy County Executive for HHS), Jill Clark (Department of Neighborhood and Community Services [NCS]), and Viola Coleman (NCS).

**Call to Order:** Human Services Council Vice-Chair Wang called the meeting to order at 7:08 p.m.

**Health and Human Services Monthly Update:** Chris Leonard, Deputy County Executive for Health and Human Services (HHS), reminded the Council of the recent memos (i.e., NIPs) sent to the Board of Supervisors (BOS) that were shared with them on the Extreme Heat Workgroup's recommendations and the pending stepdown of pandemic-era federal benefits. Leonard reported that the workgroup's recommendations include numerous enhancements for the County's extreme heat response that will be implemented for Summer 2023. Leonard explained that the second NIP provided the Board an update on the HHS system's coordinated response to emergency basic needs assistance for vulnerable residents as federal pandemic-era benefits end.

**Review and Adoption of the HSC's FY 2024 Advertised Budget Recommendations:** HSC Budget Committee chair, Paul Thomas, presented the draft FY 2024 advertised budget recommendations. He reported that the Budget Committee used last year's process to incorporate feedback from other HHS boards, authorities, and commissions. Thomas noted that the bulleted items are budget items included in the advertised budget that the HSC supports and that the other recommendations for funding consideration are categorized by topic.

HSC discussed the implications of the Board lowering the the real estate tax rate and whether to address that specifically in the letter, and whether they should include the recommendation of dedicating an additional half penny of the tax rate to affordable housing. It was suggested to also include language urging the Board not to offset the revenue loss of a lower tax rate with spending reductions in HHS. Additional suggestions were shared.

A motion was made to make the changes discussed to the letter and authorize Thomas to add any relevant information related to the release of the third quarter review package. That motion unanimously passed.

**2023 General Assembly Recap:** Jill Clark, Senior HHS Policy & Program Analyst, presented a recap of the 2023 General Assembly meeting. Clark reported that 2,200 bills were introduced and 867 bills passed. The General Assembly was unable to pass the budget bill prior to adjournment, but passed a "mini budget" to address the school aid calculation error. Clark highlighted HHS-related legislation. She also reported that all 140 seats will be on the November ballot, and the Fairfax County delegation will look different next January.

**Member Sharing:** Machowsky suggested that the Council get an update on the Innovation Fund at the next meeting. He recently learned that other local jurisdictions have launched a similar income support program through the Greater Washington Community Foundation.

**Adjournment:** Vice-Chair Wang adjourned the meeting at 8:33 p.m.

*Minutes captured by Coleman.*

DRAFT



# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** April 12, 2023

**TO:** Board of Supervisors

**FROM:** Bryan J. Hill *B. Hill*  
County Executive

**SUBJECT:** Adjustments to FY 2024 Advertised Budget Plan (Add-On Package)

This package has been prepared to present the revenue and expenditure adjustments that have been identified since the preparation of the FY 2024 Advertised Budget Plan. Based on the adjustments detailed in the FY 2024 Add-On package, the available FY 2024 General Fund balance is \$110,380,632.

Staff has reviewed General Fund revenue estimates based on the most up-to-date information and an increase of \$13.7 million to FY 2024 revenues is recommended as part of the Add-on Process. The adjustment is due to an increase of \$2.7 million in Transient Occupancy Taxes (TOT) and \$11.0 million in Investment Interest revenue. The TOT increase is consistent with adjustments made to FY 2023 revenue estimates as part of the *FY 2023 Third Quarter Review*. In addition, as the Federal Reserve has continued to increase the Fed funds rate, it is projected that the County will be able to earn a higher yield on its investment portfolio compared to the level assumed in the advertised budget.

It should be noted that the General Assembly adjourned without fully completing the state budget for FY 2024. It adopted a mini budget that addresses a few critical items and conferees are expected to continue negotiating on remaining budget items. Staff will report to the Board any revenue and expenditure impacts on the County's budget as a result of General Assembly actions once the state budget is completed. Staff will also continue to monitor revenue collections monthly and will recommend to the Board any necessary changes based on economic factors, including Federal Reserve actions with regard to interest rates, as part of the *FY 2023 Carryover Review*.

More details regarding the FY 2024 recommended revenue adjustments can be found in Attachment I, Summary of General Fund Receipts.

FY 2024 administrative adjustments reflect a net decrease of \$6,493,672 (Attachment II). An increase of \$146,145 is included for Agency 01, Board of Supervisors, to fund a change to the next elected Board members' annual salaries. In addition, the General Fund transfer to Fund 20000, Consolidated County & Schools Debt Service, is decreased by \$5,000,000. The decrease is associated with debt service expenditures for the Original Mount Vernon High School (OMVHS) project, as County staff now estimate the OMVHS bond sale to occur in FY 2024 and the first year of debt service to occur in FY 2025. Lastly, the contribution of \$1,639,817 to the Managed Reserve that was included in the FY 2024 Advertised Budget Plan is no longer required, as the contribution included as part of the *FY 2023 Third Quarter Review* results in the FY 2024 beginning balance of the Managed Reserve exceeding the target level of four percent of

---

**Office of the County Executive**  
12000 Government Center Parkway, Suite 552  
Fairfax, VA 22035-0066  
703-324-2531, TTY 711, Fax 703-324-3956  
[www.fairfaxcounty.gov](http://www.fairfaxcounty.gov)

FY 2024 General Fund disbursements. Removing the FY 2024 contribution does not impact General Fund revenues or disbursements but results in an increase of \$1,639,817 to the available balance.

Details regarding the FY 2024 recommended administrative adjustments can be found in Attachment II, Administrative Adjustments.

As a result of the recommended revenue and expenditure adjustments, a General Fund balance of \$110,380,632 is available in FY 2024.

**Summary of FY 2024 General Fund Add-on Adjustments**

	<b>FY 2024</b>
<b>Balance from FY 2024 Advertised Budget</b>	<b>\$90,223,841</b>
Additional FY 2024 General Fund Revenue	\$13,663,119
FY 2024 Administrative Adjustments	\$6,493,672
<b>FY 2024 General Fund Balance Available</b>	<b>\$110,380,632</b>

A summary of FY 2024 Consideration Items totaling \$26,458,624 as of April 12, 2023 is included in Attachment III.

Additional information is included in the following attachments:

- Attachment I – Summary of General Fund Receipts
- Attachment II – Administrative Adjustments
- Attachment III – Consideration Items

cc: Tom Arnold, Deputy County Executive  
Rachel Flynn, Deputy County Executive  
Christina C. Jackson, Chief Financial Officer  
Christopher A. Leonard, Deputy County Executive  
Ellicia Seard-McCormick, Deputy County Executive  
Philip Hagen, Director, Department of Management and Budget

**ATTACHMENT I  
SUMMARY OF GENERAL FUND RECEIPTS**

**FY 2024 Revenue Adjustments**

Revenue adjustments for FY 2024 are recommended in the categories discussed below. These adjustments represent an increase of \$13.7 million and reflect information received subsequent to the development of the FY 2024 Advertised Budget Plan. The revenue adjustments include an increase of \$2.7 million in Transient Occupancy Taxes (TOT) and \$11.0 million in Investment Interest revenue.

<b>TRANSIENT OCCUPANCY TAX</b>				
<b>FY 2023 Revised</b>	<b>FY 2024 Advertised</b>	<b>FY 2024 Revised</b>	<b>FY 2024 Increase/ (Decrease)</b>	<b>Percent Change</b>
\$20,979,565	\$20,414,403	\$23,077,522	\$2,663,119	13.05%

The FY 2024 revised estimate for Transient Occupancy Tax (TOT) is \$23,077,522, an increase of \$2,663,119 over the FY 2024 Advertised Budget Plan estimate. This increase is consistent with adjustments made to the FY 2023 TOT revenue estimate as part of the *FY 2023 Third Quarter Review* based on actual FY 2023 collections year-to-date. The FY 2024 estimate reflects an increase of 10.0 percent over the adjusted FY 2023 level, the same growth rate assumed in the FY 2024 Advertised Budget Plan.

<b>INVESTMENT INTEREST</b>				
<b>FY 2023 Revised</b>	<b>FY 2024 Advertised</b>	<b>FY 2024 Revised</b>	<b>FY 2024 Increase/ (Decrease)</b>	<b>Percent Change</b>
\$102,064,040	\$113,501,922	\$124,501,922	\$11,000,000	9.69%

The FY 2024 revised estimate for Investment Interest is \$124,501,922, an increase of \$11,000,000 over the FY 2024 Advertised Budget Plan estimate. As the Federal Reserve has continued to increase the Fed funds rate, it is projected that the County will be able to earn a higher yield on its investment portfolio compared to the level assumed in the advertised budget. The FY 2024 estimate reflects a projected annual yield of 3.30 percent. Further actions by the Fed with regard to interest rates will be closely monitored and any necessary adjustments to the Investment Interest revenue estimate will be incorporated in future quarterly budget reviews.



**ATTACHMENT II  
ADMINISTRATIVE ADJUSTMENTS**

**General Fund Impact**

**Board Salary Adjustment**

Agency 01, Board of Supervisors

<b>RECURRING</b>	
FY 2024 Revenue	\$0
FY 2024 Expenditure	<u>\$146,145</u>
<b>Net Cost</b>	<b>\$146,145</b>
FY 2025 Revenue	\$0
FY 2025 Expenditure	<u>\$292,830</u>
<b>Net Cost</b>	<b>\$292,830</b>

As approved by the Board of Supervisors on March 21, 2023, an increase of \$146,145 in Personnel Services is necessary to fund a change to the next elected Board members' annual salaries from \$95,000 to \$123,283 per year and an increase from \$100,000 to \$138,283 per year for the Board Chairman. The additional monies represent partial year funding for six months as a result of the new salary level taking effect January 2024.

**Revised County Debt Service Expenditures**

<b>NON-RECURRING</b>	
Fund 20000, Consolidated County & Schools Debt Service FY 2024 General Fund Transfer	<u>(\$5,000,000)</u>
<b>Net Cost</b>	<b>(\$5,000,000)</b>

The General Fund transfer to Fund 20000, Consolidated County & Schools Debt Service, is decreased by \$5,000,000. This was the estimated amount of the initial year of debt service expenditures associated with the Original Mount Vernon High School (OMVHS) project as part of the FY 2024 Advertised Budget Plan. County staff had originally assumed this bond sale would occur in FY 2023 and the first year of debt service would occur in FY 2024. As the timeline for the project has shifted, County staff now estimate the OMVHS bond sale will occur in FY 2024 and the first year of debt service will occur in FY 2025. The first year of debt service will be added to the FY 2025 forecast presented to the Board in fall 2023.

**Managed Reserve Adjustment**

<b>NON-RECURRING</b>	
FY 2024 Revenue	\$0
FY 2024 Expenditure	<u>\$0</u>
<b>Net Cost</b>	<b>\$0</b>

The *FY 2023 Third Quarter Review* includes a Managed Reserve contribution of \$4,125,518 to maintain the reserve at its target level of four percent of FY 2023 General Fund disbursements. As a result, the FY 2024 beginning balance of the Managed Reserve is now projected to be \$204,451,288, which exceeds the target level of four percent of FY 2024 General Fund disbursements. The contribution of \$1,639,817 to the Managed Reserve that was included in the FY 2024 Advertised Budget Plan is no longer required. Removing the FY 2024 contribution does not impact General Fund revenues or disbursements but results in an increase of \$1,639,817 to the available balance.

**ATTACHMENT III**  
**FY 2024 Add-on Package**  
**Consideration Items as of April 12, 2023**

#	Consideration Item	Requested By	Positions	Net Cost/(Savings)	
				Recurring	Non-Recurring
1.	Provide a 12.5 percent salary increase for police officers at the rank of Second Lieutenant and below including APPOS.	Herrity	0 / 0.0	\$26,200,000	\$0
2.	Reduce the Board of Supervisors' office support budgets by \$1,100,000.	Herrity	0 / 0.0	(\$1,100,000)	\$0
3.	Expand Opportunity Neighborhoods into Centreville as recommended by the Human Services Council.	Smith	0 / 0.0	\$412,624	\$0
4.	Provide funding to reduce the disparity between girls' fastpitch softball and boys' baseball facilities.	McKay and Walkinshaw	0 / 0.0	\$300,000	\$0
5.	Establish a Fairfax County Self-Help Resource Center within the Law Library at the Fairfax County Courthouse.	McKay and Lusk	0 / 0.0	\$96,000	\$0
6.	Provide an increase of \$200,000 to support operating expenses for ArtsFairfax.	Foust	0 / 0.0	\$200,000	\$0
7.	Provide an increase of \$350,000 to support non-profit projects that make home repairs and accessibility modifications to allow low-and-moderate income households to stay in their homes.	Foust	0 / 0.0	\$350,000	\$0
<b>Subtotal FY 2024 Consideration Items:</b>			<b>0 / 0.0</b>	<b>\$26,458,624</b>	<b>\$0</b>

<b><i>Total FY 2024 Consideration Items: 0/0.0 FTE Positions and net Total Cost (not including the reserve impact) of \$26,458,624</i></b>
--

**Human Services Council  
2023 Calendar for Meetings and Important Dates**

<b>Date</b>	<b>Meeting/Event</b>
January 23, 2023, 7 p.m.	<b>Human Services Council Meeting*</b> <i>Meeting date changed due to Martin Luther King, Jr. Day holiday.</i>
February 21, 2023	<b>FY 2024 Advertised Budget Plan Released</b>
February 27, 2023, 7 p.m.	<b>Human Services Council Meeting*</b> <i>*Meeting date changed due to Presidents' Day holiday.</i> <i>Invite Other HHS BACs to hear CFO presentation on HHS-related budget</i>
March 20, 2023, 7 p.m.	<b>Human Services Council Meeting</b> <i>Approve HSC budget letter</i>
April 11-13, 2023	<b>Public Hearings on FY 2024 Advertised Budget</b>
April 17, 2023, 7 p.m.	<b>Human Services Council Meeting</b>
May 9, 2023	<b>Board of Supervisors Adopts the FY 2024 Budget</b>
May 15, 2023, 7 p.m.	<b>Human Services Council Meeting</b> <i>Establish a Nominations Committee for HSC officers</i>

**Human Services Council  
2023 Calendar for Meetings and Important Dates**

<b>Date</b>	<b>Meeting/Event</b>
<b>June 26, 2023, 7 p.m.</b>	<b>Human Services Council Meeting*</b> <i>*Meeting date changed due to Juneteenth Day holiday.</i> <i>Vote on HSC officers for FY 24-25</i>
<b>July 17, 2023, 7 p.m.</b>	<b>Human Services Council Meeting</b>
<b>August 21, 2023, 7 p.m.</b>	<b>Human Services Council Meeting</b>
<b>September 18, 2023, 7 p.m.</b>	<b>Human Services Council Meeting</b>
<b>October 16, 2023, 7 p.m.</b>	<b>Human Services Council Meeting</b>
<b>November 20, 2023, 7 p.m.</b>	<b>Human Services Council Meeting</b>
<b>December 18, 2023, 7 p.m.</b>	<b>Human Services Council Meeting</b>