



Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Suzette Kern, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 1 - Room 308 A/B

Wednesday, June 27, 2018, 5:00 p.m.

1. **Meeting Called to Order** Suzette Kern 5:00 p.m.
2. **Recognition** Suzette Kern
3. **Matters of the Public** Suzette Kern
4. **Amendments to the Meeting Agenda** Suzette Kern
5. **Approval of the minutes for the May 23, 2018 CSB Board Meeting** Suzette Kern
6. **Matters of the Board**
7. **Committee Reports**
 - A. Behavioral Health Oversight Committee Gary Ambrose
 - B. Compliance Committee Suzette Kern
 - C. Developmental Disabilities Committee Sheila Jonas/Jane Woods
 - D. Fiscal Oversight Committee Basilio 'Sonny' Cachuela, Jr.
 - E. Other Reports
8. **Action Items**
 - A. Approval of updated CSB Policies #1108 and #1400 Suzette Kern
 - B. CSB Board Officer Elections Ken Garnes
 - C. Establish Ad Hoc CSB Board Retreat Planning Committee Suzette Kern
 - D. FY19 – FY20 Community Services Performance Contract Lisa Potter
9. **Information Item**
 - A. Behavioral Health Oversight Cmte Associate Member Nominations Gary Ambrose
 - B. Developmental Disabilities Cmte Associate Member Nominations Jane Woods/Sheila Jonas
10. **Peer Support Program Review** Mark Blackwell
11. **Director's Report** Daryl Washington
 - Springfield Site Closure Michael Lane
12. **Closed Session: discussion of personnel matters pursuant to Virginia Code § 2.2-3711 (A)(1)**
13. **Adjournment**

Fairfax-Falls Church Community Services Board

May 23, 2018

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Suzette Kern; Chair; Jennifer Adeli; Gary Ambrose; Thomas Burger; Basilio ‘Sonny’ Cachuela Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; Edward Rose; Diane Tuininga; and Jane Woods

The following CSB members were absent: Daria Akers; Molly Long; Paul Luisada; Nancy Scott; and Adrienne Walters.

The following CSB staff was present: Daryl Washington; Michael Lane; Victor Mealy; Lisa Potter; Lyn Tomlinson; Laura Yager; and Cindy Tianti

Guests: Georgia Bachman, Mark Blackwell, Peggy Cook, Marissa Farina-Morse, Dr. Debra O’Beirne, and LaVurne Williams,

1. Meeting Called to Order

Suzette Kern called the meeting to order at 5:02 p.m., following which Ms. Kern extended congratulations for Daryl Washington’s appointment as Executive Director of the CSB, effective immediately, and to Michael Lane for his appointment as Director of the Office of Strategy Management (OSM) for Health and Human Services, effective July 9, 2018

2. Matters of the Public

None were presented.

3. Amendments to the Meeting Agenda

The agenda was provided for review and approved as presented.

4. Approval of the Minutes

Draft minutes of the April 25, 2018 meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no suggestions for revision were offered, Ken Garnes made a motion for approval, which was seconded and passed.

5. Matters of the Board.

Diane Tuininga updated efforts to coordinate the 2018 Annual Wellness and Recovery Conference. Ms. Tuininga reported the date of the conference was set for Friday, October 12, 2018, from 10:00 a.m. to 2:00 p.m., noting that a light breakfast and lunch will be provided. Additionally, Ms. Tuininga shared the title of this year’s conference, titled *Embracing Our Best Selves*. A ‘save the date’ communication notice is being developed and is anticipated to be sent out soon.

Gary Ambrose announced a tour is scheduled Thursday, May 26th for the Merrifield Center, the Adult Detention Center (ADC), and related county locations. This is part of an ongoing series of benchmark efforts related to Diversion First. In attendance are representatives of the National Association of Counties, the National Institute of Corrections, the Prince William Regional Jail, the American Jail Association, the Bureau of Justice Assistance, the Middlesex Sheriff's Office, the National Sheriff's Association, and the Council of Save Governments. Also in attendance, will be Diversion First Leadership, including Chairman Bulova.

6. Committee Reports

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

Gary Ambrose provided details of the April meeting reporting a presentation related to a recent tour of the Chesterfield County Jail. In attendance were CSB, County and Sheriff's Office staff including Lyn Tomlinson, Daryl Washington, Mark Blackwell, Laura Yager, Marissa Farina-Morse, and Lt. Col. Mark Sites. The primary focus of the tour is to learn more about HARP (Heroin Addiction Recovery Program) a primarily peer run program developed by Sheriff Karl S. Leonard to address the increase in heroin and opioid related deaths in Chesterfield County. Highlights of several key components of the program included the commitment and dedication of Sheriff Leonard and his deputies, substantial and innovative peer involvement, engaged post discharge resources including employment and sober housing, and of particular note is the continued engagement of program alumni, allowed to return to check up on inmates in the program.

The next BHOC meeting is scheduled Wednesday, June 13, 5:00 p.m. at the Merrifield Center, Level 1-Room 308A/B.

B. *Fiscal Oversight Committee:*

Captain Basilio 'Sonny' Cachuela, Jr reported a Financial Status update that was provided by Robyn Fontaine and Michael Lane, some highlights of which include:

- The FY 2018 end of year balance is projected to be significant. A reminder was offered that the balance is an accumulation of positive quarterly balances since 2013, primarily attributed to Compensation and Fringe Benefit balances. Further noting that when funds roll forward into a new FY, the balance is reallocated to Operating.
- Reporting additional information received today impacting the HR Update report provided at the meeting, Captain Cachuela further reported that the vacant general merit positions are further decreased from the 102 positions reported at the meeting to 98 as of this day, (May 25, 2018).
- An increase in vacant Behavioral Health Specialist positions is largely attributed to internal promotions.
- Recruitment for Compliance and Risk Management staff includes a Risk Manager, a Quality Assurance Manager and a Deputy Asst. to the Compliance and Risk Management Director.
- Michael Lane provided an update to the Springfield site closure, and will provide the update to the full Board later in the meeting.

- Additional recruitment efforts include several Fiscal Leadership positions including, a Senior Fiscal Manager, a Revenue Cycle manager, and an as-yet untitled ‘financial manager’ position. Captain Cachuela further reported he will sit on the interview panel for the Senior Fiscal Manager, the ad for which, recently closed.
- The Diversion First update was provided by Daryl Washington, some highlights of which included:
 - A new Fairfax Co Police Officer was placed at the Merrifield Crisis Response Center (MCRC).
 - Abbey May, Service Director Emergency Services, is recruiting for positions awarded in the FY 2019 budget.
 - Additionally, Ms. May is working with the Behavioral Health Director for Inova to transfer medical clearance services to the MCRC, current efforts focus on developing a procedure for lab work processing.
 - Marissa Farina-Morse, Service Director Jail Services, is working with the new Director of the Northern Virginia Mental Health Institute (NVMHI) to establish a procedure for placement of discharged inmates at NVMHI, avoiding the significantly longer transport to Western State Hospital.
 - Noting FY 2019 starts July 1, 2018, Captain Cachuela reported that the budget included two new law enforcement positions at the MCRC including one Police Officer and one Deputy Sheriff. It was also noted that the tax rate was increased by 2¢, further noting that 52.8% of the budget is spent on Fairfax County Public Schools (FCPS).

The next meeting is Friday, June 15, 9:00 a.m. at the Pennino Building, Room 836A.

C. Developmental Disabilities (DD) Committee:

Co-Chair Jane Wood, noting the DD Committee does not meet until June, provided some highlights of information to be provided at the June meeting, some of which includes:

- Transportation company LogistiCare was recently awarded, un-awarded, and re-awarded the transportation contract for DD services by Department of Medical Assistance Services (DMAS). Noting the difficulty of providing transportation services, Ms. Woods noted that LogistiCare staff is independently implementing improvement recommendations that were not integrated in the RFP (Request for Proposal), including discreet video-only cameras mounted in the vehicles with a planned implementation date of July 1, 2018. Intended to be used primarily for accident investigations, FOIA allowances are being investigated, It was further noted that utilizing GPS location for real-time tracking is also being investigated. It was confirmed that families, facilities, and individuals have all been notified.
- The next WIN (Welcoming Inclusion Network) meeting is Monday, June 4, 2018, flyers were made available to the attendees. In an effort to reflect all of the communities served by the CSB, including Fairfax County and the Cities of Fairfax and Falls Church, the meeting will be held in Fairfax City at the Sherwood Center. The agenda includes development of a charter and

identification of tasks and responsibilities. It is anticipated that a report on WIN accomplishments will be presented to the Board of Supervisors (BOS) in November/December 2018.

- Additionally, a second flyer was provided, announcing the 45th Anniversary Celebration for MVLE on Tuesday, June 5th at the Government Center.

The next meeting is Wednesday, June 6 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B.

D. *Other Matters*

Ken Garnes, provided an update to the CSB Board Officer Ad Hoc Nominating Committee, including a reminder that Mr. Garnes, Gary Ambrose, and Capt. Cachuela make up the Committee and can accept a nomination. A reminder was offered that the vote, including additional nominations that may be made at the meeting, will take place at the June CSB Board meeting.

Suzette Kern reported a new CSB Board member has been announced to fill the Braddock District seat, to be vacated by Molly Long in June. Rachna Heizer is scheduled to be appointed at the June 19th BOS meeting.

Ms. Kern further reported that efforts are underway to fill the Deputy Director of Clinical Operations and the Deputy Director of Administrative Operations positions. Recruitment ads will be placed for three weeks. Board members are requested to participate on the interview panels, interested members should notify Erin Bloom.

Michael Lane offered a reminder that the Human Services Issues Paper is due for the annual review, noting staff initiate the process. Following staff development, draft versions will be submitted in July to the CSB Board Executive Committee for additional recommendations.

7. Action Item

A. *SAMHSA (Substance Abuse and Mental Health Services Administration) Outreach and Intervention with Youth and Young Adults at Clinical High Risk of Psychosis Grant Application*

Laura Yager and Marissa Farina-Morse provided an overview, noting that the amount of the grant is \$1.6M at \$400K each year for four years. The funds if awarded, will establish an early intervention program that complements the previously established Turning Point program.

Noting this grant, and the other two grants listed below, is 'off schedule' for BOS meetings, a NIP (Not in Package) memo is being prepared for BOS submission and approval on May 24, 2018.

Jane Woods made a motion for approval to submit the SAMHSA grant application which was seconded and approved.

B. *Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance for FY 18 Justice Mental Health Collaboration Grant Application*

Laura Yager reported this grant is for a Mental Health and Justice Collaboration Program. The amount, if awarded, is \$750K over three years, and does require a 20% in-kind

match, that is already covered with a combination of existing personnel and treatment capacity. This will provide two staff to deliver up to 5-7 hours of extra support per week at the Behavioral Health Specialist level, to individuals in the Jail Diversion program to prevent recidivism.

Jane Woods offered a motion for approval to submit the FY 18 Justice Mental Health Collaboration Grant application that was seconded and approved.

C. Adult Drug Court Discretionary Grant

Marissa Farina-Morse, noting an incorrect title was provided for the Board Packet, offered a correction, that is reflected in the minutes. The grant is for funding totaling \$500K over four years to establish a full-time CSB Supervisor position at the Drug Court, noting establishment of the Drug Court has already been approved. Additionally, the funds will provide partial funding for some treatment services allocated to the Drug Court. This application also requires a 25% in-kind match.

Jane Woods made a motion for approval to submit the grant application, when completed, which was seconded and unanimously approved.

D. CSB Board Compliance Committee Charter

Suzette Kern, offered a reminder that an Ad Hoc Compliance Committee was recently formed to develop a charter that will outline the Committee's purpose, membership, responsibilities, and expected outcomes. The Charter stipulates that the CSB Board Compliance Committee will be made up of the Executive Committee members and will meet at 4:00 p.m. on the third Wednesday monthly, directly prior to the Executive Committee. It was noted that the Compliance Committee was already listed in the CSB Board Bylaws. The Compliance Committee first meeting will be June 20 at 4:00pm.

Bettina Lawton made a motion for approval of the CSB Board Compliance Committee Charter, which was seconded and approved.

E. Establishment of CSB Ad Hoc Fee Policy Committee

Suzette Kern and Michael Lane offered a reminder that this committee is established annually to assist a CSB staff committee in the required annual review and update of the CSB's fees and fee policies and regulations. It was confirmed that the proposed Virginia Medicaid Expansion, if adopted in the state budget, is anticipated to impact this process. Ms. Kern announced that the volunteer CSB Board members are Gary Ambrose, who agreed to be the Chair of the Committee, Jane Woods, and Suzette Kern. Mr. Lane confirmed that LaKeisha Flores- Kennedy is the CSB staff member who will lead the CSB Fee Policy Committee and will also act as liaison to the Ad Hoc Committee.

Bettina Lawton made a motion for approval of the establishment of the Committee, which was seconded and approved.

F. CSB Board Policy Revisions

Suzette Kern directed attention to the copies of the CSB Board policies #1108 and #1400, provided in the Board materials, noting the policies are submitted for review, recommendation for revision, and posting for public comment. Policy #1108 is titled "Performance Evaluation of the Executive Director" and policy #1400 is titled

“Executive Director.” Ms. Kern highlighted that both a ‘tracked changes showing’ and a ‘tracked changes accepted’ version of the policies had been provided. Following Board review, the addition of the word ‘including’ to the end of paragraph 2 for policy #1400 was suggested and incorporated.

Bettina Lawton made a motion for approval to post CSB Board Policies #1108 and #1400 for public comment, which was seconded and approved.

8. Director’s Report

Daryl Washington and Michael Lane provided several updates to recent and planned CSB activities including the following:

- Mr. Lane, providing an update to the closure of the Springfield site, reported a recent staff meeting attended by Jean Hartman and Lyn Tomlinson.
 - Current census data results for individuals and staff affected are 245 adults with 10 staff members, 80 youth with five staff, and 28-30 CRSP (Community Readiness and Support Program) clients with four staff.
 - As the preferred relocation site is Merrifield, an analysis is underway to ensure Merrifield is the most appropriate site for the majority of individuals, staff and service provision. Noting that the moves must be completed by mid-December 2018, staff is working with FMD (Facilities Management Division) on space reconfiguration possibilities, with a final plan anticipated to be in place in June.
- Daryl Washington, offering a reminder that the contract with PRS (Psychiatric Rehabilitation Services) to provide Psychosocial Rehabilitation services (CRSP) expires December 31, 2019. Development of a Request for Proposal (RFP) for provision of these services is anticipated to begin in the fall/winter 2018-2019, with an anticipated release in spring/summer 2019, and the award announced in the summer or perhaps the fall of 2019.
- The Turning Point program, currently provided through contract with PRS, is scheduled to become a directly operated program of the CSB, to address staffing requirements.
- A key topic of the Executive Director session at the recent VACSB (Virginia Association of Community Services Boards) Conference was WaMS (Waiver Management System) the state electronic data management system. CSB staffs across the state, including our Informatics team, are working to develop a ‘bridge’ for communication between electronic data management systems providing a transfer of waiver information already entered. With a state issued deadline of July 1, 2018, it is anticipated that the majority of CSBs will not be able to meet the deadline. Possible impact to the State Community Services contract is unknown, as it has yet to be released. The Board will be updated as information becomes available. Some revision to the State Community Services contract timeline is anticipated to reflect the delay in the release of the contract.
- The Fairfax County Sheriff’s Office is renewing several accreditations, including from the National Commission on Correctional Healthcare (NCCHC), American Correctional Association (ACA), Department of Corrections (DOC), and Virginia Law Enforcement Professional Standards Commission (VLEPSC). During this renewal period, they are seeking to add mental health care to their existing accreditation from NCCHC. In support of these efforts, there was a mock audit on May 9th and 10th, that resulted in numerous recommendations. Among these is a recommendation impacting HIPAA requirements

and staffing needs. Efforts are underway to determine a resolution of the recommendations. The board directed staff to work closely with the Sheriff's Office to resolve pending issues and to keep the board informed of progress.

- Lisa Potter distributed copies of the CSB Status Update - FY 2018 Third Quarter report highlighting that when ITC (Infant and Toddler Connection) transfers to DFS (Department of Family Services) on July 1, 2018, the census and demographics of persons served, particularly in those aged 0-11, will be significantly impacted. Additional highlights included:
 - The anomaly in the percentage of people with different types of healthcare seen in the second quarter, was resolved when the payer tables were updated with the implementation of CCC+ (Commonwealth Coordinated Care Plus) as expected. Staff will continue to monitor
 - As predicted, Emergency Services and ECO (Emergency Custody Orders) have continued to increase.
 - Addressing an apparent drop in individuals with primary healthcare, this was anticipated as a minor drop off is typically seen as new individuals without primary healthcare engage in services.

9. Closed Session

At 6:24 p.m. a motion was offered, seconded, and passed to meet in closed session Regarding written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege pursuant to Va. Code §2.2-3705.1(2), and discussion of information relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Va. Code §2.2-3705.1(12).

At 8:20 p.m. the Board reconvened the open session, at which time a motion was offered, seconded and passed, that in accordance with Virginia Code Section 2.2-3712, the CSB Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered in Closed Session.

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 8:22 p.m.

Actions Taken--

- ◆ The April 25, 2018 CSB Board meeting minutes were approved.
- ◆ Submission of the SAMHSA Grant was approved.
- ◆ Submission of the FY 18 Justice Mental Health Collaboration Grant was approved.
- ◆ Submission of the Adult Drug Court Discretionary Grant was approved.
- ◆ The CSB Board Compliance Committee Charter was approved.
- ◆ The CSB Ad Hoc Fee Policy Committee was established.
- ◆ The proposed CSB Board Policy Revisions were approved to be posted for public comment.

Date

Staff to Board

DRAFT

Fairfax-Falls Church Community Services Board
Developmental Disabilities Committee

June 6, 2018

The Developmental Disabilities 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: Sheila Coplan Jonas, Co-Chair; Jane Woods, Co-Chair; Daria Akers; Suzette Kern; and Thomas Burger.

The following staff was present: Lucy Caldwell, Evan Jones, Victor Mealy, Jean Post, and Barbara Wadley-Young

Guests in Attendance: Blen Abraham and Biniam Solomon, Thrive Health Care Services, LLC.; Dennis Brown, ServiceSource; Michelle Brownlee, Linden Resources; James Campbell, Community Systems, Inc.; Sharon Denisar, FCPS; Mark Gross, citizen; Norma Israel, Resources for Independence of VA (RIVA); Pam Jaikaran, Job Discovery, Inc.; Donalda Jones, Community Concepts/Community Visions; Susan Keenan, Community Living Alternatives; Diane Monnig, The Arc of No. VA.; April Pinch-Keeler and Ashley Welch, MVLE, Inc.; Holly Rhodenhizer, Lutheran Family Services of VA.; Stephen Toth, ServiceSource, Family and Friends

1. Meeting Called to Order

Jane Woods called the meeting to order at 5:32 p.m.

2. Welcome and Introductions

Attendees were welcomed and invited to join staff and committee members at the main table, following which, introductions were offered by all.

3. Approval of the Agenda and Minutes

As no changes to the June 2018 agenda were recommended the agenda was accepted as presented.

Notes for the April 2018 Developmental Disabilities Committee meetings were presented for review. As no recommendations were forthcoming, Suzette Kern recommended acceptance of the notes as presented following which, they were unanimously accepted.

4. Matters of the Public

Mark Gross, Fairfax County citizen, requested clarification and advocacy regarding any impact to baseline CSB funds when new waivers to supporting housing and employment services are initiated.

5. Matters of the Committee

Jane Woods provided information on the Project-Based Voucher Housing Program, noting that this program has been closed since 2007. Reporting that there are 1,060 housing units

available in Fairfax County, Ms. Woods noted the vouchers will be awarded via a lottery system, further noting that assistance with enrollment will be offered at numerous public locations throughout the county. The enrollment period is from July 10th through July 23rd, with the selection process anticipated to ~~last-begin~~ 10-14 days ~~afterward~~, indicating ~~first~~ award notices will be sent out ~~early to~~ mid-August. Information on The Housing Choice (Section 8) Voucher program is expected to be available later this summer.

6. Provider Roundtable

Ms. Woods offered a reminder of the proposal at the April meeting asking the agency representative present if there was an interest in becoming Associate Members to the Developmental Disabilities Committee. Agencies that are included in the DD Committee email lists were contacted with a request to confirm Associate Membership nomination if interested. Distributing a list of the 16 agencies responding positively, Ms. Woods offered a further opportunity for Associate Membership. Receiving no further requests, the list, as presented, was put forth for acceptance by Suzette Kern, and was unanimously accepted by the committee members present [for recommendation to the full CSB board.](#)

7. Staff and Agency Updates

Evan Jones provided several updates to recent activities of the CSB including:

- A reminder that Daryl Washington accepted the position of CSB Executive Director. Mr. Washington's previous position of Deputy Director of Clinical Operations is being actively recruited.
- Michael Lane recently accepted a position as Director of the newly established Office of Strategy Management. The position of Deputy Director of Administrative Operations is also being actively recruited.
- In anticipation of Jean Hartman's pending retirement, interviews for her position have been scheduled.
- Additional recruiting efforts include three Fiscal leadership positions.
- The FY 2019 County Budget was approved May 1, 2018. It was confirmed that the funding reserve for the Special Education Graduates Employment and Day Services was included.
- The VA Commonwealth budget has been passed by the Senate and the House, with the Governor's signature pending final review. It is anticipated that the Governor will sign no later than June 15th.
- Directing attention to the chart provided in the meeting materials, Mr. Jones noted the data included totals for July 2018 to present. The data provided the total number of individuals assigned services with a separate chart illustrating the number of DD individuals assigned. Mr. Jones noted that of the approximately 90 individuals graduating in 2018, an estimated half are entering Day Support, with the remaining graduates seeking employment services. It was further noted that formatting of the chart is still being finalized.
- In response to a question, Mr. Jones provided an update and brief description of two state established workgroups to ensure committee familiarization. The two

workgroups, Long Term Employment Support Services (LTESS) and Extended Employment Services (ESS), were created to evaluate the administration of funding for long term employment support, ensuring that it adheres to the requirements of the Workforce Innovation & Opportunity Act (WIOA) ([I think LTESS & EEES are being worked on by ONE committee](#)). Ms. Woods requested the committee receive regular updates as available. A robust and engaged discussion followed.

- Jean Post distributed a report that included ID/DD summary data for Quarter 3 of FY 2018 for the Northern Virginia Regional Projects office. Ms. Post reviewed each page, highlighting the Fairfax data. Additionally, Ms. Post offered a reminder of two crisis treatment homes located in Culpeper, VA, that had been discussed at a previous meeting. The homes are designed to provide youth crisis treatment and adult transitional housing. Ms. Post confirmed that following the correction of some construction delays, the completion date remains early 2019.
- Barbara Wadley-Young provided an update to Residential Services activities reporting a partnership with local CSB's including Alexandria, Arlington, Loudoun, and Pence William, the Department of Behavioral Health and Developmental Services (DBHDS), and the Northern Virginia Regional Projects Office on an upcoming Developmental Disability Housing Fair, August 8, 2018, noting Save the Date notices have been sent. It was also reported that a survey is being developed to determine which agencies may wish to be involved and to what extent, noting this will include an estimated 20 new providers in Northern Virginia.
- Victor Mealy reported that the number of new waiver slots remains unknown noting that as of June 2018, there were 2,258 individuals on the waitlist in Fairfax County with 561 in Priority One status. Additionally, it was noted that approximately 531 individuals are engaged in the intake process providing eligibility information in anticipation of the new waivers being released once the State budget is signed by the Governor. Fairfax County has a current total of 1,116 waiver slots.
- It was further reported there is an ongoing effort among VA CSB's to develop a 'bridge' between their individual CSB Electronic Health Record systems and the DBHDS data collection program WAMs (Virginia Waiver Management System). This is in an effort to avoid requiring dual entry of all waiver eligibility information. A resolution is enthusiastically anticipated.

8. Announcements

Dennis Brown reported on a DBHDS established workgroup titled Provider Issues Resolution Workgroup (PRIW), scheduled to work through summer 2018. There are three sub-workgroups to address 1) Rate Methodology and Reform, 2) Over Regulation, and 3) Service Delivery. Mr. Brown and Evan Jones are serving on the Rate workgroup.

Diane Monnig announced the Arc of Virginia fundraiser *Dine Out for People with Disabilities* at Clare and Don's Beach Shack on Thursday, July 19, 2018.

June 16 – Community Residence EmBRACE: Burke Lake Park,

June 25-28 – AAIDD Conference

Evan Jones provided an overview of the Welcoming Inclusion Network (WIN) meetings and background. Mr. Jones reported four smaller workgroups have been developed to address 1) Employment, 2) Service Design, 3) Inclusion, and 4) Communication, with a goal of presenting conclusions to the CSB Board and the Board of Supervisor in Fall 2018. The next WIN meeting is scheduled for Monday, July 9 at the Government Center in rooms 9 & 10. Attendance by all, including residential agencies, was encouraged.

There being no further business, the meeting was adjourned at 7:00 p.m.

Actions Taken –

- Acceptance of the April 4, 2018 DD Committee meeting notes
- Acceptance [to recommend](#) of the proposed Associate Membership [list](#)

Date Approved

Clerk to the Board

DRAFT

CSB Fiscal Committee Meeting Notes

Date: May 18, 2018

Attending: Chair, Basilio 'Sonny' Cachuela, Jr.; Members; Gary Ambrose, Ken Garnes; Suzette Kern; and Bettina Lawton

Staff: Michael Lane, Daryl Washington, Robyn Fontaine, and Marta Cruz

Summary of Information Shared/Decisions:

Review of meeting notes

Committee members reviewed and accepted the notes of the April 20, 2018 meeting as presented.

Financial Status

Robyn Fontaine and Michael Lane provided financial status updates, including the following:

- Directing attention to the handouts included in the meeting materials, Ms. Fontaine provided a brief overview of the Modified Fund Statement noting that this was provided to include data from the third quarter; no projections were provided. Additional information conveyed included:
 - Hiring has already begun for the 15 positions included in the Opioid Task Force Reserve funds.
 - It was noted the repurposing of the Merrifield Center is estimated at \$200K, noting approval for architectural drawings has been received. Additional expenses related to the Springfield site closure are anticipated. A recommendation to encumber anticipated funding needs was offered.
 - A reminder was offered that the projected approximate \$32M end-of-year balance is an accumulation of positive quarterly balances beginning in 2013, the bulk of which is attributed to Compensation and Fringe Benefit balances from funded staffing positions. It should be noted that when funds roll forward into a new FY, the balance is reallocated to Operating.

Human Resources (HR) Update

Marta Cruz, referring to the handout provided, highlighted that 102 General Merit Positions were vacant as of 5/12/2018. Providing an overview of the Vacancies in Critical Areas repost, it was noted that an increase in vacant Behavioral Health Specialist II (BH Spec II) positions (Behavioral Health Outpatient Services) was due to internal promotions for existing BH Spec II positions. Also of note, Behavioral Health, DD Spec.II job ads are continuously posted, for up to three months per ad in recognition of challenges with recruitment and retention.

Michael Lane provided an update to the recruitment of positions for Compliance and Risk Management clarifying the positions are a Risk Manger (ad closing May 25th), a Quality Assurance Manager (ad closed May 11th), and one additional position, currently being reclassified as an S29, for a Deputy Assistant to the Director, as this position requires HCCA (Health Care Compliance Association) certification.

CSB Fiscal Committee Meeting Notes

Springfield Update

Michael Lane provided an update to the Springfield site closure, noting that the Merrifield Center is the preferred location for both the adult (206 served) and youth (80 served) Outpatient services. It was reported that Youth Outpatient Services are anticipated to begin by the end of August as the Merrifield Center has the capacity to accommodate the youth population. A utilization study is underway to identify anticipated facility revisions that will be needed to accommodate the much larger adult outpatient service population, conceding that the services will need to be relocated and operating by December 15th. The CRSP (Community Readiness and Support Program) survey indicated an equal preference for both Gartlan and Merrifield. Acknowledging the need to identify one site, the Merrifield Center is considered to be the most accommodating location, with a final decision expected by the end of May. Additional information will be shared with the Board as it becomes available.

MTM Update

Michael Lane offered a reminder that the contract with MTM is pending. Some additional highlights provided include:

- Following MTM identified recommendations, multiple Engagement Specialists will be hired to follow up with individuals discharging from Emergency Services with a referral to attend outpatient treatment. Noting a lack of attendance at follow-up outpatient groups and services, the Engagement Specialists will encourage attendance and consistent communication for an identified length of time, following which a Case Manager will be assigned. With a goal of launching this proposal early, three existing part-time 'floater' positions will be utilized to place Engagement Specialists in Emergency Services as soon as the positions are filled.

A further update will be provided at the May 23, 2018 Board meeting.

Financial Staff Recruitment Update

Mr. Lane provided an update to recruitment of vacant financial staff positions:

- The Fiscal Manager advertisement closed May 11th.
- The Revenue Cycle Manager position closes today, May 18th.
- There is a new position (FS IV, S 29), that is not yet titled. The advertisement is planned to run for two weeks for this position. The creation of this position will realign some of the existing supervisory staffing. A revised organizational chart was provided to illustrate the changes. Mr. Lane confirmed a goal of filling all three management positions prior to his transition date of July 9, 2018.

Diversion First

Daryl Washington, reported that the [Diversion First 2017 Annual Report](#) has been published and is only available online at this time. Highlights of the report include that 778 people were diverted at the Merrifield Crisis Response Center (MCRC) in 2017. Additional Diversion First highlights include

- A new lead Police Officer has been placed at the MCRC.
- Abbey May is actively recruiting for several new positions awarded in the FY 2019 budget, noting the positions are specialized, requiring a special set of skills.

CSB Fiscal Committee Meeting Notes

- A new Walk-In Youth Group was launched May 17th. Primarily peer-led, the groups are designed with a welcoming environment, noting the program is run by a 'youth-ful' staff member.
- Noting this follow-up service is particularly useful with 'high utilizers', an update was provided to the recent implementation of Care Coordinators working in Emergency Services to connect discharging individuals with post-service resource. It was further noted that there is an anticipated need for additional coordinators.
- Reporting increased vacancies in Youth Outpatient, Behavioral Health Outpatient (BHOP), and Jail Diversion it was noted this is due to some recent personnel concerns.
- A report of two possible justice grant requests at the May 2018 CSB Board meeting was provided. Noting the outcome of the requests is optimistic, one request is for a Justice and Mental Health Collaborative Program grant, the other is an Adult Drug Court Discretionary grant.
- Abbey May has taken the lead on working with Michelle Mullany, Director of Behavioral Health with Inova to move medical clearance to the MCRC. The current focus is on development of an efficient method for processing lab work.
- Marissa Farina-Morse is working with the new director of the Northern Virginia Mental Health Institute to establish a procedure for placement of discharged inmates in need of mental health treatment at NVMHI instead of the more distantly located Western State Hospital. Noting a health and safety concern related to an influx of patients from Fairfax negatively impacting the current census of patients at NVMHI, efforts are focused on minimizing the number of inmates placed with a slow increase as advisable.
- Captain Cachuela shared that the FY 2019 budget includes placement of an additional Sheriff's Deputy at the MCRC beginning July 1, 2018.

Time to Treatment

Daryl Washington directed attention to the charts included in the materials, reiterating the report of recent personnel issues resulting in increased vacancies, as reported previously in the meeting. Efforts to address this include collaborative discussions with Service Directors for increased focus on hiring and onboarding business practices.

Reporting ongoing efforts to retrieve Time to Treatment statistics from Credible, a difference in the data provided is anticipated to require a crosswalk to connect the previously provided data points to the new data.

Open Discussion

Ms. Kern confirmed the number of CSB individuals being served by the Arc of Northern Virginia is 98. Of that number, 17 are now receiving services at the CSB, with a potential transfer of the remaining 81 individuals to the CSB.

Captain Cachuela reported that an outstanding Memorandum of Understanding (MOU) between the CSB and the Sheriff's Office had been signed and forwarded to the Sheriff on May 17 to be fully executed.

Michael Lane offered a reminder that the FY 2019 budget had been adopted May 1, 2018. Included in the budget was a 2.25% Market Rate Adjustment (MRA), and a county tax rate increase of 2 cents in the real estate tax rate, also noting that 52.8% of the budget supports

CSB Fiscal Committee Meeting Notes

Fairfax County Public Schools (FCPS). Additionally, Capt. Cachuela noted his intention to add FY 2019 Budget Guidance to the June agenda.

Captain Cachuela, noting no further information was forthcoming, adjourned the meeting at 10:16 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, June 15, 2018, 9:00 am

Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

CSB Board Revised Policies

Issue:

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

Timing:

Immediate

Recommended Motion:

I move that the Board approve revised CSB Policies 1108 and 1400 as presented.

Background:

During the Executive Director evaluation process, it was recognized that CSB Board policies #1108 – *Performance Evaluation of Executive Director*, and #1400 – *Executive Director* were due for review in accordance with CSB Board Policy #1201, *Adoption and Cancellation of Policy*. Following CSB Board review, CSB Board Policies 1108 and 1400 were issued for public review and comment:

- 1108 – Performance Evaluation of Executive Director
- 1400 – Executive Director

No comments were received during the public comment period. A final opportunity for comment will also be provided at the June 27, 2018 CSB Board meeting prior to requesting Board approval.

Board Member

Edward Rose, Secretary to CSB Board

Enclosed Documents:

- 1108 – Performance Evaluation of Executive Director (with and without edits showing)
- 1400 – Executive Director (with and without edits showing)

Policy Number: 1108
 Policy Title: Performance Evaluation of
 Executive Director Date Adopted: November 20, 2013

Purpose

The Board is required by Virginia Code §37.2-504(A)(B) to participate in the annual performance evaluation of the Executive Director. This policy defines ~~To define~~ the procedures used for the evaluation of the Executive Director.

Policy

The ~~Board Executive Committee~~ shall prepare an annual evaluation of the Executive Director using the following procedures.

Procedure

1. All discussions and materials related to the evaluation are considered confidential. Board discussions are held in closed meetings in accordance with the Virginia Freedom of Information Act.
2. In May, Board members receive a copy of the performance evaluation forms, including a self-assessment, the Executive Director's annual goals and objectives annotated to include accomplishments and other relevant material. The Board also receives an oral report from the Executive Director. Afterwards, without the Executive Director being present, Board members share their individual comments and evaluation of the Executive Director's performance.
3. The Board Chair prepares the written evaluation based on comments received from the full Board. The Chair then submits the written evaluation to the Executive Committee and then to the full Board for final approval in June.
4. In June, the Executive Committee, prepares its performance expectations of the Executive Director. - The annual performance expectations will include:
 - ~~Linkage~~ hyperlink to the CSB strategic plan, ~~in conjunction with the Executive Director, prepares~~
 - mutually agreed upon special focus areas, including expected outcomes, for the coming fiscal year developed by the Executive Director, and
 - board specific expectations. annual goals and objectives for the following fiscal year to be submitted to the Board for its approval and the County Executive for final approval.

5. ~~No later than July 15, the Chairman prepares the written evaluation based on comments received from the full Board. The Chairman then submits it to the full Board for review and comment, and to the Executive Committee for final approval.~~
6. No later than ~~July 31~~June 30, the Chair~~man~~ shares the written evaluation with the County Executive or the Deputy County Executive, ~~who signs the evaluation and records his comments.~~

~~The Board will receive a copy of the evaluation of the Executive Director as approved by the County Executive.~~

Policy Number: 1108
Policy Title: Performance Evaluation of
Executive Director
Date Adopted: TBD

Purpose

The Board is required by Virginia Code §37.2-504(A)(B) to participate in the annual performance evaluation of the Executive Director. This policy defines the procedures used for the evaluation of the Executive Director.

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3. The Board Chair prepares the written evaluation based on comments received from the full Board. The Chair then submits the written evaluation to the Executive Committee and then to the full Board for final approval in June.
4. In June, the Executive Committee, prepares its performance expectations of the Executive Director. The annual performance expectations will include:
 - a hyperlink to the CSB Strategic Plan,
 - mutually agreed upon special focus areas, including expected outcomes, for the coming fiscal year developed by the Executive Director, and
 - board specific expectations.
5. No later than June 30, the Chair shares the written evaluation with the County Executive or the Deputy County Executive.

Approved _____

Secretary

_____ Date

Policy Adopted: March 1995
Revision Adopted: April 26, 2000
Revision Adopted: May 23, 2001
Revision Adopted: May 25, 2005
Revision Adopted: January 28, 2009
Revision Adopted: February 25, 2009
Policy Readopted: November 20, 2013

DRAFT

ATTACHMENT C

Policy Number: 1400
Policy Title: Executive Director
Date Adopted: TBD

Purpose

To state the authority of the Board as it relates to the Executive Director, as well as the authority and responsibilities of the Executive Director.

Policy

The Board will participate with Fairfax County government in the appointment of an Executive Director, to whom it will delegate the authority and responsibility for the overall management of the Fairfax-Falls Church Community Services Board (CSB) in accordance with Board policies. The Board will participate with Fairfax County government in the annual evaluation of the performance of the Executive Director.

The Executive Director is responsible for the following functions:

1. Provides overall leadership and professional direction to the clinical operations of a large-scale health care system which provides and coordinates a system of community-based supports for individuals and families in Fairfax County and the cities of Fairfax and Fall Church who are affected by developmental delay, developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

~~Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.~~

2. Provides overall leadership and professional direction to the administrative operations of the agency.
3. ~~Manages the fiscal, physical and human resources of the agency:~~
 - Revenues must be consistently monitored and expenditures adjusted to stay within budget.
 - Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and Managed Care Organizations (MCO's) as well as direct client payments.
 - Serves as the appointing authority for all positions with full responsibility for hiring, promotion, separation, discipline and grievances. The staff consists of numerous professionals including psychiatrists.
 - Responsible for operations at all locations.
 - ~~and directly responsible for the leasing of all housing units.~~
 - Negotiates and manages all major service-related contracts.

4. Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.
4. Serves as the chief staff person to a sixteen-member board of directors operating under the administrative policy board model in Virginia.
5. Serves as the chief liaison to elected and appointed officials at the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church).
6. Builds and maintains a network of relationships with other public and private agencies, consumers and family members, as well as numerous advocacy and professional organizations.
7. Ensures that a comprehensive corporate compliance program is in place and functioning so that to make certain the CSB is compliant with laws, regulations, policies and procedures in all areas of operation.
8. ~~Develops and maintains a comprehensive quality improvement program.~~
9. Participates in various planning, coordinating and advocacy functions at the state, regional and local level.

The Executive Director has overall responsibility for managing the CSB but may delegate any or all of these functions.

In performing all of the above, the Executive Director will ensure that the CSB Board is informed sufficiently, and in a timely manner, to allow the Board to fulfill its statutory responsibilities for oversight and governance as set forth in Virginia Code §37.2-504(A)(B).

Approved

Secretary

Date

Policy Adopted:	September 1979
Revision Adopted:	March 1995
Revision Adopted:	March 29, 2000
Revision Adopted:	June 25, 2003
Revision Adopted:	February 18, 2009
Policy Readopted:	March 25, 2009
Policy Readopted:	November 20, 2013
Policy Revised:	TBD

ATTACHMENT D

Policy Number: 1400
Policy Title: Executive Director
Date Adopted: TBD

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 - Responsible for operations at all locations.
 - Negotiates and manages all major service-related contracts.
3. Develops the agency's long term strategic plan to deliver the services outlined above, ensures that stated priorities and objectives are met, and reports progress to the CSB Board semi-annually.
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Approved _____
Secretary Date

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Policy Revised:	TBD

Election of CSB Board Officers

Issue

Nominations for CSB Board Officers to serve beginning July 1, 2018 will be presented by the CSB Nominating Committee as well as a call for any nominations from the floor. The elections will be conducted by voice vote.

Background

CSB Board Officers are elected each June as required by Article VI of the CSB Bylaws.

At the April 2018 CSB Board meeting, three Board members, Captain Basilio 'Sonny' Cachuela, Jr., Ken Garnes, and Gary Ambrose were appointed to serve as the Nominating Committee and to submit at least one nominee for the positions of Chair, Vice-Chair, and Secretary. The Nominating Committee identified interested Board Members during May and June.

Additional recommendations will be accepted from the floor, following which the nominated members will be put forth for vote by the full board.

CSB Officer Nominations Committee--Board Members

Captain Basilio 'Sonny' Cachuela, Jr Chair

Ken Garnes

Gary Ambrose

Establishment of Ad Hoc 2018 CSB Board Member Retreat Planning Committee

Issue

To approve creation of an Ad Hoc 2018 CSB Board Member Retreat Planning Committee.

Recommended Motion

I move that the CSB Board establish an Ad Hoc 2018 CSB Board Member Retreat Planning Committee comprised of volunteer Board members.

Background

As outlined in the CSB Bylaws, Ad Hoc Committees may be established by the full Board as needed. Those Committees may be established to address any issue for which the full Board determines that the subject matter or issue cannot be adequately addressed by a Standing Committees. The members of each Ad Hoc Committee shall elect one of their members as Chair for a one-year term.

The Ad Hoc 2018 CSB Board Member Retreat Planning Committee will define the focus and content of the Board Retreat Agenda and CSB staff participation.

Timing

Request approval at the May 23rd CSB Board meeting to quickly establish a Standing CSB Board Compliance Committee.

Board Member/Staff

Suzette Kern

FY 2019 – FY 2020 COMMUNITY SERVICES PERFORMANCE CONTRACT

Recommended Motion

I move that the Board approve a 30-day public comment period for the FY 2019-FY 2020 Community Services Performance Contract, once all allocations of state and federal funds have been received, reviewed and accepted.

Issue:

The FY 2019–FY 2020 Community Services Performance Contract (“State Performance Contract”) was released on June 7, 2018. This release was later than anticipated due to the delay in adopting the 2018-2020 biennium budget. In addition, the Letter of Notification (LON) containing initial allocations of state and federal funds to CSBs was received on June 21, but did not include regional funds. It is not yet known when regional funding allocations will be received, and funds must be reviewed and approved by all regional jurisdictions in order to develop accurate projections.

Background

The Community Services Performance Contract delineates the responsibilities between DBHDS and the community services boards and behavioral health authority for the purpose of providing local public mental health, developmental and substance abuse services. It specifies the conditions to be met for a CSB to receive State-controlled funds, identifies the groups of consumers to be served with state-controlled funds and includes requirements to ensure accountability to the state. It includes all services provided or contracted by the CSB. The submitted contract will include FY 2019 projections for budget, staff resources and service provision.

Community Services Boards are required to make the biennial contract available for public review and comment for a period of 30 days and must obtain approval by the county’s governing body prior to contract submission. The FY 2019 projections needed for the public comment period cannot be completed prior to the receipt and thorough review of the LON, to include the complete review of regional funding. While an initial timeline for these activities was developed, the contract delay has required significant adjustments and it is recommended that the full contract be posted once all allocations are received and reviewed.

Administrative Requirements

FY 2019 Community Services Performance Contract documents are located on the DBHDS website: <http://www.dbhds.virginia.gov/behavioral-health/office-of-support-services>

The FY 2019 Performance Contract Cover Memo includes a summary of the substantive revisions to the FY 2019 contract. Changes include revised language to move requirements from Exhibit D to the body of the contract, requirement to attempt to engage individuals who have not received services within 100 days, mandate for electronic exchange into the Waiver Management System (WaMS), revisions to the DBHDS/CSB remediation process, inclusion of data elements for same day access and other performance measurement, and state hospital admission and discharge requirements. The contract also eliminates some outdated

requirements, and adds requirements for enhanced collaboration between DBHDS and the Virginia Association of Community Services Boards (VACSB) Data Management Committee.

Links to Individual Documents:

FY 2019 Performance Contract Cover Memo

<http://www.dbhds.virginia.gov/assets/doc/BH/oss/19-pc-cover-memo-june-8-2018-ver-2.pdf>

FY 2019 Community Services Performance Contract

<http://www.dbhds.virginia.gov/assets/doc/BH/oss/19-pc-contract-june-8-2018.pdf>

FY 2019 Performance Contract: Central Office, State Facility and Community Services Partnership Agreement

<http://www.dbhds.virginia.gov/assets/doc/BH/oss/19-pc-partnership-agreement-june-8-2018.pdf>

FY 2019 CSB Administrative Requirements

<http://www.dbhds.virginia.gov/assets/doc/BH/oss/19-pc-csb-administrative-rqmts-june-8-2018.pdf>

Staff

Lisa Potter, Director, CSB Strategy and Performance Management

FY 2019 CSB Behavioral Health Oversight Committee Associate Member Nominations

Background

In observation of the procedure outlined in the CSB Bylaws for the annual appointment of Associate Committee Members of the Behavioral Health Oversight Committee, the following are being nominated. At the July 2018 CSB Board meeting, a motion will be presented for final approval.

1. Advisory Board for the Joe and Fredona Gartlan Center
2. The Brain Foundation
3. The Chris Atwood Foundation
4. Community Residences, Inc.
5. Concerned Fairfax
6. Dominion Hospital
7. INOVA Health System
8. Intensive Community Outreach
9. Laurie Mitchell Empowerment & Career Center
10. Multicultural Clinical Center
11. NAMI Northern Virginia
12. National Counseling Group
13. No. VA. Mental Health Foundation
14. NW Center for Community MH Adv. Bd.
15. Oxford House/Virginia Outreach Services for Northern VA.
16. Pathway Homes
17. PRS, Inc.
18. Recovery Program Solutions of Virginia (RPSV)*
19. Second Story
20. ServiceSource, Inc.

*Consumer Wellness Center of FC

*Merrifield Peer Resource Center

*Reston Wellness Center

*South County Recovery and Drop-In Center

CSB Board Member:

Gary Ambrose, Chair, Behavioral Health Oversight Committee

FY 2019 CSB Developmental Disabilities Committee Associate Member NominationsBackground

In observation of the procedure outlined in the CSB Bylaws for the annual appointment of Associate Committee Members of the Developmental Disabilities Committee, the following are being nominated. At the July 2018 CSB Board meeting, a motion will be presented for final approval.

1. Arc of Northern Virginia, The
2. Career Support Systems, Inc.
3. Chimes Virginia
4. Community Concepts, Inc.
5. Community Living Alternatives
6. Community Residences, Inc.
7. Community Systems, Inc.-VA
8. ECHO
9. Langley Residential Support Svcs
10. Linden Resources
11. Lutheran Family Services of Virginia, Inc.
12. MVLE
13. Resources for Independence of Virginia., Inc.
14. ServiceSource
15. Thrive Health Care Services, LLC
16. Work Opportunities Unlimited

CSB Board Member:

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

Jane Woods, Co-Chair, Developmental Disabilities Committee