

CSB Fiscal Committee Meeting Minutes

Date: June 21, 2019

Attending: Chair, Basilio 'Sonny' Cachuela, Jr.; Jennifer Adeli; Ken Garnes; Suzette Kern; Bettina Lawton; and Edward Rose

Absent: Gary Ambrose

Staff: Daryl Washington; Bill Hanna; Lyn Tomlinson; and Jessica Burris

Summary of Information Shared/Decisions:

Captain Basilio 'Sonny' Cachuela Jr. called the meeting to order at 9:02 a.m.

Review of meeting minutes

The May 17, 2019 meeting minutes were presented for review. As no revisions were offered, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

Welcome Deputy Director of Administrative Operations

Bill Hanna, recently hired as Deputy Director of Administrative Operations, was introduced and welcomed to the Committee.

Financial Status

Jessica Burris provided the Financial Status update, directing attention to the fiscal materials included in the meeting packet:

- *Pay Period Metrics:* Noting no significant changes, it was highlighted that the Compensation and Fringe benefits expenses remain at approximately \$4.4M for Pay Period 11.
- *Modified Fund Statement:* Projections remain chiefly constant, resulting in an approximately \$8.5M unreserved fund balance, noting some minor reductions in Operating costs, partially attributed to previously encumbered funds that will not be spent by the end of FY2019.
- *End of Year Budget Status Balances:* The variance from budget includes a shortfall of approximately \$1.6M in Revenue and an increase to Compensation of approximately \$.5M. To address this imbalance, it was reported that the CSB is working with DMB (Department of Management and Budget) to potentially reallocate funds from Operating to Personnel in recognition of increased staffing needs including expanded hiring, dual encumbrances, and retiree payouts.
- *Revenue Billing Report:* Referring to a handout provided at the meeting, Ms. Burris highlighted the number of completed Key Achievements related to revenue maximization, providing an overview of ongoing efforts. Highlighting that the report reflected a reduction in non-billable services of approximately \$50K, this was partially attributed to the implementation of billing for OBOT (Office Based Opioids Treatment), as well as reducing non-billable services due to credentialing issues. Ms. Burris further reported that continued efforts are focused on implementing billing for ARTS (Addiction and Recovery Treatment Services) and IOP (Intensive Outpatient) and correcting LMHP (Licensed Mental Health Professional)-type billing. It was further confirmed that there are regularly scheduled meetings with Fiscal, Compliance, Training, and Informatics staff to address concerns and develop solutions with a goal of resolving the current concerns by the end of the first quarter in FY 2020.
- *Revenue Management Metrics:* Noting the reduced receivables balance, Ms. Burris reported approximately \$1.2M of claims, identified as too old to be collected, had been written off since the last reporting period. Directing attention to the charts reflecting Self Pay revenue vs. Medicaid related billing revenue, it was clarified that the charts illustrate the increase in Medicaid billing

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related to increased Medicaid Expansion enrollment, confirming that enrollment efforts are ongoing.

Administrative Operations Report

Daryl Washington provided a brief overview of the CIP (Capital Improvement Plan) requests report that will be provided at the full Board meeting, noting the following requests will be included:

- Building improvements, including at Merrifield for Law Enforcement and Walk-in Assessment on the lower level and for the Youth Walk-in Assessment Unit.
- A proposed pilot program in support of WIN recommendations for strengthening Employment & Day Services. An overview of the WIN recommendations, including the efforts to strengthen Group Supported Employment, will be provided at the June CSB Board meeting.
- CSB Training Academy is being re-considered following analysis of immediate need.

FY2019 Year End Report

Captain Cachuela offered a reminder that preparations for developing the Year End Report begin in July, noting a copy of the FY2018 Year End Report was included in the meeting materials. Additionally, a timeline for development and submission of the report to the CSB Board was provided, noting that the Fiscal Oversight Committee Chair, the CSB Board Chair, and the CSB Director of Communications, Lucy Caldwell work together to identify topics and develop the cover letter. A reminder was offered that some data included in the report is not available until September, the receipt of which dictates when the report can be finalized and submitted to the BOS.

Offering a reminder of the BOS elections in November 2019, Captain Cachuela recommended that copies of the report be further submitted to the new BOS members who are elected.

Human Resources (HR) Update

As Donna Chittum was unable to attend this meeting, Lyn Tomlinson, provided an overview of the HR update report noting there were 98 vacancies as of June 8, 2019. Of the five vacancies in Emergency Services/MCU (Mobile Crisis Unit), two offers have been made and a bed-finder has been hired, leaving two vacancies in this area. The area of ADC (Adult Detention Center)/Jail Diversion has seen some recent turnover affecting three positions, noting there are interviews planned for the week of July 9, 2019.

Additionally, attention was directed to the Jail Based and Jail Diversion Organization charts provided in the meeting materials. Ms. Tomlinson confirmed there is a high level of planning to fill positions that are becoming vacant, when known, with early placement of job ads; dual encumbrances, noting the length of dual encumbered positions has shortened; and increasing efficiency in hiring practices.

Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment, some of which include:

- Diversion First
 - The Community Response Team (CRT), that addresses individuals in the community who frequently call emergency services, 911, etc. has increased service hours to 5 days/week. It was further reported that there is a reported decrease in calls.
 - Following a lengthy negotiation, Inova returned the signed medical clearance contract with some edits. There are ongoing negotiations regarding infrastructure, etc. The Board will be informed once the contract is fully executed.
- Time to Treatment
 - *Adult Time to Treatment* charts illustrate decreased wait times. Efforts to improve efficiencies include ongoing outreach and 'rolling over' non-responsive individuals to the end of the scheduling list. Individuals in need of IOP (Intensive Outpatient) services continue to experience longer than average wait times. Noting that the Gartlan Center

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continues to struggle with decreasing IOP wait times, efforts are ongoing with Gartlan staff to identify and eliminate barriers. A reminder was offered that some STEP-VA funding was provided to establish two new Outpatient staff who will be placed in Adult services to assist with this identified need. The note regarding closure of the Springfield site will be removed from the notes.

- *Youth Time to Treatment* charts continue to illustrate improvement in wait times, noting the increments of improvement will be small as the summer months are typically less busy for youth services.

Daryl Washington reported that there are some differences between the CSB, and the State wait times reporting methodology and data points. To accommodate these differences, Data and Analytics staff is working to revise the methodology for the current report to more closely align with the State report. It is anticipated that a preliminary report may be available for review at the August Fiscal Oversight Committee meeting.

Open Discussion

Captain Cachuela offered a reminder that this was his last meeting as Chair, welcoming Jennifer Adeli to this position starting in July. Ms. Adeli confirmed that beginning in July, Fiscal Oversight Committee meetings will be modified to begin at 9:30 a.m.

Noting no further discussion was forthcoming, the meeting was adjourned at 10:01 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, July 19, 2019, 9:30 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

July 10, 2019

Date Approved



Staff to the Board