



FAIRFAX - FALLS CHURCH

Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Bettina M. Lawton, Esq., Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 3 – Conference Room 3-314

Wednesday, July 24, 2019, 5:00 p.m.

**PLEASE NOTE THE
CHANGE THE ROOM NO.**

1.	Meeting Called to Order	Bettina M. Lawton, Esq.	5:00 p.m.
2.	Recognition		
3.	Matters of the Public	Bettina M. Lawton, Esq.	
4.	Amendments to the Meeting Agenda	Bettina M. Lawton, Esq.	
5.	Approval of the June 26, 2019 CSB Board Meeting Draft Minutes	Bettina M. Lawton, Esq.	
6.	Staff Presentations A. Assisted Community Residential Services	Joe Rajnic	
7.	Director's Report	Daryl Washington	
8.	Matters of the Board		
9.	Committee Reports A. Behavioral Health Oversight Committee B. Compliance Committee C. Developmental Disabilities Committee D. Fiscal Oversight Committee E. Other Reports	Diane Tuininga Bettina M. Lawton, Esq. Sheila Jonas/Nancy Scott Jennifer Adeli	
10.	Information Item A. CSB Board Policies Review	Sheila Jonas	
11.	Action Item A. Approval BHOC Associate Members B. Approval DD Committee Associate Members C. Approval CSB Board Policies D. Approval FY2020 Community Svcs Performance Contract E. Approval FY2020 Human Services Issue Paper	Diane Tuininga Sheila Jonas Sheila Jonas Linda Mount Elizabeth McCartney	
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

June 26, 2019

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; Captain Basilio ‘Sonny’ Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Bettina Lawton; Edward Rose; Nancy Scott; Evelyn Spain; Diane Tuininga; and Jane Woods

The following CSB Board members were absent: Daria Akers; Gary Ambrose; Thomas Burger; Rachna Sizemore Heizer; and Garrett McGuire

The following CSB staff was present: Daryl Washington; Georgia Bachman; Lucy Caldwell; Bill Hanna; Evan Jones; Michael T. Lane; Elizabeth McCartney; Linda Mount; Joe Rajnic; Judy Stocks; Cynthia Tianti; Lyn Tomlinson; and Barbara Wadley-Young

Guests: Lori Stillman; Gordon Dean; Dennis Brown; Kyle Wilson (Scout Troop 239) and his father John Wilson.

1. Meeting Called to Order

Suzette Kern called the meeting to order at 5:00 p.m.

2. Matters of the Public

None were presented.

3. Recognition

Noting CSB Board member Jane Woods was stepping down from the Board, Suzette Kern presented Ms. Woods with a certificate honoring for her positive contributions to the CSB and recognized for her steadfast commitment to public service and collaborative leadership she provided the Board during her tenure.

As Suzette Kern is stepping down as CSB Board Chair, she was recognized for her advocacy and dedicated leadership to the community during her tenure on the Board.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no revision recommendations were forthcoming, the agenda was accepted as revised.

5. Approval of the Minutes

Draft minutes of the May 22, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no suggestions for revision were offered, Edward Rose made a motion for approval, which was seconded and passed.

6. Director’s Report

Daryl Washington provided several updates to recent activities, highlights of which include:

- Attention was directed to handouts included in the meeting materials providing an overview of planning and implementation, including funding decisions, for STEP-VA (System Transformation, Excellence and Performance in Virginia):
 - Focus is on the impact of insufficient funding and distribution across the state on the delivery of the mandated services. It was reported that most of the services are already being delivered, noting that enhancement and expansion of services, including hiring of additional staff, remains an integral goal to sustainable service delivery.
 - Slides derived from a presentation by DBHDS (Department of Behavioral Health and Developmental Services) Commissioner S. Hughes Melton at the May VACSB (Virginia Association of Community Services Boards) Conference were provided. It was clarified that the Funds Allocated column on the first page of the presentation reflects the allocation of statewide, not local, funds. Implementation of Crisis Services remains on hold while service design and funding inadequacies are under review.
 - Mr. Washington offered a reminder of his participation in STAC (STEP-VA Advisory Council), a monthly advisory workgroup attended by DBHDS Executive Leadership and some VA CSB Executive Directors. Noting ongoing concerns with service delivery and insufficient funding, regular updates will be provided.
 - Reporting that DBHDS is reviewing Crisis Services programs in other states to assist with delivery and related costs, Mr. Washington provided a brief overview of the program information gathered. Noting this CSB has seen some success with providing children's crisis services in the community with contract partner National Counseling Group (NCG), it is anticipated that, if provided with adequate funding, this program can be expanded to deliver crisis services, including Crisis Stabilization, to adults and youth throughout the region.
- A reminder was offered that the DOJ (Department of Justice) Settlement is scheduled to expire in June 2021. In anticipation, the court has clarified that all related services must be in operation for one year prior to the expiration month, June 2020. To date, the General Assembly has not provided any DOJ Settlement funding. Reporting that the CSB has received 139 waivers, a significant increase over the typically awarded 70-80 waivers, Mr. Washington also offered caution that this increase will require additional Support Coordinators to be hired. Updates will be provided as information becomes available.
- Referring to the *JLARC (Joint Legislative Audit and Review Commission) Recommendations* resulting from recent interviews with CSBs across the Commonwealth. Mr. Washington summarized the recommendations to include:
 - CSB Funding: Ensure revenue maximization and distribution from all funding sources including Medicaid, private insurance, and state and federal funding.
 - Implementation of STEP-VA: implement a patient, measured, and thoughtful approach to implementation of the mandated services, including methodology

for funding totals and distribution to the multiple CSBs and Regions, that will also include recognition of the individual community needs of each CSB.

- Referring to the summary *Major State Level Initiatives Impacting the CSB* document in the meeting materials, Mr. Washington offered some highlights that included:
 - Behavioral Health Redesign Workgroup; solicited feedback from multiple sources across the state to identify and offer recommendations for realigning inconsistencies in DBHDS and Medicaid funding and rules. Reporting ongoing dialog for what is anticipated to be a long-term project, it was acknowledged that the efforts of this workgroup may result in significant changes to many areas including licensing regulations and Medicaid approved services and rates.
 - Medicaid Phase II (Work Requirements); a reminder was offered that Medicaid Expansion passed the General Assembly with a work requirement. It is anticipated that waivers for individuals with disabilities are forthcoming. However, it is expected that application for waiver coverage will be an annual process that is likely to require ongoing support for the application and re-application process.
 - Possible Drivers of Future Services, Funding/Resources;
 - Virginia Behavioral Health System Assessment; interviews will be conducted with CSBs across the state to ascertain the strength of the services provided, the results of which is likely to be reported to DBHDS and further to the General Assembly.
 - Behavioral Health Equity Index; VCU (Virginia Commonwealth University) is designing an index to identify the most to the least healthy communities across the state. It is anticipated that this index will be used to assist with funding distribution.
 - Wildcards; SJ47 the Deeds Commission is still actively reviewing the Behavioral Health System in VA. Monitoring of review updates is ongoing to remain mindful of any impact that may result.
 - DBHDS Strategic Plan; interviews were completed some time ago; no results have been published to date.
- Offering a reminder of previous privatization discussions involving CRSP (Community Readiness and Support Program), Mr. Washington reported an RFI (Request for Information) is in development to determine the level of interest in the community to provide this service. Staff has been informed, individuals in the program will be notified the following morning (June 27, 2019).
- A consultant group is conducting a review of the complete revenue cycle process. Recommendations are anticipated to be delivered by the end of July, the results of which will be shared with the Board at the August meeting noting that results of outreach efforts to high-revenue CSBs in the state will also be included. It was clarified that corrections in previously identified areas have begun.
- Reporting unprecedented issues with Credible over the last week, Credible entities in addition to the CSB have been affected. Ongoing efforts to correct this issue included transferring the administration of services from the Loudoun County located Credible

'backbone' to Chicago, clarifying that while operating, Credible is working at a rate substantially slower than typical. Mr. Washington confirmed that efforts to establish a working client portal are ongoing. In response to an inquiry, it was confirmed that the Credible contract expires in 2021.

Lyn Tomlinson reported that Services provided at the CSB Crisis Care facility are being relocated to the recently vacated 'Boy's Probation and Parole' facility following permitting and renovations, anticipated to be completed in Fall 2020.

6. Matters of the Board.

Sheila Jonas, encouraging attendance, distributed some information received from Linda Bufano, Senior Legislative Assistant to Supervisor John Cook, at a play this weekend in Middleburg starring kids and young people with mental and physical challenges. The ConnerStrong Foundation sponsors the event.

Diane Tuininga distributed a Save the Date flyer for the 2019 Pathways to Wellness Conference, scheduled for Friday, October 18, 2019 at the Fairfax County Government Center. All Board members were encouraged to attend.

Ms. Tuininga further announced that at the Fairfax City Council meeting on May 28, 2019 issued a proclamation declaring May 6, 2019 as Mental Health Awareness Day. Daryl Washington attended and accepted the proclamation on behalf of the CSB.

7. Committee Reports

A. *Joint Developmental Disabilities (DD) and Behavioral Health Oversight Committees Meeting (BHOC)*

Diane Tuininga, Sheila Jonas and Jane Woods, provided highlights of the joint Committee meeting that was held June 12th at the Government Center. Noting the meeting was well attended by CSB Board members, Committee Associate Members, and staff, highlights of the meeting included:

- Attendees were broken into groups and provided with questions designed to prompt active involvement.
- Identified challenges included onerous regulation compliance that negatively impacts service delivery, non-profit agency requirements for revenue allocation related to administrative staff and operations, greater communication,
- All members were encouraged to attend the next joint meeting, noting the remarkable impact and value of this collaborative approach. It was proposed that the joint meetings be scheduled biannually.

The next DD meeting is Wednesday, August 7 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

The next BHOC meeting is Wednesday, July 10, 5:00 p.m. at the Merrifield Center, Level 1-Room 408/509, East.

B. *Compliance Committee*

Suzette Kern provided highlights of the June 19th Compliance Committee meeting, highlighting the following:

- ComplyTrack, the software that will track compliance activities, is in the implementation phase, with compliance staff attending weekly training sessions. Reports are in the development phase, noting that Board members will be solicited for input on development of CSB Board Reports.
- A Serious Incident (Level III) Report, now a standing agenda item, was provided. The report did not include any incidents requiring full Board attention.
- Two CSB Board policies were submitted for committee review and feedback at the July 2019 CSB Board Compliance Committee meeting.
- A closed session was held.

The next meeting is Wednesday, July 17, at 4:00 p.m. at the Merrifield Center, Level 1 - Room 308 A/B, West.

C. *Fiscal Oversight Committee*

Captain Basilio ‘Sonny’ Cachuela, Jr., provided highlights of the June meeting, some of which included:

- End of year status balances remain chiefly constant, noting a slight shortfall in revenue and an increase to compensation. The CSB is working with DMB (Department of Management and Budget) to address this imbalance through a possible reallocation from Operating.
- The Revenue Billing Report update noted a reduction in non-billable services of approximately \$50K partially attributed to increased billing for newly eligible services and corrections to credentialing. Billing correction efforts are ongoing with a goal of resolving the current concerns by the end of the first quarter in FY 2020
- Development of the FY2019 End of Year report by Fiscal Committee members and CSB staff will begin in July, with a goal of submission for approval to the full Board in August, followed by submission to the Board of Supervisors (BOS) and the Mayors of Falls Church and Fairfax City in September 2019.
- The Diversion Frist update included:
 - The CRT (Crisis Response Team) is now operating five days each week.
 - Inova has returned the medical clearance contract with some edits. A fully executed contract is anticipated.
 - Adult and Youth Time to Treatment reports indicate improvement, with decreased wait times.
- Captain Cachuela offered a reminder that CSB Board member Jennifer Adeli would be starting at the Committee Chair beginning in July.

The next meeting is Friday, July 19 at 9:30 a.m. at the Pennino Building, Room 836A.

D. *Other Reports*

Suzette Kern announced that a tentative date, Tuesday, October 22, 2019, was identified for the joint CSB Board and Board of Supervisors meeting that had been a proposal that was discussed several months earlier.

8. Information Item

A. *Nomination, Developmental Disabilities Committee Associate Members*

Committee Co-chairs Sheila Jonas and Jane Woods, as outlined in the CSB Bylaws, presented the proposed Developmental Disabilities Associate Committee members for FY 2020 and indicated at the July meeting, the members will be presented for Board approval.

B. *Nomination, Behavioral Health Oversight Committee Associate Members*

As outlined in the CSB Bylaws, Diane Tuininga presented the proposed Behavioral Health Oversight Committee Associate members for FY 2020. Ms. Tuininga, as newly appointed chair to the Committee, will re-present the proposed members for Board approval at the July meeting.

C. *FY2020 Community Services Performance Contract Revision and Renewal*

Linda Mount, noting that the FY2020 Community Services Performance Contract has not yet been received, explained that as this is the renewal year of a biennial contract, no public comment or BOS approval is required. Referring to the timeline provided, it was clarified that preparations are ongoing in anticipation of receiving the contract. It was clarified that the final signature pages are not due until August 7, 2019. Dependent upon the release date, revision will be completed and presented to the CSB Board for approval at the July 2019 meeting.

D. *Human Services Issue Paper*

Elizabeth McCartney referred to draft copies of the complete Human Services Issue Paper distributed earlier, noting that staff revisions have been included. It was clarified that the sections relevant to the CSB are highlighted. The requested due date for all revisions is Tuesday, July 11, following which the Executive Committee and the Full Board will be offered an opportunity for further revision. Final revisions will be presented at the July 24, 2019 CSB Board meeting for approval to submit to the County Legislative Office on August 1, 2019.

E. *CSB Board Policy Review and Comment Period*

Edward Rose directed attention to copies of the CSB Board policies submitted for review and revision as needed that were included in the meeting materials. Members were asked to review and provide feedback to Erin Bloom, Clerk to the Board by Thursday, July 11, 2019. A reminder was offered that this procedure will continue until all policies due for review and revision or re-adoption have been submitted and approved by the Board.

9. Action Item

A. *CSB Board Officer Elections*

Ken Garnes, on behalf of the CSB Nominating Committee, reviewed the process for developing the proposed slate of officer nominations for FY2020. A call was made for any nominations from the floor. There being none, nominations were closed. The nominees presented for election include Bettina Lawton for Chair, Jennifer Adeli for Vice Chair and Sheila Jonas as Secretary. Edward Rose offered a motion to elect the

slate of FY2020 CSB officer nominations by acclamation which was seconded and passed without opposition or abstentions.

B. Establish Ad Hoc CSB Board Retreat Planning Committee

Suzette Kern, referring to the CSB Board Member Retreat scheduled for September 28, 2019 requested volunteers for the Ad Hoc CSB Board Member Planning Committee. Volunteers include Captain Basilio ‘Sonny’ Cachuela, Jr., Ken Garnes, Bettina Lawton, Nancy Scott, and Ms. Kern. Daryl Washington was asked to reach out to Kimberly Gladis for availability to facilitate the Retreat. Proposed dates in July for the initial planning meeting will be distributed to the volunteers for availability. Suzette Kern moved that the CSB Board approve establishing the committee as presented which was seconded and carried

C. Virginia Behavioral/Mental Health Docket Grants

Georgia Bachman provided background on an opportunity for one-time funding of \$45,000 from the State Supreme Court of Virginia to provide operational support for the Mental Health Docket. Noting the grant submission deadline is Thursday, July 27, 2019, immediate approval was requested. A motion was offered by Edward Rose to approve submission of this grant application which was seconded and passed.

CLOSED SESSION

At 6:22 p.m. a motion to meet in closed session for discussion of a personnel matter as permitted by Virginia Code Section 2.2-3711(A)(1) and consultation with legal counsel employed 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). was offered by Edward Rose, seconded and passed.

CERTIFICATE OF CLOSED SESSION

The Board reconvened the open session at 6:50 p.m. following which a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

10. Action Item following Closed Session

Following a motion by Bettina Lawton, the Board voted to accept the Board expectations for the Executive Director document as discussed in closed session. Edward Rose seconded the motion which passed.

It was further reported that Ms. Lawton made a motion for the Board to direct the Chair to transmit the Executive Director's performance evaluation to Deputy County Executive Tisha Deeghan. Ken Garnes seconded the motion, which also passed

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 6:57 p.m.

Actions Taken--

- ◆ The May 22 CSB Board Meeting minutes were approved as presented.
- ◆ The FY2020 CSB Board Officers were elected
- ◆ The Ad Hoc CSB Board Member Retreat Planning Committee was established.
- ◆ Submission of the Virginia Behavioral/Mental Health Docket Grant was approved.
- ◆ Approval to accept the CSB Board Expectation for the Executive Director document
- ◆ Approval for the CSB Board Chair to transmit the Executive Director's performance evaluation to Deputy County Executive Tisha Deeghan

Date

Staff to Board

DRAFT

Fairfax-Falls Church Community Services Board
Joint Meeting of the Developmental Disabilities Committee and
the Behavioral Health Oversight Committee
June 12, 2019

The Developmental Disabilities Committee and the Behavioral Health Oversight Committee of the Fairfax-Falls Church Community Services Board met in special joint session at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA.

Committee Members in Attendance: Gary Ambrose, BHOC Chair; Sheila Coplan Jonas, DD Cmte Co-Chair; Jane Woods, DD Cmte Co-Chair; Nancy Scott, DD Member; and Diane Tuininga, BHOC Member

Committee Members Not in Attendance: Daria Akers, DD/BHOC Cmte member; Thomas Burger, DD Cmte member; Captain Basilio 'Sonny' Cachuela, Jr, BHOC Member; Rachna Sizemore Heizer, DD Cmte member; Garrett McGuire, BHOC member

CSB Board Members in Attendance: Suzette Kern, CSB Board Chair

Associate Members in Attendance: Community Living Alternatives (CLA) Susan Keenan; Concerned Fairfax, Joe Pettit; ECHO, Ken Curry; Lutheran Family Services, Andrew Miller; MVLE, Latonia Adams; NAMI – Northern Virginia, Jeanne Comeau; No. VA Mental Health Foundation, Peter Clark; Pathway Homes, Anita Robinson; PRS, Inc., Gilliam Gmitter; Resources for Independence, VA (RIVA), Latoria Bethea and Norma Israel; Second Story, Cathy Benn; and ServiceSource, Dennis Brown, Ken Crum, and Lauren Goldschmidt

Staff in Attendance: Georgia Bachman, Donna Chittum, Evan Jones, Michael T. Lane, Elizabeth McCartney, Victor Mealy, Joseph Rajnic, and Lyn Tomlinson

Guests in Attendance: Gordon Dean

1. Meeting Called to Order

Gary Ambrose convened the meeting at 5:30 p.m.

2. Matters of the Public

None were presented.

3. Approval of the Agenda and Minutes

Approval of the draft minutes of the April 3, 2019 Developmental Disabilities Committee and the May 8, 2019 Behavioral Health Oversight Committee meeting was tabled until the next meeting of the committees due to the lack of a quorum.

4. Associate Membership Nominations to the Developmental Disabilities Committee

Referring to the nomination list for Associate Member agencies to the Developmental Disabilities Committee provided in the meeting materials, Jane Woods offered attendees an opportunity for removal, correction, or addition to the list. As no revision requests were forthcoming, the list was accepted as presented for submission to the full CSB Board at the June meeting for approval.

5. Associate Membership Nominations to the Behavioral Health Oversight Committee

Referring to the nomination list for Associate Member agencies to the Behavioral Health Oversight Committee provided in the meeting materials, Gary Ambrose offered attendees an opportunity for removal, correction, or addition to the list. Jeanne Comeau offered a correction to the agency name as listed. As no further revision requests were forthcoming, the list was accepted as revised for submission to the full CSB Board at the June meeting for approval.

6. Appointment of Developmental Disabilities Committee Co-Chairs

Jane Woods announced that the Committee would continue to be co-chaired. Sheila Jonas accepted a nomination to serve a second term alongside newly appointed Co-Chair Nancy Scott.

7. Appointment of Behavioral Health Oversight Committee Chair

Gary Ambrose announced that Behavioral Health Oversight Committee Member Diane Tuininga had accepted the nomination to serve as Committee Chair.

8. Purpose and Philosophy of Joint Committee meetings and Associate Member Collaboration

Gary Ambrose, noting this meeting was the culmination of the recent partner survey efforts, provided an overview of the goals and anticipated outcomes of participation in a joint meeting, further noting the value of increased collaboration with CSB Board Associate Member Partners. Directing attention to the handout provided in the meeting materials titled *Behavioral Health and Developmental Services Key Challenges*, Mr. Ambrose clarified that this meeting was designed to address the challenges identified in the handout. The meeting structure includes addressing the identified challenges in three ways 1) is there agreement or differentiation with agency strategic outlook, 2) where and how to address identified differences, 3) shape a proposed group approach to meet challenges. Further joint meetings are planned to address the challenges identified at this initial meeting.

9. Purpose and Philosophy of Joint Committee meetings and Associate Member Collaboration

Lyn Tomlinson, offering thanks for tremendous participation in the feedback sessions, noted a key outcome was the opportunity for partners to become more involved in legislative activities in future DD and BHOC meetings, a topic that will be addressed in future independent and joint committee meetings.

Ms. Tomlinson emphasized the value in partner feedback, asking attendees to review the provided contact list for revision of the listed information where needed.

Noting that May was Autism Awareness Month, Ms. Tomlinson reported that the Board of Supervisors, in response from a request from CSB Partner ServiceSource, proclaimed May 2019 at the Autism Awareness Month. Ms. Tomlinson read aloud from the proclamation, following which the plaque was presented to Ken Crum with ServiceSource.

Ms. Tomlinson, provided an overview of the portion of the *Behavioral Health and Developmental Services Key Challenges* that impact tonight's meeting, the highlights of which are provided below.

1. *STEP-VA*; (System Transformation Excellence and Performance), a state program of mandated services, some of which are already provided or are in the implementation phase, including:
-

- a. *Same Day Access*; projected to be provided at an estimated annual cost of \$2M; the state awarded just \$270K to provide this service.
 - b. *Crisis Services*: a reminder was offered of some material emailed earlier in the day that addressed current efforts to meet the requirements for expansion of these services. Efforts include the Department of Behavioral Health and Developmental Services (DBHDS) and the CSB sending staff to study models of crisis care services, including the Crisis Now model. The Crisis Now model serves individuals, both adult and youth, who have intellectual and developmental disabilities as well as behavioral health and substance use disorders. Reports of findings can be made available upon request. Attendees were encouraged to attend some public meetings, the details for which are included in the materials emailed prior to the meeting.
2. In response to the state hospital bed crisis, the CSB recently received some regional funding to begin providing detoxification services at their 16-bed crisis stabilization facility.
3. Reporting the tremendous amount of work being done on STEP-VA that includes identification of definitions and implementation, Ms. Tomlinson cautioned there have been some fluctuations in the information that is being released by the state, complicating implementation. To remain informed and updated on this and other STEP-VA efforts, CSB Executive Director, Daryl Washington serves on the STEP-VA Advisory Council (STAC). Ms. Tomlinson clarified that this CSB already provides the two services mandated for implementation on July 1, 2019 including Same Day Access and Primary Health Care Screening.
4. Information to participate in the VA Behavioral Health Redesign workgroup, developed to address redesigning the delivery of behavioral health services across the state, will be distributed to interested partners.
5. Approximately \$25M in state funding is being held in reserve in anticipation of increased funding needs related to Medicaid Expansion. This has resulted in a reduction of state financial support.
6. The Department of Justice (DOJ) Settlement is nearing the scheduled expiration date of June 30, 2021. A reminder was offered of this rapidly approaching implementation deadline emphasizing that the settlement requires that the mandated services are in place for no less than one year (June 30, 2020)
7. There was a revision to the procedure following report of in-program deaths to the state (DBHDS) Licensing. All deaths, regardless of type (natural, expected, unexpected, etc.) are now investigated by state licensing staff in addition to the internal investigation performed by Ms. Tomlinson or Medical Director Colton Hand. Additionally, a reminder was offered that there is a dual entry reporting procedure requiring entry into both into the Virginia Waiver Management System (WaMS) and into the Computerized Human Rights Information System (CHRIS).
8. Referring to the Vision Map (page 8-20) in the meeting materials, Ms. Tomlinson noted anticipated challenges in implementing the services as highlighted (varied

colors) without joint support and collaboration of partners. Efforts to increase collaboration are, and will continue to be, ongoing.

Ms. Tomlinson reported that these initial endeavors will be followed by continuing efforts to partner including additional joint meetings and sustained outreach efforts.

10. Facilitated Session

Joan Rodgers, participating as facilitator of the meeting, provided an overview of the meeting design, noting attendees would be seated at multiple table groups to facilitate discussion, following which a synopsis of the individual discussions was offered to the group. Ms. Tomlinson provided some guidance focusing discussion on the following topics:

1. The deadline of the DOJ settlement (provided earlier);
2. The requirements of STEP-VA to include Same Day Access including the requirement that individuals are seen within 10 days, Primary Health Care Screening for all, and Expanded Crisis Services in the community including up to 30 days for services; and
3. Reduced Funding related to Medicaid Expansion.

Three questions, copied below, were presented to stimulate discussion and participation.

1. Do the Strategic Challenges align with your organization's strategic outlook?
2. Where does your strategic outlook differ?
3. How do we meet these challenges together as partners?

Robust discussion followed each (approximately 10 minute) period of table discussion. Ms. Rodgers, using the notes provided by each table and the post-meeting survey, will develop a report for distribution to the groups.

There being no further business to come before the Committee, the meeting was adjourned at 7:28 p.m.

Actions Taken –

- The April 3, 2019 DD Committee meeting minutes approval was tabled until the next meeting of the Committee.
- The May 8, 2019 BHOC meeting minutes approval was tabled until the next meeting of the Committee.
- Nomination of Associate Members to the Developmental Disabilities Committee as presented was accepted for submission to the full Board at the June CSB Board meeting.
- Nomination of Associate Members to the Behavioral Health Oversight Committee as presented was accepted for submission to the full Board at the June CSB Board meeting.
- Sheila Jonas (re-appointed) and Nancy Scott were appointed as Co-Chairs of the Developmental Disabilities Committee.
- Diane Tuininga was appointed as Chair of the Behavioral Health Oversight Committee.

Date Approved

Clerk to the Board

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
June 19, 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: Suzette Kern, Board Chair; Ken Garnes; Bettina Lawton; Captain Basilio 'Sonny' Cachuela, Jr.; Sheila Coplan Jonas; Diane Tuininga; and Edward Rose

The following Committee members were absent: Gary Ambrose

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

1. Meeting Called to Order

The meeting was called to order at 4:00 p.m.

2. Review of Meeting Minutes

Meeting minutes of the May 15, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Captain Basilio 'Sonny' Cachuela, Jr made a motion to approve the minutes as presented, which was seconded and approved.

3. Updates

ComplyTrack

Luann Healy distributed a timeline for the ongoing implementation of ComplyTrack reporting attendance at weekly meetings with a ComplyTrack Project Manager. Highlighting the third training meeting was June 7th, topics included training on building report templates. Ms. Healy advised that Board reports are anticipated to be available later this summer, offering a reminder that Board participation will be solicited to assist with design of the reports.

4. CSB Serious Incident (Level III) Report Update

Ms. Healy directed attention to the *CSB Board Compliance Committee Meeting Incident Definitions* handout included in the meeting materials, offering a reminder this handout has been added permanently to the meeting packet to assist with this report. Serious Incidents reported in the last month included seven deaths and two suicide attempts.

Lyn Tomlinson reported that following a serious incident/death supports are offered to family and friends including contact information for Emergency Services and notification of the assigned clinician. Follow up to serious incidents other than death also include review and revision of the individual's treatment plan as needed.

Daryl Washington further clarified that individuals surviving a suicide attempt, particularly those considered chronically suicidal, are provided an ongoing continuum of intensive supports including collaboration of a clinical triage team.

5. CSB Board Policy Review

Directing attention to the compliance related CSB Board Policies included in the meeting materials, members were asked to review and provide feedback for discussion and possible revision at the July

2019 Compliance Committee meeting. Some preliminary recommendations were put forth for consideration when reviewing the policies.

CLOSED SESSION

At 4:28 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 4:51 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.


Immediately following, there being no further business to come before the Committee, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 4:52 p.m.

Actions Taken –

- Minutes of the May 15, 2019 Compliance Committee meeting were reviewed and approved.

July 17, 2019

Date Approved



Staff to the Board

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

CSB Fiscal Committee Meeting Minutes

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

CSB Board Review of Outdated CSB Board Policies

Issue:

Review and updating of CSB Board Policies

Background:

As part of the ongoing triennial review process, six CSB Board policies are being submitted to the CSB Board for review and revision. The policies, with recommended revisions added, will be submitted to the Board for final discussion and approval at the August 2019 CSB Board meeting. The policies within this review include:

- 0020 – Vision, Mission, and Values Statement
- 0030 – Priority Access to CSB Services
- 1102 – Ethical and Professional Behavior
- 1103 – Conflict of Interest
- 1305 – Participation by the Public
- 3040 – Privacy, Security, and Confidentiality

Timing:

By the August 28, 2019 CSB Board Meeting at which the policies will be submitted for approval.

Board Member

Sheila Jonas, Secretary to CSB Board

Related Documents: may be accessed on the [CSB Board Policies webpage](#)

- A. [0020](#) – Vision, Mission, and Values Statement
- B. [0030](#) – Priority Access to CSB services
- C. [1102](#) – Ethical and Professional Behavior
- D. [1103](#) – Conflict of Interest
- E. [1305](#) – Participation by the Public
- F. [3040](#) – Privacy, Security, and Confidentiality

CSB Behavioral Health Oversight Committee Associate Members

Recommended Motion

I move that the Board accept the following partner agencies as FY2020 Associate Members of the standing Behavioral Health Oversight Committee:

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

*Consumer Wellness Center of FC

*Merrifield Peer Resource Center

*Reston Wellness Center

*South County Recovery and Drop-In Center

Background

As part of the annual appointment of Associate Members as outlined in the CSB Bylaws, the nominations of FY2020 Associate Members of the Behavioral Health Oversight Committee were provided at the June 2019 CSB Board meeting for consideration along with notice that a motion for approval would be presented at the July meeting.

CSB Board Member

Diane Tuininga, Chair, Behavioral Health Oversight Committee

CSB Developmental Disabilities Committee Associate Members

Recommended Motion

I move that the Board accept the following partner agencies as FY 2018 Associate Members of the standing Developmental Disabilities Committee:

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

Background

As part of the annual appointment of Associate Members as outlined in the CSB Bylaws, the nominations of FY 2020 Associate Members of the Developmental Disabilities Committee were provided at the June 2019 CSB Board meeting for consideration along with notice that a motion for approval would be presented at the July meeting.

CSB Board Member

Sheila Jonas, Co-chair Developmental Disabilities Committee
Nancy Scott, Co-chair Developmental Disabilities Committee

CSB Board Revised Policies

Issue:

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

Recommended Motion:

I move that the Board approve the revised CSB Policies, listed below, as presented.

Background:

As part of the ongoing triennial review process, several CSB Board policies were submitted to CSB Board members for review and possible revision. Policies forwarded for CSB Board approval to revise and/or readopt are listed below.

- 0005 – Definitions
- 1105 – Orientation and Training of CSB Board Members
- 2205 – Planning

A final opportunity for comment will be provided prior to requesting Board approval.

Timing:

Immediate

Board Member

Sheila Jonas, Secretary to CSB Board

Enclosed Documents: (Attachments A – C)

- A. 0005 – Definitions
- B. 1105 – Procurement
- C. 2205 – Planning

Policy Number: 0005
Policy Title: Definitions
Date Adopted: TBD

Purpose

To define selected terms used in policies.

Policy

In order to clarify references to the Community Services Board in policy statements, different terms will be used to refer to the members of the CSB Board and to the agency.

1. "Administrative Policy Board" also known as the "CSB Board" refers to the citizen governing Board appointed by the Fairfax County Board of Supervisors, the Council of the City of Fairfax, the Council of the City of Falls Church, and Sheriff of Fairfax County and City.
2. "CSB" refers to Community Services Board as an agency.

Approved _____
Secretary Date

Reference: Title § 37.2-500 of the Virginia Code

Policy Adopted: December 20, 1989
Revision Adopted: December 22, 1993
Revision Adopted: April 23, 1997
Revision Adopted: March 29, 2000
Policy Readopted: April 23, 2003
Policy Readopted: April 26, 2006
Policy Readopted: February 25, 2009
Revision Adopted: December 17, 2014
Revision Adopted:

Policy Number: 1105
Policy Title: Orientation and Training of CSB
Board Members
Date Adopted: TBD

Purpose

To ensure that all CSB Board members are provided sufficient training to enable them to exercise their authority and carry out their responsibilities.

Policy

It is the policy of the CSB Board that all CSB Board members should participate in an ongoing training program. This program will consist of the following components.

1. Orientation for new CSB Board members – This should be conducted by the CSB Board Chairman and Executive Director within 60 days of appointment. In addition, each CSB Board member is expected to be familiar with the CSB Board Member’s Handbook.
2. Mentor – The Chair will assign a CSB Board member to serve as a mentor for each new CSB Board member.
3. Training Sessions – Training will consist of presentations and discussion of specific programs, of trends in service delivery or client needs, or of procedures related to management and planning. Additionally, each CSB Board member is expected to complete the mandatory online annual training requirements between July 1 and September 30. The Clerk to the CSB Board will provide CSB Board members with instructions on how to access the online training. The clerk will advise the CSB Board Chair if any Board member has not completed the training as expected.
4. Program Visitations – All CSB Board members are encouraged to participate in the CSB Board visits to as many of the directly operated and contractual programs as possible. The staff will organize at least two group visits to selected programs annually.
5. Conferences and Seminars – All CSB Board members are encouraged to attend conferences and seminars directly related to the work of the CSB Board. Members are eligible to be reimbursed for their expenses within the limitations of available funding.
6. Professional Literature – CSB Board members should review excerpts from professional literature provided to them by the Executive Director.
7. CSB Board Policies - CSB Board members should be familiar with the CSB Board policies, which can be found on the CSB Board webpage at <https://www.fairfaxcounty.gov/community->

[services-board/board/policies](#) [B Lawton]

It is the responsibility of the Executive Committee to periodically review the training requirements of the CSB Board. It is the responsibility of the Executive Director to assist with requests from the CSB Board. It is the responsibility of the Clerk to the CSB Board to maintain the CSB Board Member's Handbook, to make arrangements for training sessions, to provide CSB Board members with instructions for accessing the training, and to track the training completed by each CSB Board member.

Approved	Secretary	Date
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Policy Adopted:	June 1980
Policy Readopted:	June 1987
Policy Readopted:	May 1989
Revision Adopted:	December 22, 1993
Revision Adopted:	August 24, 1994
Policy Readopted:	April 23, 1997
Revision Adopted:	March 29, 2000
Revision Adopted:	September 24, 2003
Revision Adopted:	April 25, 2007
Revision Adopted:	February 18, 2009
Policy Readopted:	March 25, 2009
Policy Readopted:	November 20, 2013
Revision Adopted:	

Policy Number: 2205
Policy Title: Planning
Date Adopted: TBD

Purpose

To provide guidance for the development and monitoring of a high-level strategic plan for the CSB.

Policy

The CSB Board will review and endorse processes and outcomes involved in the creation of the CSB Strategic Plan.

1. The CSB Board shall participate in setting the high-level strategic plan.
2. The CSB Board will ensure that individuals receiving services, their families, service providers, nonprofit partners, and other interested members of the community are provided the opportunity to participate in the planning process.
3. Measures will be developed by staff that are linked directly to the plan and reported to the CSB Board. Progress against the measures will be reported to the CSB Board on a semiannual basis.

Approved _____
Secretary Date

Policy Adopted: January 1995
Revision Adopted: April 1998
Revision Adopted: September 19, 2001
Revision Adopted: September 28, 2005
Revision Adopted: March 18, 2009
Policy Readopted: April 29, 2009
Policy Revised: November 20, 2013
Revision Adopted:

FY 2020 Community Services Performance Contract Renewal and Revision

Issue:

Board approval and Board Chair signature are requested for the FY 2020 Community Services Contract Renewal and Revision.

Recommended Motion

I move that the Board approve the FY 2020 Community Services Performance Contract Renewal and Revision.

Background

The Community Services Performance Contract delineates the responsibilities between the Department of Behavioral Health and Developmental Services (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 serviced with State-controlled funds and includes requirements to ensure accountability to the State. It includes all services provided or contracted by the CSB. The Contract Renewal and Revision includes projections for budget, staff resources, and service provision for FY 2020, as outlined in the core service taxonomy.

In 2012, DBHDS amended the contract term from one year to two years. A biennial contract term eliminates the need for a local 30-day public comment period for FY 2020. Additionally, the Fairfax County Board of Supervisors approved the two-year contract last year, so Board approval is not required for this renewal.

Timing

The FY 2020 Community Services Performance Contract Renewal and Revision documents are due to DBHDS on August 7, 2019.

CSB Staff

Linda Mount, Director, Analytics and Evaluation
Daryl Washington, Executive Director

2020 Human Services Issues Paper

Issue:

Board approval of two legislative matters including:

- Proposed edits to the CSB related sections of the Fairfax County Human Services Issue Paper for 2020,
- A Position Statement requesting the ongoing state funding for Virginia's Mental Health Access Program consisting of a central phone number for pediatricians and other primary care physicians use that provides access to behavioral health consultations and coordinated referrals.

Motion:

I move that the Board approve both legislative matters as presented to include the submission of the proposed edits to the 2020 Human Services Issues Paper and the Position Statement requesting state funding for Virginia's Mental Health Access Program.

Background:

In preparation for updating the 2020 Human Services Issues Paper, the CSB, as well as other human services agencies, review and make recommended revisions to issues to be considered during the upcoming Virginia General Assembly. The County's annual Human Services Issue Paper is a supplement to the annual Fairfax County Legislative Program.

Timing:

The request for final submission to the County Legislative Office is August 1, 2019

CSB Board Members and Staff:

Bettina Lawton, CSB Chair

Daryl Washington, CSB Executive Director

Elizabeth McCartney, Public Policy/Legislative Analyst