

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 3-314, West

February 19, 2020, 4:00 p.m.

Meeting Agenda

<u>Agenda Item</u>	<u>Facilitator</u>
1. <u>Meeting Called to Order</u>	Bettina Lawton
2. <u>Approval of the Meeting Agenda</u>	Bettina Lawton and Members
3. <u>Review of Dec. 2019 and Jan. 2020 Cmte Mtg Minutes</u>	Bettina Lawton
4. <u>Follow up items from January meeting</u> <ul style="list-style-type: none">• <i>Organizational Chart</i>	Daryl Washington
5. <u>Updates</u> <ul style="list-style-type: none">• <i>ComplyTrack</i>• <i>Credible Operation</i>• <i>CSB Serious Incident (Level III) Report</i>	Daryl Washington & Luann Healy
6. <u>Open Discussion</u>	
<p><i>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 Section 2.2-3711(A)(8).</i></p>	
7. <u>Adjourn</u>	

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Fairfax-Falls Church Community Services Board
Executive Committee
December 11, 2019

The Executive Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present Bettina Lawton, Chair; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Nancy Scott; and Diane Tuininga

The following Committee members were absent: Jennifer Adeli

The following staff was present: Daryl Washington, Lyn Tomlinson, and Cindy Tianti

1. Meeting Called to Order

The meeting was called to order at 5:02 p.m.

2. Approval of the Minutes

The November 13, 2019 Executive Committee minutes were distributed for review. Following review, Diane Tuininga made a motion for approval of the minutes as presented, which was seconded and unanimously approved.

3. Adoption of the Executive Committee Agenda

The October 2019 Executive Committee meeting agenda was presented for review, following which, a recommendation to add the Request for Approval of CSB Board Policy #0020 to the agenda was offered. Following this revision, the agenda was accepted as revised.

4. Director's Report

Daryl Washington highlighted some recent activities to include:

- A letter was received from DBHDS (Department of Behavioral Health and Developmental Services) announcing both a one-time award in FY2020 of approximately \$453K to support implementation of medical clearance including personnel and equipment. And an award for ongoing funding of \$258K annually.
- The vacancy count was reported at 81. It was clarified that the current Vacancy Breakeven Point (VBP) is 75. To avoid unexpected increases in vacancies, aggressive hiring practices are being implemented. These practices include monitoring of resignations and retirements, noting the average number of staff losses each month is 12. DMB (Department of Management and Budget) has offered conceptual approval on a request to move some operational funding to personnel, pending details of the budget impact. It is anticipated that this will move forward in January 2020.
- The results of the most recent staff retirement eligibility report indicate that there are 58 staff eligible to retire in FY2019, 47 in FY2020 and 48 in FY2021. Over the next two years, there are 31 staff in DROP, the County's Deferred Retirement Option Program. It was highlighted that several doctors will be retirement eligible in the next couple of years, noting that robust recruitment efforts are ongoing to address this concern.
- An update to hiring included:

- Lisa Flowers, was hired as the Public Information Officer (PIO), starting Monday, December 16, 2019.
- First round interviews for the Deputy Director of Administrative Operations have concluded. Three candidates will be offered second-round interviews, the dates for which will be conveyed to the Board with an invitation to participate.
- DBHDS has provided funding for youth mental health initiatives that included approval for a rollover of funds. The funds have accumulated for several years to a total of approximately \$1M. DBHDS has approved use of the funds to pilot expansion of youth mental health including the hiring of three senior clinicians through FY2022. Plans to add this cost to the base budget for FY2023 are in development.
- Attention was directed to the update CSB Executive Organization Chart included in the meeting materials. It was highlighted that some realignment of positions and responsibilities was needed, the results for which were included in the updated Chart. Additional highlights included:
 - The creation of a CIO/EHR Director to oversee Analytics & Evaluation and Informatics was highlighted.
 - A reminder was offered that the Projects Director position was created in response to a Health Management Services (HMA) recommendation, noting that this position will work closely with senior management across the agency. Current projects include a highly detailed map of Revenue Cycle Management with a goal of increased revenue.
- The Department of Health and Human Services purchased a bus with a goal of providing community health care. CSB staff Louella Meachem represents the CSB on the workgroup that was developed to determine primary and equitable usage of the bus. It was clarified that the bus has five interview rooms and one exam room.
- Fairfax County has been named a Stepping Up Innovator County due to work related to Diversion First, noting this is one of only 17 awards nationwide.
- Proposed CSB Board Policy #0040 Priority Access to Locally Funded Services was provided for review and comment, noting development of the proposed policy stemmed from increasing numbers of out of area referrals to locally funded services. Following robust discussion, staff was asked to provide additional information, cost projections, and analysis on DD Employment and Day Program Enhancements, to further refine the language, and to consider possible inclusion or alignment with the CSB Board Policy #0030 Priority Access to CSB Services and the related document Guidelines for Access to CSB Services/Guidelines for Allocating CSB Resources.
- A reminder was offered that Alison Land is the newly appointed DBHDS Commissioner. It was noted that Ms. Land has extensive experience with the private hospital system but has less experience with Community Behavioral Health. It was further noted that DBHDS leadership overall could benefit from a greater understanding of the Community Behavioral Health system. This concern is heightened by the recent resignation of the Deputy Commissioner of Developmental Disabilities, noting a primary concern related to proposed legislative action involving the state hospital bed crisis. Mr. Washington emphasized that the CSB is working closely with the County Legislative Office in monitoring legislation involving the state hospitals.

5. CSB Board Agenda

The December 2019 CSB Board Meeting agenda was presented for review. Recognizing the need for Executive Committee review of CSB Board policies prior to CSB Board action, a CSB Board policies #0030, #0040, #1102, and #1103 were removed and held over to be readdressed in January 2020. Additionally, agenda item 10B was removed, following which the agenda was accepted and revised.

6. Matters of the Executive Committee

A. *Joint meeting of the Developmental Disabilities (DD) and Behavioral Health Oversight (BHOC) Committees:*

Diane Tuininga, Sheila Jonas, and Nancy Scott provided an overview of the activities of the December 4, 2019 joint committee meeting, highlights of which included:

- Lyn Tomlinson and Elizabeth McCartney provided the staff and legislative updates, respectively.
- Joan Rodgers facilitated the group work and discussion, noting great participation.
- The Associate Members provided agency information for the development of a map that would track services including gaps and overlaps that may be occurring.
- Associate Members also provided recommendations for possible topics to include at the next joint meeting in June 2020.

The next BHOC meeting is scheduled for Wednesday, January 8, 2020, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. *Compliance Committee:*

Bettina Lawton, noting the meeting had just been held and that all members were present, did not provide a report.

The next meeting of the Compliance Committee is Wednesday, January 15, 2020, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

The meeting update was included in the BHOC update provided above.

The next meeting of the Developmental Disabilities Committee will be Wednesday, February 5, 2020 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

D. *Fiscal Oversight Committee:*

Jennifer Adeli reported the December meeting would be held the following Friday, with a report provided at the full Board at the December meeting.

The next meeting of the Fiscal Oversight Committee is Friday, January 17, 2020 beginning at 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Ken Garnes offered a reminder for the members to submit legislative meeting summaries to Elizabeth McCartney. Additionally, Ms. McCartney will be tracking Bills as they are submitted and move through the legislature with regular updates provided to the Board.

Bettina Lawton referencing the current CSB Board Policy review procedure, offered a revision to the current procedure as follows:

- 1 Identified CSB Board Policies will be presented to the Executive Committee with members encouraged to forward recommended edits to the Clerk to the CSB Board.

- 2 The policies/policy will be submitted at the next Executive Committee meeting for approval to submit, with recommended edits, to the full board for further review.
- 3 The fully reviewed policy/policies will be submitted to the full board as an action item for approval at the meeting the following month.

This proposed procedure was accepted by all, following which CSB Board Policies #0030, #1102, and #1103 were reviewed and moved for further action to the January Executive Committee.

7. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Noting no revision recommendations were offered, the calendar was accepted as presented.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 6:47 p.m.

Actions Taken –

- The November 13, 2019 Executive Committee meeting minutes were approved.
- The December 11, 2019 Executive Committee agenda was accepted as presented.
- The December 18, 2019 CSB Board agenda was accepted as revised.
- The Annual Planning calendar was accepted as presented.
- The Clerk to the Board will send a reminder of the revised December CSB Board meeting date to all CSB Board members.

Date Approved

CSB Clerk to the Board

Fairfax-Falls Church Community Services Board
Joint Compliance and Executive Committees Meeting
January 15, 2020

The Executive Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present Bettina Lawton, Chair; Ken Garnes; Sheila Coplan Jonas; and Diane Tuininga

The following Committee members were absent: Jennifer Adeli and Nancy Scott;

The following staff was present: Daryl Washington, Lyn Tomlinson, and Cindy Tianti

1. Meeting Called to Order

The meeting was called to order at 4:02 p.m.

2. Approval of the Minutes

The December 11, 2019 Compliance Committee and Executive Committee minutes were distributed for review. Approval was tabled until the February 2020 meeting.

3. Adoption of the Executive Committee Meeting Agenda

The January 15, 2020 Joint Compliance Committee and Executive Committee meetings agenda was presented for review, prompting discussion of tentative proposal to continue holding the meetings jointly. Recognizing the challenge in meeting the diverse needs of both committees if conducting business concurrently, it was decided that the Committees would continue to meet independently.

Following discussion, the agenda was accepted as presented.

4. Compliance Committee

Daryl Washington and Lyn Tomlinson provided the Compliance updates including:

- *ComplyTrack*; noting no copies of the reports were available, Ms. Tomlinson noted that the reports remained largely unchanged from the prior month. Exceptions included:
 - Audit Report that reflected new services
 - CAP (Corrective Action Plan) has two programs reflecting the results of a licensing audit, and
 - Education, which was primarily the same.
- *Credible*; The Credible CEO declined a proposed meeting for January 21, 2020, offering an alternative date at the end of February. All 25 Virginia CSBs have agreed to the February date.
 - Additionally, DPMM (Department of Purchasing and Material Management) responded in writing to Credible and are awaiting a response. And, Jerome Newsome has a meeting with DIT (Department of Information Technology) leadership to develop dedicated servers as a response to anticipated Credible outages.

- *Serious Incident (Level III) Report*; Ms. Tomlinson provided the report for December 2019.

Committee members requested a revised one-page organizational chart. Mr. Washington, acknowledging some ongoing revisions, asked for a postponement until revisions were completed, which was accepted.

5. Director's Report

Daryl Washington highlighted some recent activities to include:

- Recent housing concerns have been satisfactorily concluded. Extraordinary efforts by residential staff in processing required documentation and extensive communication with residents is credited as the primary reason for the smooth transition of all residents but one, who declined continued housing. Corrective efforts with the previous housing provider are ongoing.
- The Department of Justice (DOJ) settlement hearing was attended by CSB Asst. Deputy Director Barbara Wadley-Young. The judge reviewed each of the many DOJ settlement requirements with both federal and state representatives, written guidance from the judge is pending.
- A reminder that the VACSB (Virginia Association of Community Services Boards) Legislative Conference is January 21 and 22, noting anticipation for an opportunity to meet with the new DBHDS Commissioner, Alison Land.
- Final interviews with the Deputy Director candidates are tomorrow, January 16. It is anticipated that a final candidate will be identified, and the Human Resources paperwork submitted to begin the hiring process. Regular updates will be provided as information becomes available.
- The Partner Feedback form has been finalized for initial use; copies will be distributed at the CSB Board meeting the next week. The form will be used at upcoming partner meetings with further discussion of additional refinement to follow.
- A minor increase in the acceptance of individuals with a TDO (Temporary Detention Order) at private psychiatric hospitals was reported.
- The General Assembly Legislative Session has begun. CSB staff is actively tracking and monitoring legislation that may impact the CSB, including review of the County and the VACSB legislative positions. Of primary concern are:
 - A request to expand the current TDO (Temporary Detention Order) procedure includes authorizing other entities to process TDOs in addition to the CSBs, currently the single authorized entity in Virginia. Mr. Washington will provide regular updates including if he will be meeting with members of the legislature to clarify the depth and wide-ranging impact of these proposed changes.
 - Bills related to marijuana include both decriminalization (small amounts considered for personal use only will not be prosecuted) and the legalization of marijuana.

6. CSB Board Agenda

The January 22, 2020 CSB Board Meeting agenda was presented for review. Revision recommendations included removal of the three sub-items with the Director's Report, following which the agenda was accepted as revised.

7. Matters of the Executive Committee

A. *Other Matters:*

Policy Reviews included discussion by all member present, the results of which include:

- CSB Board Policy #0030, Priority Access to CSB Services; some clarification to the order of priority access, revision of the phrase ‘emotional disturbance’ to ‘emotional disability’.
- CSB Board Policy #1102, Ethical and Professional Behavior; It was determined that the policy should be revised to remove references to staff and others and should only pertain to the Board.
- CSB Board Policy #1103, Conflict of Interest; revise to clarify ‘conflict’ related to ‘funding’, ‘contracted’ or ‘partner’ status for final discussion at the February meeting.
- Proposed CSB Board Policy, Continuity of Operations Plan (COOP); it was determined that as all operations are covered by the existing CSB and County COOP plans, that this policy was not needed. Members advised that staff ensure the current COOP was up to date.

It was clarified that the policies still to be reviewed will be resubmitted to the Executive Committee for approval of revisions and, if approved, submitted to the full Board as an Information item in February.

Members engaged in robust discussion of the possible advantages and disadvantages of merging the Developmental Disabilities and Behavioral Health Oversight Committees. Recognizing the impact of this proposal, it was decided that the Associate Members would be consulted before any action is recommended.

8. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. As no recommendations were offered, the calendar was accepted as presented.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 5:30 p.m.

Actions Taken –

- The December 11, 2019 Executive Committee meeting minutes and the December 11, 2019 Compliance Committee meeting minutes were tabled until the February 2020 meetings.
- No revisions to the January 15, 2020 Executive Committee agenda were offered.
- The January 22, 2020 CSB Board agenda was accepted as revised.
- No revisions to the Annual Planning calendar were offered.

Date Approved

Clerk to the Board