

Fairfax-Falls Church Community Services Board
Executive Committee Virtual Meeting Minutes
May 19, 2021

The Executive Committee of the Fairfax-Falls Church Community Services Board met electronically due to the COVID-19 pandemic that has made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available via video and web conferencing platform to CSB Board members, CSB staff, and members of the public. The meeting notice, including participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, attendees were offered an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

The following Committee members were present Bettina Lawton (Vienna), Chair; Jennifer Adeli (Great Falls); Sheila Coplan Jonas (Dewey Beach DE); and Garrett McGuire (Alexandria)

The following Committee members were absent:

The following staff was present: Daryl Washington, Daniel Herr, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:30 p.m.

2. Roll Call and Audibility

Ms. Lawton conducted a roll call with each CSB Board Member present, as identified above, to confirm that a quorum of CSB Board members was present and audible. Ms. Lawton passed the virtual gavel to CSB Board Vice Chair Garrett McGuire to make several motions required to begin the meeting.

A motion was offered confirming that each member's voice was audible to each other member of the CSB Board present; this motion was seconded by Sheila Jonas and passed unanimously.

3. Preliminary Motions

CSB Board Chair Bettina Lawton made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Board to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of this CSB Board and the physical presence of the public, cannot be implemented safely or practically.

A further motion was made that this Board may conduct this meeting electronically through a dedicated online video and web conferencing platform, and that the public may access this meeting via Meeting ID: 91513941026 and Passcode 736925. Motions were seconded by Garrett McGuire and unanimously approved.

Ms. Lawton made a final motion that that all the matters addressed on today's agenda are statutorily required or necessary to continue operations and the discharge of the CSB Board's lawful purposes, duties, and responsibilities. The motion was seconded Garrett McGuire and unanimously passed.

4. Matters of the Public.

None were offered.

5. Adoption of the Executive Committee Agenda

The May 19, 2021 Executive Committee meeting agenda was presented for review, following which, the agenda was accepted as presented.

6. Approval of the Minutes

The April 21, 2021 Executive Committee minutes were distributed for review. Following which, Sheila Jonas made a motion for approval of the minutes as presented, which was seconded Garrett McGuire and approved.

7. Director's Report

Daryl Washington provided an overview of recent agency activities:

- A reminder was offered that as of May 1, 2021, Support Coordinators are providing face-to-face Developmental Disability services, noting that services are required to be delivered at the individual's home or place of business/day program. Employment & Day services are phasing in face-to-face service delivery.
- At the May 11th joint meeting of the CSB Board and the Board of Supervisors (BOS) some BOS members expressed interest in prevention and treatment actions related to the increase of opioid use. In response, the Opioid Task Force is developing a NIP (Not in Package) memo for the BOS that will be shared with the CSB Board once finalized. Some information that will be included in the NIP is prevention information, plans for continued outreach and encouragement to accept in-patient treatment (contract bed space), Narcan/REVIVE! Training, non-duplicative case data, and details of collaborative prevention measures with Fairfax County Public Schools (FCPS).
- Noting some concern at the legalization of marijuana in Virginia, it was clarified that marijuana use will not be tolerated and will be managed like tobacco and alcohol use.

An update to COVID related activities in Virginia included:

- Recent changes at the CDC and the lifting of some restrictions in Virginia were acknowledged, noting that the County is keeping all restrictions in place. In response to a request to provide recommendations for telework vs. direct service mix related to service delivery and return to work, the CSB is developing a report. The recommendations will differentiate between type of location and service delivery.
- It was noted that this is also an opportunity to address county efforts to vacate leased space and possibly realize some cost savings and efficiencies.
- Additional guidance for staff returning to work on-site is anticipated.
- In observance of the relaxation of mandates and decreasing COVID cases, the Health Department has been consulted for guidance regarding relaxation of safety protocols, e.g., screening of individuals, reduced capacity to address physical distancing at residential programs.
- The first survey thorough HSD Metrics was sent the previous week to all employees who terminated employment from January to April. It was clarified that it typically takes 60 days for meaningful data to be received. The next survey will be sent to recent hires.

- CSB Human Resources and Finance are developing a salary compression analysis for some core job specifications including Case Managers, licensed staff, and Support Coordinators (466 staff) with a goal of salary modification. Based on the results, supervisors may also be included in the analysis (100 staff). It is anticipated that some county support will be needed to implement the identified modifications noting that guidance is expected from DMB (Department of Management and Budget) and the BOS. Updates will be provided to the CSB Board as events occur.
 - Mr. Washington confirmed that the VACSB (Virginia Association of Community Service Boards) will be releasing an RFP (Request for Proposal) to conduct a statewide assessment of salaries for all Virginia CSB job classes. The assessment is anticipated to take approximately six months.
- Mr. Washington provided information on three grant opportunities that will be added to the May 26, 2021 CSB Board Meeting agenda. Highlights include:
 - *CIT Assessment Site Expansion* – provides funds to hire permanent staff for this site/program at the MCRC (Merrifield Crisis Response Center).
 - *Forensic Discharge Planning* – provides funding for additional resources for individuals discharging from the Adult Detention Center (ADC)
 - *Study of Co-responder Model Partnership with (grant applicant) GMU (George Mason University)* - the CSB will partner with GMU, if awarded the grant, in the study of co-responder models. The funding is anticipated to offset costs for four to five full-time CSB staff to work with the co-responder models prior to involvement in round two of the Marcus Alert Bill that is expected to provide approximately \$600K. This effort will also involve negotiation with County Human Resources and DMB, and collaboration with Fairfax County Police and the Sheriff’s Office. Members were encouraged to attend the Diversion First Stakeholders meeting on May 24 where the Marcus Alert Bill will be a primary discussion topic.
- STEP-VA plans for Peer Services have been approved. The Veteran’s services plan has been submitted; the response is anticipated for next week. Development of the plan for Outpatient expansion is underway as the parameters were only recently received. Additionally, Human Resources is working to identify positions for this expansion in preparation of plan approval. Further updates will be provided at the June 2021 CSB Board meeting.
- The RFP for staffing of the Regional Crisis Call Center Platform is anticipated to be released by the end of May 2021.
- Daryl Washington and Jean Post recently concluded negotiations with the Department of Behavioral Health and Developmental Services (DBHDS) to revise a CSPC (Community Services Performance Contract) Exhibit D to operate a residential step-down home with Gateway Homes. Receipt of the revised Exhibit is anticipated soon.

8. CSB Board Agenda

The May 26, 2021 CSB Board Meeting agenda was presented for review. Several revisions were offered to the agenda including removal of the Legislative Report and the addition of two Action Items and one Information Item. Following these revisions, the agenda was accepted as revised.

9. Matters of the Executive Committee

A. *Service Delivery Oversight (SDOC) Committee:*

Garrett McGuire offered a reminder that the next meeting will be a virtual meeting on Wednesday June 9, 2021 at 5:00 PM.

B. *Compliance Committee:*

Noting the committee had just met, no report was provided.

The next meeting of the Compliance Committee is Wednesday, June 16, 2021, 4:00 p.m. Due to recent changes to COVID requirements, CSB Board discussion will determine the format of the June 2021 CSB Board and Committee meetings.

C. *Fiscal Oversight Committee:*

Jennifer Adeli offered a reminder that the June meeting was scheduled for the next day.

The next meeting of the Fiscal Oversight Committee is Thursday, May 20, 2021 beginning at 4:00 p.m. at the Merrifield Center, Room 3-314, West.

D. *Other Matters:*

Bettina Lawton provided a brief overview of the joint CSB Board and BOS meeting on May 11, 2021. Highlights included:

- There was a request from BOS Chair Jeff McKay for a copy of the critical vacancies list that is provided at the Fiscal Oversight Committee meeting.
- Following discussion of the challenges related to recruitment, hiring, and retention it was recommended that the County Department of Human Resources and other county agencies work together to improve hiring and retention practices. It was noted that Supervisors Herrity and Palchik were vocally supportive. Ms. Lawton requested notice of any follow up actions to this matter.
- There was some discussion of the anticipated cost of the Marcus Alert bill It was further that Supervisor Walkinshaw had expressed interest in this topic.

10. CSB Board Annual Planning Calendar

The updated calendar was reviewed. It was noted that the Fiscal Oversight Committee conflicts with Veteran's Day on November 11, 2021. A reminder was offered to reschedule the meeting for that month as November nears. Acknowledging no further recommendations were forthcoming, the calendar was accepted as presented.

CLOSED SESSION

At 5:16 p.m. Sheila Jonas offered a motion to meet in closed session for discussion of a personnel matter as permitted by Virginia Code Section 2.2-3711(A)(1) which was seconded by Garrett McGuire and passed.

CERTIFICATE OF CLOSED SESSION

The Board reconvened the open session at 5:25 p.m. following which a motion was offered by Sheila Jonas, 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. The motion was seconded by Garrett McGuire, and unanimously passed,

There being no further business to come before the Committee, the meeting was adjourned at 5:28 p.m.

Actions Taken –

- The April 21, 2021 Executive Committee meeting minutes were approved.
- The May 19, 2021 Executive Committee agenda was accepted as presented.
- The May 26, 2021 CSB Board agenda was approved as presented.
- The CSB Board Annual Planning Calendar was accepted as presented.

June 16, 2021
Date Approved



Clerk to the Board