

Fairfax-Falls Church Community Services Board

Virtual Meeting Minutes

May 26, 2021

The CSB 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 CSB members were present: Bettina Lawton Chair (Vienna); Daria Akers (Fairfax); Karen Abraham (Fairfax); Jennifer Adeli (Great Falls); Robert Bartolotta (Falls Church); Captain Derek DeGeare (Loudoun County); Sheila Jonas (Alexandria); Larysa Kautz (Alexandria); Garrett McGuire (Locust Grove, VA); Edward Rose (Falls Church); Daniel Sherrange (Chantilly); Sandra Slappey (Fairfax City); and Anne Whipple (Great Falls).

The following CSB Board members were absent: Srilekha Palle and Andrew Scalise

The following CSB staff was present: Lyn Tomlinson, Dep. Dir. Clinical Operations; Jennifer Aloï, Healthcare Systems Director; Georgia Bachman, Asst. Dep. Dir. Acute & Therapeutic Treatment Services; Eileen Bryceland, Director Behavioral Health Outpatient & Case Management Services; Jessica Burris, Chief Financial Officer; Lisa Flowers, Communications Director; Daniel Herr, Dep. Dir. Administrative Operations; Evan Jones, Dir. Employment & Day Services; Michael T. Lane, Director, Office of Individual and Family Affairs; Linda Mount, Dir. Analytics & Evaluation; Sierra Simmons, Director, Support Coordination Services; Cynthia Tianti, Deputy County Attorney;

1. Meeting Called to Order

Bettina Lawton, CSB Board Chair, called the meeting to order at 5:00 p.m.

2. Matters of the Public

None were presented.

3. Roll Call and Audibility

CSB Board Chair Bettina 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 at the start of the meeting.

A motion was offered confirming that each member's voice was audible to each other member of the CSB Board in attendance; this motion was seconded by Daria Akers and passed unanimously.

4. 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: 946 0431 5526 and Passcode 987575. 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 Robert Bartolotta and unanimously passed.

5. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging that CSB staff Georgia Bachman would present both Action Items Daria Akers made a motion to approve the agenda as revised that was seconded and unanimously passed.

6. Approval of the Minutes

Draft minutes of the April 28, 2021, meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no revisions were suggested, Edward Rose made a motion for approval, which was seconded by Derek DeGeare and unanimously passed.

7. Director's Report

Lyn Tomlinson and Daniel Herr provided the agency updates. Some highlights include: The services updates were provided by Lyn Tomlinson to include:

- Face -to-face Support Coordination services resumed May 1, 2021, as required by the DOJSA (Department of Justice Settlement Agreement). Employment & Day Services staff are phasing in face-to-face service delivery.
- Crisis stabilization services, Wellness Circle, were relocated to the newly renovated site earlier in May. Following this relocation, services at A New Beginning (ANB) were relocated back into the space previously occupied by Wellness Circle and following *this* relocation, services at Crossroads could expand into space previously occupied by ANB. Due to physical distancing requirements, census' remain lower than pre-COVID allowances. To address the census, CSB staff are working with the Health Department to identify procedures for increasing the census in residential programs. Time to treatment wait times continue at 2-3 weeks indicating no significant impact from the reduced census.
- The CSB Spirit of Excellence Awards ceremony was held May 20th. Highlights included that a partnership award went to ADC staff working with CSB staff for management of incarcerated individuals with substance use disorders.
- The Mental Health Docket graduation was the previous Friday, reporting positive discussion on the Virginia Association of Criminal Defense Attorneys listserv.
- The Peer Outreach Response Team (PORT) has begun receiving overdose referrals directly from police in addition to fire & rescue.

- Noting that recruitment and retention are a national challenge, it was reported that the Department of Behavioral Health and Developmental Services (DBHDS) has released an RFP to launch a statewide salary review.
- STEP-VA plans for Peer Services have been approved. Plans for Veteran's services have been submitted; the response for which is pending. The proposal for Outpatient services will be submitted on Friday, May 28, 2021.
- CSB staff are working with clients and Housing, Health, and Human Services staff to develop a post-pandemic posture to prepare for anticipated openings and relaxation of safety protocols.
- Offering a reminder of discussion at prior May 2021 CSB Board Committee meetings, Ms. Tomlinson reported that the CSB will not be pursuing a possible grant opportunity partnering with George Mason University due to sustainability concerns. It was reported that there will be a second opportunity for the partnership/grant in September 2021.

Daniel Herr provided updates to activities in administrative operations that included:

- Staff Surveys: in partnership with HSD (Health Services Development) Metrics exit surveys were sent to staff who left the CSB from January through April; data is anticipated to be available between 45-60 days after the survey was sent. Next steps include surveying new staff followed by surveying all current staff.
- Bonuses: Sign on and referral bonuses have been approved for hard to fill positions
- Internships: Have been expanded to include licensed counselors further reporting that a stipend will be provided to clinicians who supervise interns.
- Annuitants: Allow the return of annuitants to return to address time to treatment concerns.
- Job Sharing: Convert some full-time merit positions to job sharing positions for clinicians who are looking to retain County benefits.
- Interviewing Flexibility: Exploring options for virtual interviewing processes and developing generic job ads to broaden candidate pools.
- Salary Compression: Reviewing internal salary alignment for hard to fill positions including 466 clinicians. It was noted that 100 supervisors may also be included.
- The contract process for a new EHR (Electronic Health Record) is anticipated to be finalized in June.

8. Matters of the Board

Daria Akers reported attending the biannual Diversion First Stakeholders meeting on May 24th. A primary topic was the Marcus Alert Bill and the micro-pilot program. Reporting that the meeting was likely recorded, interested members were encouraged to seek out the recording.

Bettina Lawton offered a reminder that the closed session to address the annual evaluation of the CSB Executive Director was canceled. In order to adhere to the schedule for submitting the evaluation, Ms. Lawton asked for a motion authorizing the

CSB Board Executive Committee to approve and submit the final evaluation. Garrett McGuire made the motion that was seconded by Dan Sherrange and unanimously passed.

9. Committee Reports

A. *Service Delivery Oversight Committee (BHOC)*

Sheila Jonas and Garrett McGuire offered a reminder that the meeting occurs bi-monthly with the next meeting scheduled for Wednesday, June 9, 5:00 p.m. noting it will be conducted wholly electronically via Zoom.

B. *Compliance Committee*

Bettina Lawton reported that following review of the ComplyTrack reports, members proposed a refinement of the data to make them more informative.

The next meeting is Wednesday, June 16, at 4:00 p.m. wholly electronically via Zoom.

C. *Fiscal Oversight Committee*

Jennifer Adeli. provided an overview of the April meeting. The primary topic of discussion was the financial status in preparation for the fiscal year-end. Offering a reminder that the CSB is a special fund, it was reported that there is a carryover balance at year end the preparations for which include implementation of the FY 2021 initiatives, encumbering funds for identified expenses, and review of current reserves to determine any revisions that may be needed for FY 2022. An HR update was also provided.

The next meeting is Thursday, June 17, at 4:00 p.m. at the Merrifield Center, Room 3-314, West.

D. *Other Reports*

Bettina Lawton offered a reminder that the CSB Board Officer Nomination Committee would present a slate of officer nominations at the June 2021 CSB Board meeting for approval, confirming that an opportunity for nominations from the floor would be offered at the meeting. Members interested in serving as an officer, if not already approached by members of the nominating committee, were encouraged to notify the CSB Board Clerk.

Ms. Lawton offered a further reminder and some background of two Ad Hoc Committees recently proposed.

- *Metrics & Reports Committee* – chaired by Sandi Slaphey with members Karen Abraham, Sheila Jonas, Garrett McGuire, Ed Rose, Andrew Scalise, Dan Sherrange and Anne Whipple. CSB supporting staff: Daniel Herr, Jennifer Aloï, and Linda Mount.

Rob Bartolotta made a motion to establish the CSB Board Ad Hoc Metrics & Reports Committee that was seconded by Ed Rose and unanimously approved.

- *Strategic Plan Committee* – chaired by Dan Sherrange, Rob Bartolotta, Bettina Lawton, Srilekha Palle, and Sandi Slaphey. CSB Supporting staff: TBD.

Sheila Jonas made a motion to establish the CSB Board Ad Hoc Strategic Plan Committees that was seconded by Rob Bartolotta and unanimously approved.

Ms. Lawton recommended that as there is some overlap in membership that the committees not run concurrently. It was recommended that the Metrics & Report Committee be scheduled first to allow staff to integrate recommended changes in July. The Strategic Planning Committee could be scheduled to start after the Metrics & Report Committee, in July or August as needed.

10. Information Item

A. *FY 2022 and 2023 Community Services Performance Contract (CSPC)*

Daniel Herr provided some background information to familiarize the Board with the content, purpose, and requirements of the CSPC. It was noted that the proposed timeline is reliant upon the release date of the CSPC to the CSBs. It was clarified that staff anticipated used of the timeline provided on Page 8A-1 in the meeting materials.

11. Action Item

A. *Department of Behavioral Health and Developmental Services (DBHDS) Grant for Forensic Discharge Planning FY 2022*

Georgia Bachman provided an overview of the request for Board authorization for the Fairfax-Falls Church Community Services Board (CSB) to apply for and, if awarded, accept up to \$300,000 for FY 2022 from a DBHDS Grant for Forensic Discharge Planning. The funds will establish 2 FTE Sr. Clinician positions to manage discharge planning for individuals with SMI (serious mental illness). Discharge planning begins when the individual enters the ADC (Adult Detention Center) and continues until the individual is connected with appropriate services post discharge. It was confirmed that the grant period is September 1, 2021, to June 30, 2022. It is anticipated that these funds will be ongoing.

Dan Sherrange made a motion to submit for, and if awarded, accept funding from DBHDS for Forensic Discharge Planning for FY 2022, following which the motion was seconded by Captain Derek DeGeare and approved.

B. *Department of Behavioral Health and Developmental Services (DBHDS) to Support Expansion of CIT (Crisis Intervention Team) Assessment Site Program FY 2022*

Georgia Bachman provided background on the request to approve submission of a grant application for the CSB to apply for, and if awarded, accept funding from DBHDS for funds of up to \$624,000 to establish a 23-hour 4-bed crisis stabilization unit staffed with five full-time grant staff that will include three Behavioral Health Nurse Case Managers (BHN CM) and two Peer Support Specialists. It is anticipated that these funds will be ongoing.

Dan Sherrange made a motion to submit for and if awarded accept funding from DBHDS to Support Expansion of CIT Assessment Site Program for FY 2022 that was seconded by Rob Bartolotta and unanimously approved.

There being no further business to come before the Board, the meeting was adjourned at 6:08 p.m.

Actions Taken - -

- ◆ Motions to confirm audibility, purpose, and accessible electronic access to the meeting as required were proposed and unanimously passed.
- ◆ The May 26, 2021, CSB Board meeting agenda was approved.
- ◆ The April 28, 2021, CSB Board meeting draft minutes were approved.
- ◆ The CSB Board Ad Hoc Metrics & Reports Committee was established.
- ◆ The CSB Board Ad Hoc Strategic Plan Committee was established.
- ◆ Approval to submit for and, if awarded, accept funding from the DBHDS Grant for Forensic Discharge Planning FY 2022.
- ◆ Approval to submit for and, if awarded, accept funding from the DBHDS to Support Expansion of CIT (Crisis Intervention Team) Assessment Site Program FY 2022

June 23, 2021

Date Approved



Staff to the CSB Board