

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
FISCAL OVERSIGHT COMMITTEE VIRTUAL MEETING MINUTES  
OCTOBER 21, 2021**

The Fiscal Oversight 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.

**1. Meeting Called to Order**

Committee Chair Jennifer Adeli called the meeting to order at 4:00 p.m.

**2. Roll Call, Audibility, and Preliminary Motions**

**PRESENT:**       **BOARD MEMBERS:** JENNIFER ADELI (GREAT FALLS, VA), CHAIR; KAREN ABRAHAM (FAIRFAX, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); DIANA RODRIGUEZ (MCCLEAN, VA); ANDREW SCALISE (FAIRFAX, VA); DAN SHERRANGE (CHANTILLY, VA); SANDRA SLAPPEY-BROWN (FAIRFAX CITY, VA)

**ABSENT:**       **BOARD MEMBERS:** BETTINA LAWTON

**Also present:** Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Administrative Operations Daniel Herr, Chief Financial Officer Jessica Burris, Director of Analytics & Evaluation Linda Mount and Board Clerk Joseline Cadima.

Committee Chair Jennifer Adeli 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. Committee Chair Jennifer Adeli passed the virtual gavel to Committee Member Dan Sherrange 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 Committee Member Captain Derek DeGeare and passed unanimously.

**Preliminary Motions**

Committee Chair Jennifer Adeli 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 video and web conferencing platform, that may be accessed via Meeting ID: 872 7942 3251 and Passcode: 399666. Motions were seconded by Committee Member Captain Derek DeGeare and unanimously approved. Committee Chair Jennifer Adeli 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 Committee Member Captain Derek DeGeare and unanimously passed.

**3. Matters of the Public.**

None were presented.

**4. Amendments to the Meeting Agenda**

The meeting agenda was provided for review, no amendments were made.

**MOVED BY COMMITTEE MEMBER DAN SHERRANGE, SECONDED BY COMMITTEE MEMBER CAPTAIN DEREK DEGEARE TO APPROVE AGENDA ITEM NO. 4.**

**AYES: BOARD MEMBERS:** JENNIFER ADELI (GREAT FALLS, VA), CHAIR; KAREN ABRAHAM (FAIRFAX, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); DIANA RODRIGUEZ (MCCLEAN, VA); ANDREW SCALISE (FAIRFAX, VA); DAN SHERRANGE (CHANTILLY, VA); SANDRA SLAPPEY-BROWN (FAIRFAX CITY, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** BETTINA LAWTON

**5. Approval of Minutes**

Meeting minutes of the September 16, 2021, Fiscal Oversight Committee were provided for review and revision.

**MOVED BY COMMITTEE MEMBER DAN SHERRANGE, SECONDED BY COMMITTEE MEMBER KAREN ABRAHAM TO APPROVE AGENDA ITEM NO. 5.**

**AYES: BOARD MEMBERS:** KAREN ABRAHAM (FAIRFAX, VA); DIANA RODRIGUEZ (MCCLEAN, VA); ANDREW SCALISE (FAIRFAX, VA); DAN SHERRANGE (CHANTILLY, VA); SANDRA SLAPPEY-BROWN (FAIRFAX CITY, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** JENNIFER ADELI\*; CAPTAIN DEREK DEGEARE\*

**ABSENT: BOARD MEMBERS:** BETTINA LAWTON

\*Board Members Jennifer Adeli and Captain Derek DeGeare abstained from the approval of the Minutes, they noted their absence during the September 16, 2021, meeting.

## **6. Administrative Operations Report**

**Deputy Director of Administrative Operations Daniel Herr** presented the staff report and an overview of the FY23 Budget in Concept; commented on the agreement with VidCruiter, which is a program to conduct video interviews with potential candidates; noted the second week of COVID-19 mandatory rapid testing for employees who are not vaccinated or have not provided a vaccination status; confirmed that employees who submit to weekly testing can sign up online for testing slots that are spread around the county, supervisors are informed of the test results on Fridays and if a positive result comes back, the employee then will take the COVID-19 PCR test as a confirmatory method.

**Financial Chief Officer Jessica Burris** responded that the contract rate adjustment is aligned with the consumer price index with is normally less than 5%, but currently due to inflation it is above 5% and the County sets the limits for everyone.

**Deputy Director of Clinical Operations Lyn Tomlinson** provided the CSB Human Resources Vacancy Report and clarified that the 6 vacancies in the emergency services has 2 current vacancies but the other 4 vacancies are reclassified positions.

## **7. Clinical Operations Report**

**Deputy Director of Clinical Operations Lyn Tomlinson** provided the staff report and an overview of the September 2021 data reports; Service Director LaVurne Williams will explore avenues to increase the number of individuals that can be served in programs such as Crossroads and/or New Beginnings; currently experiencing staff shortage in the entry and referral unit, the loss of licensed senior clinicians has led to the decrease in operating hours at the Merrifield Center from 9:00a.m.-5:00 p.m. to now 9:00a.m.-3:00p.m.; collection of data for boarding of individuals in the hospital emergency department has commenced in the month of September; the RFP is out for the Regional Call Center and will receive further information once it's provided; STEP-VA positions will add positions to youth and family patient services.

**Committee Chair Jennifer Adeli** directed staff to include the number of vacancies in the engagement and assessment unit on the Human Resources Vacancy Report.

## **8. Financial Status**

**Financial Chief Officer Jessica Burris** provided the staff report and an overview of the modified fund statement, variable revenue report, and expenditures-budget and actuals financial reports.

## **9. Open Discussion**

Committee Members unanimously agreed to change the November 11, 2021, meeting to November 18, 2021, to accommodate Veteran's Day.

**10. Adjournment**

**MOVED BY COMMITTEE MEMBER DAN SHERRANGE TO ADJOURN THE MEETING AT 5:14 P.M.**

**AYES: BOARD MEMBERS:** JENNIFER ADELI (GREAT FALLS, VA), CHAIR; KAREN ABRAHAM (FAIRFAX, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); DIANA RODRIGUEZ (MCCLEAN, VA); ANDREW SCALISE (FAIRFAX, VA); DAN SHERRANGE (CHANTILLY, VA); SANDRA SLAPPEY-BROWN (FAIRFAX CITY, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** BETTINA LAWTON

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11/18/2021

Date Approved

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*Josefine Cadima*

Clerk to the Board