

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
FISCAL OVERSIGHT COMMITTEE MEETING MINUTES  
JUNE 22, 2023**

The CSB Fiscal Oversight Committee met in regular session at the Sharon Bulova Center, 8221 Willow Oaks Corporate Drive, Level 3, Room 3-314, West, Fairfax, VA 22031

**1. Meeting Called to Order**

Acting Committee Chair Andrew Scalise called the meeting to order at 4:01 PM.

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

**PRESENT:**       **BOARD MEMBERS:** ACTING COMMITTEE CHAIR ANDREW SCALISE;  
SANDRA SLAPPEY BROWN; CLAUDIA VOLK; BETTINA LAWTON (TEXAS)

**ABSENT:**       **BOARD MEMBERS:** CAPTAIN DANIEL WILSON, JENNIFER ADELI,  
DAN SHERRANGE, KAREN ABRAHAM

**Also present:** Executive Director Daryl Washington, Deputy Director of Clinical Operations Abbey May, Deputy Director of Community Living Barbara Wadley-Young, Deputy Director of Administrative Operations Jean Post, Chief Financial Officer Elif Ekingen, Director of Analytics & Evaluation Linda Mount, and Board Clerk Sameera Awan.

**Motions**

Acting Committee Chair Andrew Scalise motioned to approve Committee Member Bettina Lawton's request to participate from a remote location for personal reasons. A further motion was offered by acting Chair Scalise to approve that all persons at the primary central meeting location can adequately hear the voice of Committee Member Lawton from her remote location.

**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.

**5. Approval of Minutes**

May 18, 2023, Fiscal Oversight Committee Meeting minutes were presented for review and revision. Acting Committee Chair Andrew Scalise suggested including May 18, 2023, meeting minutes in the agenda for the August 17, 2023, Fiscal Oversight Committee Meeting to seek approval, considering the requirement for a quorum.

## **6. Administrative Operations Report**

Deputy Director of Administrative Operations Jean Post provided an overview of recent agency activities:

- The CSB Human Resources Positions Vacancy Report indicated a slight increase in vacancies from 135 to 133. The CSB is currently 15.65% above the annual low, surpassing our desired target. The monthly breakdown table highlighted specific service delivery areas, showcasing noteworthy changes in May. The Behavioral Health Outpatient vacancies increased from 9 in April to 11 in May. Similarly, the Youth & Family Outpatient vacancies rose from 5 in April to 7 in May, and the ADC/Jail Diversion vacancies increased from 11 in April to 13 in May. Conversely, the Support Coordination vacancies decreased from 10 in April to 9 in May. These updates provide an overview of the current status of vacancies within critical service areas. As of the present, the CSB's recruitment process includes 19 merit offer letters with pending start dates scheduled between now and September 11. Furthermore, there are 13 hiring packages currently under review, and they will be processed promptly to move forward with the recruitment process. In the CSB Clinical and Administrative Operations Services vacancies, there are currently 22 HR positions, with 15 being merit positions and 7 being non-merit. The vacancy rate for merit positions stands at 20%, while the vacancy rate for non-merit positions is 57%. Additionally, there are 9 vacant Data Analytic positions, with 4 vacancies. This results in a 44% vacancy rate for these roles. Out of these vacancies, 2 are currently in workforce planning, and the remaining 2 are under active recruitment.
- Cathy Schafrik, the Director of the Department of Human Resources, delivered the Time to Hire presentation to the Board of Supervisors (BOS). In 2022, the county encountered a significant influx of new hires and staff departures, with fiscal years 21 and 22 marked by departures that stemmed mainly from the preceding years. This period saw the onset of a transformative shift in the workforce crisis within the CSB. Though extensive, the county's Recruitment Life Cycle spans 51 days from initiation to completion, encompassing the multitude of requirements in the recruitment process. Additionally, the average Time to Hire fluctuates depending on the industry within the private sector. It can be as brief as 36 days, whereas the figure hovers around 119 days in governmental agencies. The County is actively working to reduce these timeframes wherever feasible.

## **7. Clinical Operations Report**

**Deputy Director of Community Living Barbara Wadley-Young** presented the Adult Behavioral Health Outpatient (BHOP) Service Capacity Report and Support Coordination Service Capacity Report, emphasizing shifts from April to May 2023. During this period, BHOP services experienced an overall reduction in time to treatment for adult outpatient services, resulting in an average of 20 days per available appointment – the lowest average observed over the past year. This shift is partly attributed to staff reallocation from other programs to establish a treatment team focused on expeditious appointment assessments. The BHOP teams have undertaken targeted efforts to manage caseloads more effectively. The success rate is 38% for ensuring individuals secure appointments within the 14-day window. The program has also observed consistent orientations from the front door and assessments in recent months.

Interestingly, March exhibited the most substantial surge in numbers, although the precise reasons remain unclear. Nonetheless, there is reassurance in the sustained and well-managed numbers driven by the teams' diligence.

**Deputy Director of Clinical Operations Abbey May** provided the Youth Time to Treatment and Support Coordination Service Capacity Report, highlighting pertinent findings. Notably, there has been an elevation in wait times, with the average duration until the first available appointment extending from 16 to 19 days. Furthermore, the timeframe from assessment to treatment has increased from 21 to 24 days.

**Director of Analytics & Evaluation Linda Mount** presented the CSB Status Report and Quarterly Performance Measures.

## 8. Financial Status

**Financial Chief Officer Elif Ekingen** provided the staff report and an overview of the Modified Fund Statement and Expenditures-Budget vs. Actuals Financial Reports.

## 9. Open Discussion

**Board Member Sandra Slappey-Brown** mentioned that the current CSB Fiscal Committee meeting will mark her final participation. She shared that her tenure is also concluding this month, and she will resign from her position on the CSB Board. This journey has been incredibly rewarding, as she looks forward to next week, which will encompass her final CSB Board meeting. She took the opportunity to express her deep admiration for the dedicated work of the CSB staff throughout these years.

**Acting Committee Chair Andrew Scalise** emphasized that the CSB Fiscal Committee will not convene in July, encouraging the CSB staff to allocate ample time to ensure the accuracy of the financial records in August. He extended his gratitude and best wishes for the upcoming month and looks forward to reconvening with the group in August.

## 10. Adjournment

A motion to adjourn the meeting was made by Acting Committee Chair Andrew Scalise at 5:03 PM.

August 17, 2023

Date Approved

DocuSigned by:

*Sameera Awan*

Clerk to the Board