

Fairfax-Falls Church Community Services Board
Executive Committee
August 21, 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; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; and Diane Tuininga

The following Committee members were absent: Nancy Scott

The following staff was present: Lyn Tomlinson, and Bill Hanna, and Cynthia Tianti

1. Meeting Called to Order

The meeting was called to order at 5:09 p.m.

2. Approval of the Minutes

The July 17, 2019 Executive Committee minutes were distributed for review. Following the request to correct a minor typographical error, review, Ken Garnes made a motion for approval of the minutes as revised, which was seconded and unanimously approved.

3. Adoption of the Executive Committee Agenda

As no revisions were offered for the August 2019 Executive Committee meeting agenda, it was accepted as presented.

4. Director's Report

Bill Hanna provided an update to ongoing budget realignment efforts, noting the current focus is on expenditures including encumbrances in an effort to improve projections. CSB financial analysts are meeting with Service Directors through the end of the quarter (September), following which will be a meeting with DMB (Department of Management and Budget) to present the proposed realignment that is anticipated to include a reassignment of surplus operating funds to personnel. CSB Board members advised consideration of pending mandates, i.e. STEP-VA (System Transformation Excellence Performance).

Lyn Tomlinson provided several additional updates to include:

- There have been recent agency-wide efforts to effect change in the current billing culture at the CSB, acknowledging the procedures in place to provide for individuals who may be experiencing financial difficulties to ensure appropriate and adequate billing.
- Offering a reminder of the proposed CSB Academy, it was reported that this program has been postponed given the recent success in filling staff vacancies.
- The GAINS (Gather Assess Integrate Network Stimulate) Center, associated with SAMHSA (Substance Abuse and Mental Health Services Administration), recently conducted a sequential intercept mapping exercise with Diversion First partners that included Fairfax County Sheriff, Police, and Fire & Rescue, Probation & Parole, Court Services, CSB staff, individuals receiving services (peers), and Gary Ambrose. Some outcomes included:

- A broad lack of community recognition of the CSB and what services are provided.
 - To address this with individuals who lack technological access, there are increased efforts to distribute materials to locations and resources that serve the populations that utilize the services offered by the CSB.
 - The current naming convention for many of the CSB locations does not provide adequate information for the community to discern service availability, e.g. the Merrifield Center. This has prompted some discussion to consider renaming sites and locations to simplify identification of service availability and purpose.
 - It was noted that cost must be considered in any renaming convention, further noting that there is some precedent in renaming/rebranding a Community Service Board.
- An update to the HMA (Health Management Associates) report will be provided at the September Executive Committee and CSB Board meetings.
- Ms. Tomlinson offered a reminder that the Department of Behavioral Health and Developmental Services (DBHDS) contracted with JBS International to conduct a comprehensive Virginia Behavioral Health System Needs assessment on Virginia's publicly funded behavioral health system at the state and community level. Interviewees included various CSB staff and CSB Board member Suzette Kern. Some preliminary feedback included a need to assess the business and billing cultures at the CSB.
- There are continuing issues with Credible, particularly with the 'test region'. CSB is consulting with DIT (Department of Information Technology) for development of a service level agreement. Updates will be provided at Executive Committee meetings until resolved.

5. CSB Board Agenda

The August 2019 CSB Board Meeting agenda was presented for review. Agenda items CSB Board Retreat Discussion and Legislative Update were added to Other Reports, following which, the agenda was accepted as revised.

6. Outcomes and Performance Measures Reporting

Bettina Lawton offered a reminder that quarterly reports for the Community Services Performance Contract (CSPC) are to be delivered to the Board. Bill Hanna directed attention to the proposed schedule for presentation and the outcomes chart, offering a proposal for report delivery moving forward. The proposed schedule was accepted as presented, noting the volume of information to be conveyed. Noting discrepancy between the bulleted list of Data Measures, sets #1 and #2, and related portions of the CSPC, staff agreed to revise the list of Data Measures to match the bulleted list provided in the CSPC to simplify comparison of the reported quarterly data to the CSPC benchmark. The revised report will be provided at the August CSB Board meeting.

Matters of the Executive Committee

A. *Behavioral Health Oversight (BHOC) Committee:*

Diane Tuininga, noting the August meeting had been canceled, offered a reminder of the September meeting on the 11th. Executive Committee Meeting Page 3 of 4 August 21, 2019

The next BHOC meeting is scheduled for Wednesday, September 11, 2019, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. *Compliance Committee:*

Noting the Compliance Committee meeting had convened directly prior, and that all members present at this meeting had also attended the Compliance Committee meeting, no update was provided.

The next meeting of the Compliance Committee is Wednesday, September 18, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

Sheila Jonas, reporting this was the first Committee meeting since the joint meeting in June, noted strong and energetic attendance. There was some discussion of scheduling a second joint meeting that is likely to occur in January 2020 pending approval of both committees. Highlights of the meeting included:

- Dennis Brown with ServiceSource reported on the substantial challenges in obtaining customized rates through Developmental Disability Medicaid Waivers. There was robust discussion and agreement on this topic.

The next DD Committee meeting is Wednesday, October 2, 2019 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

D. *Fiscal Oversight Committee:*

Jennifer Adeli reported on the August meeting, providing the following highlights:

- Bill Hanna previewed some updates to fiscal procedures to include:
 - An overview of new methodology that will improve forecasts.
 - New revenue charts that improve the data provided including revenue compared to budget and additional revenue needed to meet the shortfall related to Medicaid Expansion.
 - A redesigned Non-billable services chart refined the data to more quickly identify services that cannot be billed, allowing for rapid correction. Additionally, billing for previously non-billable services of injectable medications, ARTS (Addiction Recovery Treatment Services), and some LMHP-Type license eligible services was implemented this month. It was acknowledged that a small range of services will remain non-billable.
 - The FY2019 End of Year Report was approved for submission to the CSB Board for final approval.
 - An all-time low of 91 General Merit Vacancies was reported. A reminder was offered that efforts to address the low number of vacancies affecting the budget are underway.
 - Daryl Washington clarified that the WIN recommendations are a 'cost-avoidance' by implementing changes to slow the growth of identified programs.

The next meeting of the Fiscal Oversight Committee is Friday, September 20th beginning at 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Bettina Lawton announced that CSB Board Member Tom Burger had resigned from the Board.

Bettina Lawton is drafting a cover letter to accompany the FY2019 End of Year Report. The draft copy will be sent to Committee members for review and feedback, with recommendations due on Monday, August 26. Following this feedback, a copy will be forwarded to the full Board for pre-meeting review and discussion at the August Board meeting.

7. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. It was determined that the Developmental Disabilities and the Behavioral Health Oversight Committees (BHOC) will both remain on December 4th. A separate room will be identified for BHOC. The proposed joint CSB/Board of Supervisors (BOS) meeting will be added to October 22, 2019. The proposed date for a BOS tour of the Merrifield Center will be added to the calendar once identified and prior to posting. The calendar was accepted as revised.

CLOSED SESSION

At 6:15 p.m. a motion to meet in closed session for discussion of a personnel matter as permitted by Virginia Code Section 2.2-3711(A)(1) and consultation with legal counsel employed by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8). was offered by Edward Rose, seconded and passed.

CERTIFICATE OF CLOSED SESSION

The Board reconvened the open session at 6:32 p.m. following which a motion was offered, seconded and passed, 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.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:34 p.m.

Actions Taken –

- The July 17, 2019 Executive Committee meeting minutes were approved.
- The August 21, 2019 Executive Committee agenda was accepted as presented.
- The August 28, 2019 CSB Board agenda was accepted as revised.
- The Annual Planning calendar was accepted as revised.

September 18., 2019

Date Approved



Clerk to the Board