



Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Bettina Lawton, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 1 - Room 308 A/B

Wednesday, September 25, 2019, 5:00 p.m.

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| 1. Meeting Called to Order | Bettina Lawton | 5:00 p.m. |
| 2. Matters of the Public | Bettina Lawton | |
| 3. Amendments to the Meeting Agenda | Bettina Lawton | |
| 4. Approval of the August 28, 2019 CSB Board Meeting Draft Minutes | Bettina Lawton | |
| 5. Staff Presentations | | |
| A. Supported Community Residential Services | David Simmons | |
| 6. Director's Report | Daryl Washington | |
| 7. Matters of the Board | | |
| 8. Committee Reports | | |
| A. Behavioral Health Oversight Committee | Diane Tuininga | |
| B. Compliance Committee | Bettina Lawton | |
| C. Developmental Disabilities Committee | Sheila Jonas / Nancy Scott | |
| D. Fiscal Oversight Committee | Jennifer Adeli | |
| E. Other Reports | | |
| 9. Information Item | | |
| A. CSB Board Policy Review | Sheila Jonas | |
| • Policies #2500 and #4201 | | |
| B. Review of FY2020 Fee Policy Related Documents | Nancy Scott / Garrett McGuire | |
| C. DBHDS SOR Grant Renewal | Michael T. Lane | |
| 10. Action Item | | |
| A. Appointment CSB Board Developmental Disabilities Committee Associate Members | Sheila Jonas / Nancy Scott | |
| B. CSB Board Policies Approval | Sheila Jonas | |
| • Approval for policies #1200 and #1201 | | |
| • Revocation for policy #1203 | | |
| C. Approval of Budget in Concept Submission | Daryl Washington | |

Closed Session: Consultation with legal counsel employed or retained 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).

11. Adjournment

Fairfax-Falls Church Community Services Board

August 28, 2019

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Bettina Lawton Chair; Jennifer Adeli; Daria Akers; Basilio ‘Sonny’ Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Garrett McGuire; Edward Rose; Nancy Scott; Evelyn Spain; and Diane Tuininga

The following CSB Board members were absent: Rachna Sizemore Heizer

The following CSB staff was present: Daryl Washington; Georgia Bachman; Bill Hanna; Evan Jones; Michael T. Lane; Victor Mealy; Linda Mount; Joe Rajnic; Sierra Simmons; Cynthia Tianti; and Lyn Tomlinson; and Barbara Wadley-Young

Guests:

1. Meeting Called to Order
Bettina Lawton called the meeting to order at 5:00 p.m.
2. Matters of the Public
None were presented.
3. Amendments to the Meeting Agenda
The meeting agenda was provided for review. Acknowledging no revision recommendations were forthcoming, the agenda was accepted as revised.
4. Approval of the Minutes
Draft minutes of the July 24, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. As no suggestions for revision were offered, Edward Rose made a motion for approval, which was seconded and passed.
5. Staff Presentation
Victor Mealy, introduced Sierra Simmons, his successor as Service Director of Support Coordination Services, offering a reminder of his pending retirement in December. Presenting each slide, Mr. Mealy offered some additional information that included:
 - Describing each of the service lines listed on the slides, Mr. Mealy provided clarifying information to each:
 - Intake Assessment and Eligibility Determination; confirming this is a mandated service, Virginia Code requires that CSB’s are the only entity to provide this service.
 - Targeted Case Management (TCM); is the licensed service provided through Support Coordination.
 - School Transition; this is the Special Education Graduates who are graduating from the mandated Fairfax County Public School (FCPS) system

into adult community supports and services. FCPS, DARS (the Department for Aging and Rehabilitative Services) and the CSB provide these services collaboratively through a Cooperative Agreement.

- Monitoring; acknowledged as the largest service line, serves individuals who do not have a DD Waiver. It was clarified that some of these individuals are on the wait list, while some, it is anticipated, will never be eligible for Waiver services.
- CSA-Family Resource Meeting; a collaboration of public agencies including CSA (Comprehensive Services Act), who work together to serve youth with highly complex ID/DD needs. It was emphasized that work on this service line includes maintaining records in three electronic data systems; Credible for the CSB, WaMS (Virginia Waiver Management System) the DBHDS (Department of Behavioral Health and Developmental Services) data system, and Harmony, the CSA data system.
- Individuals receiving TCM and Monitoring receive Case Management services, noting a differentiation in available state (TCM) and local (Monitoring) funding.
- Students served through CSA-Family Resource Meetings typically have multiple and complex needs that require the involvement of multiple service areas and public agencies, Mr. Mealy further clarified that the CSB participates as the expert agency in the area of individuals with intellectual and developmental disabilities.
- Referring to the DOJ (Department of Justice) Settlement Agreement with the Commonwealth of VA, Mr. Mealy confirmed the importance of Support Coordinators in implementing the required services. A reminder was offered that the mandated services are required to be operational by June 20, 2020 to adhere to the requirement of operational services one year prior to the settlement agreement expiration date of June 30, 2021. Mr. Washington identified some of the highly challenging requirements still to be implemented statewide to include 1) implementation of a crisis services and 2) elimination of the priority one waitlist that currently numbers 647 individuals in Fairfax. This is further complicated by projected staffing needs for the current individuals that, to be in compliance with the settlement agreement, requires a case load of 20:1, 20 individuals to one Support Coordinator.
- CSB Board member Daria Akers offered thanks and reported very positive personal interactions with the Development and Intellectual Disabilities staff for a number of years.

6. Director's Report

Executive staff provided several agency updates, some highlights of which are listed below:

Daryl Washington offered a brief overview of some recent agency communications and actions to include:

- An email received from Mira Signer, Acting Commissioner DBHDS announced plans to reopen portions of Catawba Hospital with a goal of increasing the volume of inpatient hospital beds in the state. It was clarified that the plan includes opening 28 beds in FY2020 and an additional 28 beds in F2021, noting that staffing efforts are underway.
- Bettina Lawton and Mr. Washington distributed an announcement to Save the Date for a scheduled Open House in December 2019 at Merrifield. Invitees will include the Board of Supervisors, all candidates on the ballot for the Fairfax County elections in November, representatives for the cities of Fairfax and Falls Church, local representatives in the General Assembly, and members of the public. Diane Tuininga (Fairfax City) and Edward Rose (City of Falls Church) will provide feedback on contacts at the respective cities.
- Bettina Lawton reported reaching out to BOS Chair Sharon Bulova in consideration of moving the proposed joint meeting of the BOS and the CSB Board from October 22 to a more convenient date to both Boards.

Lyn Tomlinson provided updates to recent activities in clinical services to include:

- Offering a reminder of the recently concluded HMA (Health Management Associates) review of CSB business processes, a report will be provided at the September Executive Committee and CSB Board meetings.
- Ms. Tomlinson offered a reminder of the recently concluded needs assessment interviews conducted by JBS (Johnson, Bassen, and Shaw) International. It was clarified that the Department of Behavioral Health and Developmental Services (DBHDS) contracted with JBS 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. Noting that JBS will deliver an aggregate report to DBHDS once all interviews of the VA CSBs have been completed, some preliminary feedback included a need to assess the business and billing cultures at the CSB.
- 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 and Police, and Fire & Rescue, Probation & Parole, Court Services, and CSB staff, individuals receiving services (peers), and Gary Ambrose. Some outcomes included:
 - A broad lack of community recognition for the Community Services Board (CSB) including what the CSB does, the function of the Merrifield Center, etc. To address this concern and further publicize the CSB, particularly addressing 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.

Bill Hanna

- Offering an update to the system failures that the CSB EHR has been experiencing, reported that Credible's current efforts are focused on repairing the 'test' environment, noting some progress is still needed for the environment to be fully operational. Clarifying that the 'test' environment provides a workplace for training and testing new procedures, work in the 'test' environment has resumed, with a small backlog of tasks remaining.
- Referring to the Outcomes and Performance Measures handout included in the meeting materials, Mr. Hanna reported that, per the Community Services Performance Contract (CSPC), quarterly reports are to be delivered to the CSB Board. Reporting that there are 19 identified measures, the proposed schedule for presentation includes reporting on the measures in two separate sets, #1 in September and #2 October to minimize the volume of information to be conveyed. Beginning in November, quarterly reports will be provided in the months of February, May, August, and November as noted in the handout. Noting that some modification of measures may occur, purpose and description of any modification will accompany the quarterly report. Additionally, efforts are underway to provide a link between the CSPC measures and the CSB Strategic Plan.

7. Matters of the Board.

Diane Tuininga offered a reminder of the 2019 Wellness and Recover Workgroup Annual Conference, scheduled for Friday, October 18, 2019 from 8:30 a.m. – 2:30 p.m. at the Government Center.

Bettina Lawton announced Fairfax County BAC's (Board, Authorities, and Commissions) have been asked for two (each) representatives to attend the second meeting to provide input in the development of a County Strategic Plan. Volunteer attendees are asked to provide a brief update at the September CSB Board meeting. Erin Bloom, Clerk, will forward the email that includes registration instructions.

8. Committee Reports

A. *Behavioral Health Oversight Committee (BHOC)*

Diane Tuininga, noted no August meeting, and offered a reminder of the September 2019 meeting.

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

B. *Compliance Committee*

Bettina Lawton provided highlights of the August meeting, including:

- An update to ComplyTrack implementation was provided. Three sample reports will be provided the week of Labor Day for pre-meeting review.

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

C. *Developmental Disabilities (DD) Committee*

Sheila Jonas and Nancy Scott provided an update to the August meeting, some highlights of which included:

- A report that it was difficult to hear all speakers seated at the table due to ambient noise in the room. The table will be shifted for future meetings in an effort to alleviate this problem.
- CSB staff and Associate Member agencies provided very informative updates.
- Meeting participants exhibit an increased synergy and engagement at the meeting, attributed to the joint BHOC/DD meeting that was held in June.
- Attendees were polled for input regarding rescheduling the meetings to start at 5:00 p.m. instead of the current start time of 5:30 p.m. Following robust feedback, it was determined to move the start time to 5:00 p.m. and revisit the topic in February for possible further revision.

The next meeting is Wednesday, October 2 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.

D. *Fiscal Oversight Committee*

Jennifer Adeli reported on activities of the August meeting, some of which included:

- New revenue charts were introduced that clarified and simplified the impact of the budget shortfall related to Medicaid Expansion including efforts to mitigate the impact.
- An update to the previously non-billable services included some real-time data that allowed for a rapid response to correct the error and resume appropriate billing in the identified area.
- The FY2020 End of Year Report and cover letter were approved for submission to the CSB Board.
- The Human Resources Update included a reported 91 General Merit Vacancies, noting recruitment and retention efforts are demonstrably effective.
- Lyn Tomlinson provided the Clinical Operations report, noting the following:
 - New charts, provided with the Time to Treatment report, added data points in response to prior Committee member requests. This included data that illustrated attendance in monthly increments including follow up efforts.
- An update to Medical Clearance efforts was provided, noting that current efforts focus on a partnership with Neighborhood Health.
- A WIN (Welcoming Inclusion Network) update included clarification that the recommendations are designed as a cost avoidance process intended to slow the growth of the involved programs.

Ken Garnes offered a reminder that close monitoring of fiscal projections is critical to monitoring CSB financial health. Bill Hanna, clarifying the goal of current efforts is to reset the budget base level, provided an update to current efforts that include 1) reallocation of some expenses, including from a recurrent surplus in operating funds to personnel, 2) identification of both one-time and ongoing funding, and 3) reviewing and updating the current projection methodology, focusing initially on personnel.

The next meeting is Friday, September 20, at 9:30 a.m. at the Pennino Building, Room 836A.

E. *Other Reports*

Bettina Lawton offered a reminder that CSB Board Member training, apart from the VA-FOIA training, is to be completed by September 28, 2019. VA-FOIA will be provided at the CSB Board Retreat as there is no adequate training on EmployeeU.

Ms. Lawton, offering a reminder that the CSB Board Retreat is Saturday, September 28, 2019, shared that the primary focus will be on development of a CSB Board Strategic Plan. All members present were provided a CSB Board Member Retreat binder for pre-meeting review. The retreat will be facilitated by Kimberly Gladis.

Ken Garnes directed attention to the legislative materials in the Board packet, encouraging each member to read the material provided, noting that it included proposed assignments of CSB Board members with General Assembly legislators. Emphasizing that a few of the assignments remain unassigned, members were asked to forward any change/reassignment requests to Erin for presentation at the September CBS Board meeting. Offering a reminder of the lobbying policy published annually, the Board Clerk will forward a copy of the 2018 memo to members.

Additionally, it was clarified that CSB staff will develop talking points that will be submitted at the September CSB Board meeting for review and recommendations in support of legislative visits. Noting an interest in the session dates for the upcoming legislative session, the Clerk will forward the relevant dates to the members including for pre-filing and final submission of legislation. Members requested that 'heat maps', also included in last year's legislative packets be included in the packets again this year.

9. Information Item

A. *CSB Board Policy Review, Series #3*

Following discussion and in consideration of the volume of policies due for review and action (Agenda item 10B), it was decided to table this matter until the procedure could be readdressed.

B. *Nomination, Developmental Disabilities Committee Associate Members*

Committee Co-chairs, Sheila Jonas and Nancy Scott, as outlined in the CSB Bylaws, presented four newly proposed Associate Committee members to the Developmental Disabilities Committee. Submission for approval of the new

members will be presented as an Action Item at the September 2019 CSB Board meeting.

10. Action Item

A. *FY2019 End of Year Report Approval*

Jennifer Adeli and Bettina Lawton provided an overview the Year End report offering a reminder that some data is represented by placeholders until the data is available. With approval and following insertion of the final data, the Report and cover letter will be forwarded to the Board of Supervisors and the Mayors of the cities of Fairfax and Falls Church. Jennifer Adeli made a motion for approval to submit the FY 2019 End of Year Report and cover letter with revisions, which was seconded and passed.

B. *CSB Board Policies Approval – Series #2*

As noted above (Agenda Item 9A) further review of CSB Board policies has been tabled until the procedure can be readdressed.

CLOSED SESSION

At 7:02 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 7:10 p.m. the Board reconvened the open session at which time 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. CSB Board Meeting Minutes

There being no further business to come before the Board, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 7:12 p.m.

Actions Taken--

- ◆ The July24, 2019 CSB Board Meeting minutes were approved as presented.
- ◆ Review and revision of expired CSB Board policies was tabled until the procedure could be readdressed.
- ◆ The FY2019 End of Year Report and cover letter were approved for submission to the Board of Supervisors and the Mayors of the cities of Fairfax and Falls Church, following application of all pending data.

Date Approved

Staff to the Board

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
August 21, 2019

The Compliance 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, Board Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; and Diane Tuininga

The following Committee members were absent:

The following staff were present: Bill Hanna, Luann Healy, Cynthia Tianti, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:03 p.m.

2. Review of Meeting Minutes

Meeting minutes of the July 17, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from July 2019 Compliance Committee Meeting

Bill Hanna noted that the follow up from July would be covered by the following agenda item.

4. Updates

ComplyTrack

Bill Hanna directed attention to the ComplyTrack Project Schedules included in the meeting materials and provided a recap of the accomplishments to date. As illustrated, the projected date for initial CSB Board reports is October 2019. It was clarified that the reports will provide data from the first quarter of FY2020. For the proposed initial CSB Board reports, three deliverables were selected based on areas of interest expressed at previous Compliance Committee meetings. The templates include:

- *Corrective Action Plan (CAP) Templates* – including CAPs issued by DBHDS (Department of Behavioral Health and Developmental Services) following a licensing visit or a CSB implemented CAP following an internal audit.
- *Audit Template* – includes reports of audits conducted internally by Office of Compliance & Risk Management (OCRM) staff, including the results of each.
- *Education Documentation* – includes the education efforts by OCRM staff in support of the CAPS and Audits.

Confirming that Board members will have an opportunity to provide input in the configuration of the CSB Board reports, sample reports will be provided two weeks prior to the September 2019 committee meeting for feedback and refinement of the data points.

5. CSB Serious Incident (Level III) Report Update

Luann Healy provided the update to serious incidents for July.

6. CSB Board Policy Review

Cynthia Tianti distributed revised copies of CSB Board policies #2300 Corporate Compliance Review and #2600 Risk Management, requesting guidance on further steps. Following robust discussion and recognizing that further discussion is needed, it was decided to table the approval until the September 2019 Compliance Committee meeting. Ms. Tianti will propose further revisions to CSB Board policy #2300. Lyn Tomlinson will follow up with the executive leadership team in regard to risk management.

7. Next Steps/Other Issues

Ken Garnes, distributing copies of page 6 of the FY2019 Year End Report, proposed some revisions to include:

- Revising the term ‘Compliance Department’ to ‘Compliance Program’.
- Removing the statement regarding the DOJ (Department of Justice) guidance on the expectation for a compliance department.

Both revisions were accepted by the Committee and will be applied to the version submitted to the full CSB Board at the August meeting for approval.

Bettina Lawton inquired whether there was anything that needed to be discussed in closed session. As no one raised any issues or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 5:07 p.m.

Actions Taken –

- Minutes of the July 17, 2019 Compliance Committee meeting were reviewed and approved.
- *Sample CSB Board reports from ComplyTrack will be forwarded to the Committee at least one week prior to the September 11, 2019 Compliance Committee in preparation of discussion at the meeting.*
- *Cynthia Tianti will propose further revisions to CSB Board policy #2300.*
- *Lyn Tomlinson will follow up with the executive leadership team in regard to risk management.*

September 18, 2019

Date Approved



Clerk to the Board

CSB Board Review of Outdated CSB Board Policies

Issue:

Review and updating of CSB Board Policies

Background:

As part of the ongoing CSB Board policy review process, two CSB Board policies are being submitted to the CSB Board for review and recommendation. The policies, with recommended revisions applied, will be submitted to the Board for final discussion at the October 2019 CSB Board meeting. The policies within this review include:

- 2500 – Human Research Review and Approval
- 4201 – Procurement

Timing:

The policies are scheduled to be submitted to the CSB Board for final action at the October 23, 2019 CSB Board meeting.

Board Member

Sheila Jonas, Secretary to CSB Board

Related Documents: may be accessed on the [CSB Board Policies webpage](#)

- A. 2500 – Human Research Review and Approval
- B. 4201 – Procurement

Proposed Changes to FY 2020 CSB Fee Schedule

Issue:

CSB Board review of proposed changes to the FY 2020 CSB Fee Schedule.

Background:

At the CSB Board's Ad Hoc Fee Policy Committee meeting on August 30th, members voted to approve staff proposals and forward to the CSB Board for review.

The recommended changes include:

- Updated outpatient, residential, medical, and ARTS services to maximize Medicare, Medicaid, and Commercial insurance reimbursement. A general increase was not requested in this review cycle.

Revisions to the Fee Policy Schedule will be submitted to the CSB Board for approval at the, October 23, 2019 CSB Board meeting. Following CSB Board approval, the Fee Schedule will be submitted to the Board of Supervisors (BOS) for their review and approval at the January 2020 BOS meeting, the date for which has not yet been announced. Following Board of Supervisors review, staff will inform clients, conduct staff training, and apply adjustments to the Electronic Health Record, with an effective date not sooner than February 1, 2019.

Timing:

Immediate

Fiscal Impact:

The fee related documents provide the CSB with uniform mechanisms to maximize revenues from clients, Medicaid, Medicare, and other health insurance plans. The FY 2020 current budget plan for the CSB includes \$16.1M in estimated fee revenues.

Board Members and Staff:

Garrett McGuire, CSB Board Member
Nancy Scott, CSB Board Member

Staff: Sebastian Tezna, Business Operations Director, Jessica Burris, Lilian Carriera, Whitney Johnson, Bob MacMurdo, Mike Suppa, and Jim Gillespie.

Enclosed Documents:

FY 2020 Proposed Fee Schedule

Department of Behavioral Health and Developmental Services (DBHDS) State Opioid Response (SOR) Recovery Grant Renewal Application

Issue:

Notification to the CSB Board of the second-year renewal of the DBHDS State Opioid Response Grant.

Background:

Provide information of the pending award for SOR-Recovery funding from DBHDS.

Timing:

This request will be submitted for CSB Board approval at the October 23, 2019 CSB Board meeting. Following approval by the CSB Board to accept new funds in the amount of \$150,000 for DBHDS SOR-Recovery second year funding, and carry-over \$72,302.60 in first year funding to year two. An administrative item will be submitted to the Board of Supervisors on October 29, 2019.

Fiscal Impact:

If awarded, a total of \$226,302.60 in new and carry-over funding will provide for two peer support specialist positions, of which one will be a supervisor to provide peer support services to justice-involved individuals. There is no Local Cash Match required to accept this award. This funding will be available until September 30, 2020, with no renewal beyond that time. The County will not be responsible to continue this project beyond this time period.

Creation of Positions:

If awarded, this grant will create two (2) new positions.

Staff:

Michael T. Lane, Director Individual & Family Affairs

CSB Developmental Disabilities Committee Associate Members

Recommended Motion

I move that the Board accept the following partner agencies as FY 2018 Associate Members of the standing Developmental Disabilities Committee:

1. *Employment Advocates Group*
2. *Kahak Health Care Services*
3. *R.A. Quarshie Healthcare, LLC*
4. *Hartwood Foundation, Inc.*

Background

As part of the appointment of Associate Members as outlined in the CSB Bylaws, nominations of Associate Members to the Developmental Disabilities Committee were provided at the August 2019 CSB Board meeting for consideration. Further notice was provided that a motion for approval would be presented at the September 2019 CSB Board meeting.

CSB Board Member

Sheila Jonas, Co-chair Developmental Disabilities Committee
Nancy Scott, Co-chair Developmental Disabilities Committee

Approval of Proposed CSB Board Policy Revisions

Issue:

Approval to adopt or revoke revised CSB Board Policies as recommended following the most recent CSB Board review.

Recommended Motion:

I move that the Board approve adoption or revocation of the CSB Board Policies listed below as presented.

Background:

As part of the regular review process of CSB Board policies, several policies were submitted to CSB Board members in July for review and possible revision. Policies forwarded for CSB Board approval to adopt as presented/revised are listed directly below.

- 1200 – Definition of Policy, Regulation, and Procedure
- 1201 – Adoption, Revision, and Revocation of CSB Board Policy

Additionally, the following CSB Board policy listed directly below is submitted for revocation as it was determined during review that this policy is no longer needed.

- 1203 – Policy Manual

A final opportunity for comment will be provided prior to requesting Board action.

Timing:

Immediate

Board Member

Sheila Jonas, Secretary to CSB Board

Enclosed Documents: (Attachments A – C)

- A. 1200 – Definition of Policy, Regulation, and Procedure
- B. 1201 – Adoption and Revocation of CSB Board Policy
- C. 1203 – Policy Manual

CSB FY 2020 Budget in Concept Submission

Issue

Submission of the CSB FY 2020 budget request.

Recommended Motion

I move that the Board approve submission of the proposed CSB FY 2020 budget in concept as presented.

Timing

Immediate, due to the mid-October timeframe for submitting the CSB proposed budget and the continuing dialogue with DMB in determining funding levels, the conceptual budget is being presented at this time for CSB board approval. It should be noted that following the mid-October submission, which will be submitted contingent upon final CSB board review, funding level discussions will continue with DMB as it considers county-wide requests and prepares a proposed FY 2020 budget for release in February 2020.

Background

In preparation for submission of the CSB FY 2020 budget request, a proposal is being developed that includes a FY 2019 budget baseline along with some additional funding requests. As discussions are ongoing with the Department of Management and Budget (DMB) to determine the level of additional funding to be requested, and as in past years, a conceptual budget is being presented which provides an overview of the baseline and the strategic priorities identified for additional funding.

Enclosed Document

Attachment A: CSB FY 2020 Conceptual Budget Proposal

Staff

Daryl Washington, CSB Executive Director
Bill Hanna, CSB Deputy Director, Administrative Operations
Jessica Burris, Chief Financial Officer