

Fairfax-Falls Church Community Services Board
Executive Committee Virtual Meeting Minutes
June 16, 2021

The Executive 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.

The following Committee members were present Bettina Lawton (Vienna), Chair; Sheila Coplan Jonas (Alexandria); and Garrett McGuire (Alexandria)

The following Committee members were absent: Jennifer Adeli.

The following CSB Board members were present: Daniel Sherrange.

The following staff was present: Daryl Washington, Daniel Herr, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:30 p.m.

2. Roll Call and Audibility

Ms. 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 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 Garrett McGuire and passed unanimously.

3. 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: 916 6158 4878 and Passcode 871080. 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 Garrett McGuire and unanimously passed.

4. Matters of the Public.

None were offered.

5. Adoption of the Executive Committee Agenda

The June 16, 2021, Executive Committee meeting agenda was presented for review. Noting the corrected Closed Session notation, a motion was made to approve the agenda that was seconded by Sheila Jonas and passed unanimously.

6. Approval of the Minutes

The May 19, 2021, Executive Committee minutes were distributed for review. Following review Garrett McGuire made a motion for approval of the minutes as presented, that was seconded by Sheila Jonas and unanimously approved.

7. Director's Report

Daryl Washington provided an overview of recent agency activities:

- An update meeting with DMB (Department of Management and Budget) is scheduled for the following Monday. In response to CSB Board member requests, CSB staff will request the use of one-time funding for establishment of a new PACT (Program of Assertive Community Treatment) team and to strengthen current substance use services. A reminder was offered that DMB, and the Board of Supervisors (BOS) are typically not in favor of the use of one-time funds for ongoing projects. Some other topics include review of STEP-VA initiatives that will include expansion of regional crisis services, services for service members and veterans, outpatient services, and peer services. Additional topics are the 22 positions included in the advertised budget including grant positions.
- It was noted that the CSB was not awarded the grant to expand the 23-hour crisis beds at the MCRC (Merrifield Crisis Response Center).
- The Community Service Performance Contract has not yet been received. Due to timeline challenges resulting from the publication delay, it is likely the agenda item for the June 2021 CSB Board meeting will request posting of the contract for the required 30-day public comment period prior to review by the CSB Board. This accommodates CSB Board review and approval to submit the finalized contract to the BOS in July, ahead of their August break. Members engaged in robust discussion related to the impact of delays in finalizing and submitting the CSPC to the state.
- Luann Healy, Director Office of Compliance and Risk Management (OCRM) has resigned. Daniel Herr will provide supervision to the OCRM office until the position is filled.
- Barbara Wadley-Young will provide an update to Developmental Disability services including the DOJSA (Department of Justice Settlement Agreement) at the June 23rd CSB Board meeting.
- Return to office plans for CSB staff are in development anticipating the state of emergency to end June 30, 2021. CSB is working with the Health Department to ensure appropriate safety protocols are in place.

- DBHDS (Department of Behavioral Health and Developmental Services sent a written request to the Department of Justice (DOJ) and the judge requesting an extension of 12 – 18 months for the agreement that is scheduled to expire June 30, 2022. More information will be provided as it becomes available.
- Behavioral Health enhancement implementation is on target in response to the new rules effective July 1, 2021.
- RapidSOS is an emergency response data platform for individuals with a disability or special need in the Fairfax-Falls Church community. Interested individuals can register a cell phone (landlines are not eligible) to provide information to emergency responders. There will be a public service campaign and the CSB will make the information available to clients as well. The service will be directed by 911. This supports efforts by the Marcus Alert Stakeholder group and is anticipated to be launched Summer 2021. Mr. Washington noted that additional financial support for Marcus Alert bill activities is unlikely.
- Bettina Lawton requested an update to several topics from the May meeting to include:
 - In follow up to discussion of the opioid epidemic at the joint meeting of the CSB and the BOS in May 2021, it was confirmed that a NIP (Not in Package) had been developed by the Opioid Taskforce, a copy of which would be in the materials for the June 2021, CSB Board meeting.
 - Replies to the first survey thorough HSD Metrics are being received, a meeting will be scheduled for review and discussion. The second survey to new hires is being sent. Questions are in development for the ‘stay’ survey that will be sent to current staff. A reminder was offered return of the surveys typically takes 45-60 days before review can occur.
 - CSB Human Resources and Finance continue to develop a salary compression analysis for some core job specifications Updates will be provided to the CSB Board as events occur.
 - STEP-VA plans for Peer Services, Veteran’s service, Outpatient and Regional service have all been approved.
 - The RFP for staffing of the Regional Crisis Call Center Platform was delayed.
 - Mr. Washington will confirm that a copy of the critical vacancy list that is distributed at the CSB Board Fiscal Oversight Committee meetings is forwarded to BOS Chair Jeff McKay following a request made at the joint CSB/BOS meeting in May.
 - Following up on discussion at the joint CSB/BOS meeting in May, Mr. Washington provided an update to efforts to streamline the hiring process include collaboration between County Human Resources, DMB, and CSB at the biannual workforce planning session.
 - Mr. Washington provided an update to planned implementation of the Marcus Alert Bill Co-Responder Model, acknowledging interest from Supervisor Walkinshaw at the joint meeting. Efforts include development of a mock phased implementation and the impact to time, funding, etc. Once finalized, the plan will be provided to the Board of Supervisors.

8. CSB Board Agenda

The June 23, 2021, CSB Board Meeting agenda was presented for review. Several revisions were offered to the agenda including removal of the Legislative Report and the addition of two Action Items and one Information Item. Additionally, further review of the revisions to CSB Board Policy #1600 prior to adding to the CSB Board Meeting Materials was recommended. Following these revisions, the agenda was accepted as revised.

Bettina Lawton provided some background to the need for revision to the policy and the procedure following Executive Committee review of the proposed policy. Garrett McGuire made a motion to approve forwarding revised CSB Board Policy to the full CSB Board as revised that was seconded by Sheila Jonas and unanimously approved.

9. Matters of the Executive Committee

A. *Service Delivery Oversight (SDOC) Committee:*

Sheila Jonas provided an update to the June 9, 2021, virtual meeting, noting the meeting was well attended. There was a presentation on the opioid epidemic, following which the attendees entered breakout rooms for some smaller group discussions. A synopsis of each discussion was provided to the larger group.

The next meeting of the Service Delivery Oversight Committee is Wednesday, August 11, 2021, beginning at 4:00 p.m. at the Merrifield Center, Room 3-314, West.

B. *Compliance Committee:*

Noting the committee had just met, no report was provided.

The next meeting of the Compliance Committee is Wednesday, July 21, 2021, 4:00 p.m. Due to recent changes to COVID requirements, CSB Board discussion will determine the format of the July 2021 CSB Board and Committee meetings.

C. *Fiscal Oversight Committee:*

It was noted that the June meeting was scheduled for the next day.

The next meeting of the Fiscal Oversight Committee is Thursday, July 22, 2021, beginning at 4:00 p.m. at the Merrifield Center, Room 3-314, West.

D. *Other Matters:*

Bettina Lawton opened a discussion of changing meeting requirements due to the expiration of the state of emergency in Virginia.

- There was a request from BOS Chair Jeff McKay for a copy of the critical vacancies list that is provided at the Fiscal Oversight Committee meeting.
- Following discussion of the challenges related to recruitment, hiring, and retention it was recommended that the County Department of Human Resources and other county agencies work together to improve hiring and retention practices. It was noted that Supervisors Herrity and Palchik were vocally supportive. Ms. Lawton requested notice of any follow up actions to this matter.
- There was some discussion of the anticipated cost of the Marcus Alert bill, noting that Supervisor Walkinshaw had expressed interest in this topic.

10. CSB Board Annual Planning Calendar

The updated calendar was reviewed. It was noted that the Fiscal Oversight Committee conflicts with Veteran's Day on November 11, 2021. A reminder was offered to reschedule the meeting for that month as November nears. Acknowledging no further recommendations were forthcoming, the calendar was accepted as presented.

CLOSED SESSION

At 5:27 p.m. Sheila Jonas offered a motion to meet in closed session for discussion of a personnel matter as permitted by Virginia Code Section 2.2-3711(A)(1) which was seconded by Garrett McGuire and passed.

CERTIFICATE OF CLOSED SESSION

The Board reconvened the open session at 5:41 p.m. following which a motion was offered by Sheila Jonas, 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. The motion was seconded by Garrett McGuire, and unanimously passed,

There being no further business to come before the Executive Committee, the meeting was adjourned at 5:42 p.m.

Actions Taken –

- The April 21, 2021, Executive Committee meeting minutes were approved.
- The May 19, 2021, Executive Committee agenda was accepted as presented.
- The May 26, 2021, CSB Board agenda was approved as presented.
- Approval to submit revised CSB Board policy #1600 to the full CSB Board for approval
- The CSB Board Annual Planning Calendar was accepted as presented.

07/21/2021

Date Approved



Clerk to the Board