

**FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD  
MEETING MINUTES  
MAY 24, 2023**

The Fairfax-Falls Church Community Services Board met in regular session at the Sharon Bulova Center for Community Health, 8221 Willow Oaks Corporate Drive, Level 3, Room 3-314, West, Fairfax, VA 22031.

**1. Meeting Called to Order**

Board Chair Garrett McGuire called the meeting to order at 5:01 PM.

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

**PRESENT:**     **BOARD MEMBERS:** BOARD CHAIR, GARRETT MCGUIRE; DAN SHERRANGE; SANDRA SLAPPEY-BROWN; KAREN ABRAHAM; ROBERT BARTOLOTTA; BETTINA LAWTON; DARIA AKERS; ANNE WHIPPLE; CAPTIAN DAN WILSON; SRILEKHA PALLE; CLAUDIA VOLK; JENNIFER ADELI

**ABSENT:**     **BOARD MEMBERS:** LARYSA KAUTZ; ANDREW SCALISE; SHEILA COPLAN JONAS

**Also present:** Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Administrative Operations Jean Post, Deputy Director of Community Living Barbara Wadley- Young, Chief Financial Officer Elif Ekingen, Deputy Director of Clinical Operations Abbey May, Division Director of Community Residential Services Liv O’Neil, Healthcare Systems Director Jennifer Aloï, and Board Clerk Sameera Awan.

**3. Matters of the Public**

None were presented.

**4. Amendments to the Meeting Agenda**

The meeting agenda was presented for review; Following this, Board Chair Garrett McGuire requested to include a Closed Session as Action Item No. 9 and Adjournment as Action Item No. 10 on the Agenda. This request and the full agenda were adopted unanimously.

**5. Approval of the Minutes**

March 22, 2023, CSB Board Meeting Minutes were distributed for review; Following this, Board Member Claudia Volk noted under Agenda Item No. 2, regarding Preliminary Motions that Board Member Srilekha Palle was present during the March 22, 2023, CSB Board Meeting. Under Agenda Item No. 7, regarding the Directors Report, there is a repeated sentence during Deputy Director Barbara Wadley-Young's presentation.

**MOTION TO ADOPT MARCH 22, 2023, MEETING MINUTES AS AMENDED WAS MOVED BY BOARD MEMBER BETTINA LAWTON, SECONDED BY BOARD MEMBER CLAUDIA VOLK.**

**MOTION TO ADOPT WAS APPROVED BY DAN SHERRANGE, SANDRA SLAPPEY-BROWN, DARIA AKERS, ANNE WHIPPLE, ROBERT BARTOLOTTA, SRILEKHA PALLE, CAPTAIN DAN WILSON, KAREN ABRAHAM ABSTAINED.**

**6. Recognition from the Board**

**Board Chair Garrett McGuire** expressed his gratitude towards Deputy Director Lyn Tomlinson for her 29 years of dedicated service to the CSB. Her contributions have positively impacted the community, particularly in advocating for individuals with Mental Health, Substance Use, and Developmental Disabilities.

**Board Members Bettina Lawton, Anne Whipple, and Captain Daniel Wilson** expressed their appreciation for Deputy Director Lyn Tomlinson and acknowledged her contributions to the agency. They praised her leadership, professionalism, vision, and unwavering dedication to guiding the organization through numerous challenges and implementing new services. The board members also extended their congratulations to Lyn Tomlinson on her retirement, stating that she would be greatly missed.

*\*Board Member Jennifer Adeli joined the meeting in person.*

**7. Director's Report**

**A. County, Regional, State and Cross Agency Initiatives**

**Deputy Director of Administrative Operations Jean Post** shared that the Board of Supervisors (BOS) approved the Fiscal Year (FY) 2024 Budget Markup. As per the approved budget, the total funding of the 5.44% market rate adjustment will result in an average pay increase of 7.5% for general county employees, 7.83% for uniformed public safety employees, and a maximum of 9.44% based on longevity and position in the pay scale. The budget includes a contract rate adjustment of \$340K for Healthy Minds Fairfax to support the Fairfax-Falls Church CSB system navigation of Youth Behavioral Health Services.

Prince Williams County (PWC) Crisis Receiving Center (CRC) was the focus of a Community Dedication Ceremony organized by the PWC Board of County Supervisors and Connections Health Solutions. The Governor, local and state officials, and community leaders attended the event.

During the reporting period, the CSB Human Resources Vacancy Report showed a slight vacancy increase from 127 to 133. The CSB currently faces staffing shortages, particularly in Administrative Operations, where the vacancy rate is 15%. Additionally, the CSB is experiencing high vacancy rates in other areas, including a 28.5% vacancy rate for merit positions and a 57% vacancy rate for non-merit positions in Human Resources. The Data Analytics department also has a 44% vacancy rate, which is part of the CSB's workforce planning strategy to upgrade positions to be more competitive in the current job market.

**Executive Director Daryl Washington** presented on the estimated Community Living (CL) Waiver Allocation for the FY 2024 Virginia Developmental Disabilities program. He emphasized that his shared numbers are not final and subject to change. Additionally, Mr. Washington provided the CSB Service Utilization Report and discussed the individuals the City of Fairfax served.

During his visit to Connections Health Solutions in Tucson and Phoenix, Arizona, Daryl Washington was accompanied by Deputy Director of Clinical Operations Abbey May, the Wellness Circle Team, and Law Enforcement. Together, they toured the Adult and Youth Program Crisis Receiving Centers. Although the facility had a somewhat rushed atmosphere, he was impressed by their commitment to a no-turn-away policy, which they discussed thoughtfully and informally.

The CSB's regional office successfully submitted a grant application to the Opioid Abatement Authority (OAA). Following this achievement, the CSB had a productive follow-up discussion with the Director of the OAA, which has helped to strengthen their partnership further.

#### **B. Electronic Healthcare Record Update**

**Healthcare Systems Director Jennifer Aloï** reported that the CSB had acquired new infrastructure for its data warehouse and has successfully utilized the Data Export tool to export all its credible data.

#### **8. Matters of the Board**

**Board Member Daria Akers** expressed her enjoyment of attending the Pathways Wellness Conference on May 12, 2023, and mentioned visiting the Bridging Minds Art Gallery, which the Healthy Minds Fairfax Youth Advisory Council organized. She described the art exhibit as beautiful.

**Board Member Srilekha Palle** expressed gratitude to her fellow board members for their support and attendance at the Pathways Wellness Conference. She also extended her thanks to Lyn Tomlinson for her attentive listening and answering questions during the conference.

**Board Chair Garrett McGuire** requested to propose a motion. The motion proposed the Board approve the public posting of the Community Services Contract for the Fiscal Year 2024-2025 for comment.

**MOTION TO APPROVE THE PUBLIC POSTING OF THE FY 24-25 COMMUNITY SERVICES CONTRACT WAS MOVED BY BOARD MEMBER BETTINA LAWTON, SECONDED BY BOARD MEMBER DAN SHERRANGE.**

**THE MOTION WAS APPROVED UNANIMOUSLY.**

**9. Committee Reports**

**A. Service Delivery Oversight Committee**

Committee Chair Anne Whipple shared their visit to the Service Source at the Chantilly facility, which provides employment and services to the disability community. Service Source is a nonprofit organization that aims to facilitate services, resources, and partnerships to support people with disabilities to build more inclusive communities. **The next Service Delivery Oversight Committee meeting is Wednesday, June 14, 2023, at 5:00 PM.**

**B. Compliance Committee**

Committee Member Dan Sherrange expressed his worries about the number of audits being conducted. The committee is interested in exploring ways to decrease the number of audits.

**C. Fiscal Oversight Committee**

Dan Sherrange, the Chair of the Fiscal Oversight Committee, provided an overview of the committee's recent activities. The committee is currently examining the expenses related to discharge planning and the allocation of funds. Additionally, they are reviewing the services provided by New Horizons, a contracted provider, and how the contract funds are being utilized. **The next Fiscal Oversight Committee meeting is Wednesday, June 22, 2023, at 4:00 PM.**

**10. Closed Session:**

**Board Chair Garrett McGuire** requested a closed session with only Board Members and Daryl Washington at 6:32 PM.

**MOTION TO ENTER INTO CLOSED SESSION WAS MADE BY BOARD CHAIR GARRETT MCGUIRE, SECONDED BY BOARD MEMBER DAN SHERRANGE**

**MOTION ADOPTED UNANIMOUSLY**

*\*Board Members participated in person.*

**AT 7:45 PM MOVED BY BOARD CHAIR GARRETT MCGUIRE, SECONDED BY BOARD MEMBER DAN SHERRANGE TO RETURN TO PUBLIC MEETING.**

**MOTION WAS ADOPTED UNANIMOUSLY WITH UNANIMOUS CERTIFICATION THAT ONLY TOPICS ALLOWED TO BE DISCUSSED DURING CLOSED SESSIONS WERE DISCUSSED.**

**11. Adjournment**

A motion to adjourn the meeting was made by Board Member Dan Sherrange and seconded by Board Member Bettina Lawton. The motion was approved unanimously, and the meeting was adjourned at 7:47 PM.

June 28, 2023

Date Approved

DocuSigned by:

*Samsara Awan*

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CSB Board Clerk