

CSB Fiscal Committee Meeting Minutes

Date: January 18, 2019

Attending: Chair, Basilio 'Sonny' Cachuela, Jr.; Jennifer Adeli; Ken Garnes; Suzette Kern, Bettina Lawton, and Edward Rose

Absent: Gary Ambrose;

Staff: Mike Goodrich; Lyn Tomlinson; Daryl Washington; Jessica Burris; Marta Cruz; and Robyn Fontaine

Summary of Information Shared/Decisions:

Captain Basilio 'Sonny' Cachuela Jr. called the meeting to order at 9:00 a.m.

Review of meeting minutes

The December 14, 2018 meeting minutes were presented for review. Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Robyn Fontaine provided an overview of the Pay Period Metrics Report for pay period #26. Ms. Fontaine highlighted an approximate \$100K payroll increase, primarily attributed to holiday pay, i.e. staff working in 24/7 facilities/shift differential, and overtime, noting this was impacted by an increase in vacant positions.

Ms. Fontaine, reviewing the FY 2019 Fiscal Notes provided an overview of the procedures used in revising the projections. Additionally, Ms. Fontaine highlighted that net changes are identified by the Quarter in which the change occurred.

Referring to the Modified Fund Statement included in the materials, an overview of the data was provided, some highlights of which are:

- Compensation and Fringe Benefits projections for the remainder of FY 2019 are reduced by approximately \$100K, some factors of which are the Fringe Benefits rate changes effective January 1st and current position vacancy status.
- A reminder was offered that projected revenue is impacted by back billing from FY 2018, with ongoing efforts to identify and track revenue related to this back billing, and separately, for Medicaid Expansion.
- The increase to the Operating projection is attributed to the closure of the Springfield location and some increased grant funding.
- Daryl Washington reported receiving recent clarification related to state funding for primary care screening, reporting the award for FY 2019 is a prorated amount of \$200k; the full \$400K will be awarded in FY 2020.
- Following discussion of how positive and negative balances in expenses and revenue will be formatted it was decided to place a permanent footnote on the Modified Fund Statement that clarifies this data.
- Noting an approximately \$1.5M shortfall in Total Revenue, Mr. Washington clarified that this is primarily attributed to 35 revenue producing vacancies that, once full, will meet and possibly exceed projected Total Revenue.

Administrative Operations Report

Mike Goodrich provided an overview of Administrative Operations, including the following:

- *FY 2019 Third Quarter Review Submission*; a timeline for the budget process was provided, confirming that the Mid-year review is scheduled for mid-February, followed by the 3rd Quarter

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Review in early March. Presentation for approval to the Board of Supervisors is at the end of March, noting that any adjustment to the appropriation levels will occur following BOS approval. Mr. Goodrich confirmed that further updates will be provided as information becomes available.

- *FY 2020 Budget Update*; also provided was the timeline for the FY 2020 Proposed Budget:
 - February 19, 2019; the County Executive will present the proposed FY 2020 Budget to the BOS,
 - March 5, 2019; the proposed tax rate will be advertised,
 - April 9 – 11, 2019; the Public Budget Hearings, including CSB Board member testimony, and
 - May 7, 2019 the FY 2020 budget will be adopted.

Human Resources (HR) Update

Marta Cruz, reported that as of January 5, 2019, there were 137 Vacant General Merit Positions. Referring to the Vacancies in Critical Areas table, some recruitment details were provided, including:

- Support Coordination: Within the last week, eleven offers had been made and accepted.
- Compliance and Risk Management: two offers had been made and declined, due to salary. These positions are being re-posted.
- Efforts to hire a Recruiter are ongoing, noting that second-round interviews are being scheduled.
- Noting the similar and ongoing numbers of vacant positions in some areas, as reminder was offered that filling positions through promotional hiring results in continued vacancies of similar numbers. It was further noted that hiring typically slows in December and January due to the holidays.

Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment, highlights include:

- Diversion First
 - There are now five Crisis Intervention Specialists.
 - A Behavioral Health Counselor is working as a bed-finder, noting there are plans to add two, non-merit, Behavioral Health Specialists I to assist in this capacity.
 - The Crisis Response Team (CRT) has expanded days of operation to twice weekly, up from one-day initially. Data collection related to the impact to public safety and CSB services has been initiated and is ongoing.
 - Inova recently shared that they have completed edits to the medical clearance contract, further noting that they have placed recruitment ads.
 - CIT (Crisis Intervention Team) training has expanded from eight classes to 10. There is interest in further expansion, noting adequate resources remain a challenge.
 - Offering a reminder that Michael T. Lane starts February 4th as Director of Individual and Family Affairs, and reporting a gap in peer supported youth services, Ms. Tomlinson noted initial efforts will include resumption of a peer-supported Youth Recovery group.
 - Referring to the HR Update provided earlier in the meeting, it was confirmed that there are no vacancies in Jail Diversion staff. However, there are still vacancies in Jail-Based staff.
 - Members were encouraged to attend the next Diversion First Stakeholders meeting that is scheduled for Monday, January 28, 2019.
- Time to Treatment

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Reporting overall improvement in wait times, concern remains high at the continuing wait of more than 10 days. Efforts to address this concern include:

- Approval of overtime hours to interested staff,
- Solicitation of retired staff and soon-to- retire staff to accept exempt positions post-retirement. This is done in coordination with Dr. Hand as medication services are a factor.
- Acknowledging these are short-term, unsustainable solutions, development of long-term solutions will be included with streamlining clinical and business efficiencies.

Daryl Washington reported that Jerome Newsome and Linda Mount serve on the Data Management Committee, a monthly meeting of CSB representatives and the Department of Behavioral Health and Developmental Services (DBHDS) collaborating on data collection from each CSB that is then provided to DBHDS.

Members and staff engaged in very robust discussion. Mr. Washington emphasized that the longer wait times are greatly impacted by staff vacancies.

Noting no further discussion was forthcoming, the meeting was adjourned at 10:00 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting
Friday, February 15, 2019, 9:00 am.
Pennino Building,
12011 Government Center Parkway, Suite 836A,
Fairfax, VA

February 15, 2019

Date Approved



Staff to the Board