

CSB Fiscal Oversight Committee Meeting Minutes

Date: March 15, 2019

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

Absent:

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

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 February 15, 2019 meeting minutes were presented for review. Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Jessica Burris provided the financial status overview, including the following:

Pay Period Metrics:

- Noting no significant changes, the accumulated Compensation and Fringe Benefits savings remained steady at approximately \$4.3M.

Modified Fund Statement:

- A reminder was offered that the next budget update would be provided at the April meeting.
- Report of a change in revenue of approximately \$2.5M. It was clarified that this amount includes back-billing revenue of roughly \$2.1M of the approximately \$5.3M in total billing.
- No significant changes in expenses for the period.

Administrative Operations Report

Mike Goodrich and Lyn Tomlinson provided an update to the Capital Improvement Program (CIP) submission. It was reported that in coordination with all Health & Human Services programs, CSB Executive Staff presented the CSB CIP to the Planning Commission earlier in March, further reporting that no objections to the plan were offered.

Mr. Goodrich distributed a handout that on one-side illustrated the revenue errors related to items not yet billed, and on the other, illustrated the revenue management process.

- Jessica Burris provided clarification to the various submission errors that have delayed the billing of some provided services and the current investigative and corrective processes.
 - It was noted that the Case Management Youth Mental Health (CMYOUTH MH) and the Jail Diversion (JAILDIVRSN) have been corrected and billing is ongoing. Current efforts focus on identification of and corrections to Case Management Adult Mental Health (CMADULT MH).
 - It was reported that MCOs (Managed Care Organizations) have different allowances for back-billing, estimated at 6 to 12 months, following which, it was confirmed that initial corrective efforts will focus on the MCO's that have a shorter correction range.
 - Updated billing/submission error reports will be provided at the monthly Fiscal Committee meetings. It was confirmed that staff will ensure that Deputy County Executive Tisha Deeghan and the Department of Management and Budget (DMB) are kept abreast of developments in a timely manner.

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- The Revenue Cycle Management Process Map clarified the stages and responsible departments involved in processing a service from the initial clinical step through the billing and payment processes. Mr. Washington clarified that the single yellow dot on the map illustrates the single point at which AdvantEdge will impact the billing process.
 - Staff will revise the map with a darker font and forward a copy to Fiscal Oversight Committee members.
- Committee members further requested that staff and Board members collaborate on a unified message for discussions with their appointed officials.
- Mike Goodrich confirmed that the advertised tax rate was published, unchanged from FY 2019, at \$1.15 per \$100.

Human Resources (HR) Update

Marta Cruz reported 113 Vacant General Merit Positions. An overview of the Vacancies in Critical Areas report was provided. Ms. Cruz clarified that while some of the vacancy numbers may remain the same, or are very similar, this usually reflects hiring for the same classification, but for different positions that have become vacant. Further highlights included:

- 11 offers have been made to fill a majority of the 16 Behavioral Specialist II (BHS II) vacancies.
- Four of the six BHS II vacancies on the Adult Detention Center (ADC)/Jail Diversion staff have been sent offers.
- A reminder was offered that the hiring requirements for the Compliance Coordinator (S-29) position were revised to allow for required certification to be obtained after hiring.
- A full-time recruiter, Donna Chittum, started March 4th. Ms. Chittum, unable to attend this meeting as she is completing her required county training, will be invited to attend an upcoming Board meeting. Further, Ms. Chittum is scheduled to visit the CSB sites for a better understanding of what is needed for each site and program.

Mr. Washington provided a response to a question presented at the February meeting about the projected \$1.6M shortfall related to some vacant, revenue generating positions. Mr. Washington reported that the positions, excluding those in Emergency Services or Jail Diversion, would generate an estimated \$1.8M in annual revenue.

Clinical Operations Report

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

- Diversion First:
 - Hiring updates:
 - There are two vacant jail-based positions,
 - The jail-diversion staff positions have been filled,
 - Two Crisis Intervention Specialists have been hired in Emergency Services, leaving three vacancies.
 - The Crisis Response Team (CRT) is anticipated to begin working 3-days each week. Preliminary outcomes will be collected and reviewed.
- There was an interview with Sheriff Kincaid, an inmate, and a Peer Support Specialist on the STAR (Striving to Achieve Recovery) program for NBC4. The interview can be viewed by googling NBC4 Star Program or by visiting the Sheriff's Office Twitter page.

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- Ms. Tomlinson reported a recent biannual meeting attended by various county staff including judges, court clerks, and staff from the CSB, Sheriff's Office, Police Department, Public Defenders Office, and the County Attorney's Office, at which the CSB was praised for their recent efforts.
- Time to Treatment
 - Adult Time to Treatment:
 - Highlighting a decrease in wait time, it was clarified the system is not able to include the backlog data at this time. However, it was confirmed that individuals are moving to treatment.
 - Noting a large backlog in IOP (Intensive Outpatient Program), it was noted that the individuals *are* receiving Office Based Opioid Treatment (OBOT) service.
 - It was reported that there is currently no wait time at Reston/NW Center. It was further noted that the next report is anticipated to reflect no wait-time at Chantilly, assuming no staff vacancies occur in the interim.
 - Youth Time to Treatment:
 - Noting improvement in wait times, it was emphasized that this is typically a very busy time in youth outpatient services making this a key improvement.
 - It was noted that Chantilly reflected a slight increase due to a staff vacancy.
 - Noting an error in the data provided, the revised report will be revised and sent out to the Committee members.
 - Ms. Tomlinson asked Committee members to please reach out with any requests or comments related to the information currently being provided at the Fiscal Oversight meeting including decreasing or increasing the information provided.

Jennifer Adeli, noting a recently released statement from Gov. Northam reporting Walk-In Mental Health Assessments/Same Day Access recently made available across Virginia, asked for clarification. A reminder was offered that this CSB has been providing the service for two-years, further noting that the service is an underfunded mandate. It was also noted that following assessment, individuals will need services, an increase in services delivery that will also require an increase in funding. A robust discussion followed.

Related to the previous discussion, it was suggested that a quarterly topical update be developed for Board members, in support of periodic communication with their assigned legislators.

Open Discussion

- Ms. Kern offered a reminder of budget testimony to be provided April 11, 2019. The committee opened a discussion to identify preferred topics. Several of which were 1) an overview/thank you, 2) projected Medicaid Shortfall, 3) STEP-VA funding, including consideration of an anticipated budget shortfall in 2021, 5) fiscal impact of the MCO denials, authorizations and reauthorizations, 6) Diversion First, 7) Opioids, and 8) Employment & Day Services. Volunteer members will be confirmed at the March CSB Board meeting, following which testimony will be prepared in collaboration with the volunteer speakers.
- Ms. Kern offered a further reminder of previous CSB Board feedback provided to the Human Services Council noting some recent changes to the process for providing testimony. Elizabeth McCartney was asked to reach out to LaKeisha Kennedy-Flores for direction on the new process. Ms. Kern offered a reminder that the information should be forwarded to Bettina Lawton for further action at the March CSB Board meeting.

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Noting no further discussion was forthcoming, the meeting was adjourned at 10:19 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Staff will revise the Revenue Cycle Management Process Map with a darker font and forward a copy to Fiscal Oversight Committee members.

Issues to Communicate to CSB Board:

Committee members further requested that staff and Board members collaborate on a unified message for discussions with their appointed officials.

A quarterly topical update is to be developed for Board members in support of periodic communication with their assigned legislators

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, April 17, 2019, 9:00 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

April 19, 2019

Date Approved



Staff to the Board