

Fairfax-Falls Church Community Services Board
Executive Committee
September 18, 2019

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

The following Committee members were absent: Nancy Scott

The following staff was present: Daryl Washington, Lyn Tomlinson, and Bill Hanna

1. Meeting Called to Order

The meeting was called to order at 5:09 p.m.

2. Approval of the Minutes

The August 21, 2019 Executive Committee minutes were distributed for review. Following review, Diane Tuininga made a motion for approval of the minutes as presented, which was seconded and unanimously approved.

3. Adoption of the Executive Committee Agenda

As no revisions were offered for the September 2019 Executive Committee meeting agenda, it was accepted as presented.

4. Director's Report

Daryl Washington highlighted some recent activities to include:

- The FY2019 CSB Annual Report in draft form will be emailed to the CSB Board Chair for review and revision, following which, the full CSB Board will be offered an opportunity for review and comment. Reporting that the approximately 21,000 individuals served for FY 2019, is a reduction from the previous year, further reporting that this is reflective of the transfer of ITC (Infant & Toddler Connection) services to the Department of Family Services (DFS) on July 1, 2019, confirming this will be noted in the report.
- The legislative talking points are near completion and will be sent to the CSB Board for review and revision. Noting little change from last year, some revisions include:
 - Highlighting the funding needs to discharge older adults from state hospitals, noting it is often significantly difficult to locate appropriate placements for these individuals.
 - The upcoming expiration date of the DOJ (Department of Justice) Settlement Agreement with the Commonwealth and the relevant requirements have been emphasized.
- Offering a reminder that much of the DBHDS staff is new, including the new Acting Commissioner, there has been an increase in communication challenges including last-

minute requests. In response, DBHDS requests to CSB Executive Leadership are to be forwarded to Mr. Washington for action.

- The 50th Anniversary Celebration was held over two days the previous week. Noting the success of the event, there is consideration in making this an annual celebration.

5. CSB Board Agenda

The September 2019 CSB Board Meeting agenda was presented for review. Several revisions were requested including 1) add policy numbers to the relevant agenda items, 2) add approval of the budget in concept as an action item, 3) revise the fee policy review to be an information item, and 4) make the budget carryover and performance outcomes (with added notes page) to the director's report as review items. Following the requests, the agenda was accepted as revised.

6. Matters of the Executive Committee

A. *Behavioral Health Oversight (BHOC) Committee:*

Diane Tuininga noted the lack of a quorum at the meeting which resulted in tabling approval of the minute. An overview of the meeting activities was provided including:

- The December 4, 2019 meeting was proposed as a joint meeting with the Developmental Disabilities Committee.
- A reminder and overview of the Wellness and Recovery Conference in October was offered, noting a flyer will be finalized soon and will be electronically distributed.
- Staff and Associate Members made several announcements.
- Cynthia Sturdevant with Neighborhood Health provided a slideshow presentation of the many services available through Neighborhood Health, highlighting the number of local sites, including on the fourth floor of the Merrifield Center.
- The challenge question/area that was submitted for the October 2019 meeting is on staff recruitment and retention.

The next BHOC meeting is scheduled for Wednesday, October 9, 2019, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. *Compliance Committee:*

Noting the Compliance Committee meeting had convened directly prior, and that all members present had also attended the Compliance Committee meeting, no update was provided.

The next meeting of the Compliance Committee is Wednesday, October 16, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

Sheila Jonas, noting there had been no meeting in September, reported that the DD Committee is benefiting from having two co-chairs, noting this provides both chairs with the opportunity to be involved with the committee and also attend related events without significant impact to personal schedules.

The next DD Committee meeting is Wednesday, October 2, 2019 at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

D. *Fiscal Oversight Committee:*

Jennifer Adeli reported the September meeting was scheduled for the following Friday.

The next meeting of the Fiscal Oversight Committee is Friday, September 20th beginning at 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Sheila Jonas reported on participation in a recent workgroup to refine the CSB Board policy revision schedule. The schedule of policies to be reviewed was refined to address no more than three policies for review or approval at one time. Additionally, revision recommendations are to be sent to the Board Clerk, for development of a single document that will display all recommendations. When submitting the policies for approval, one copy with the revisions showing and one copy with all edits applied will be provided to the Board. Additionally, the revised schedule will be forwarded to the full Board.

Bettina Lawton offered a reminder of the CSB Board Retreat ensuring that all members had received a CSB Board Retreat Manual. A note will be sent to remind those members still needing a manual, that a copy will be available for pickup at the September CSB Board meeting.

7. CSB Board Annual Planning Calendar


The CSB Board Annual Planning Calendar was presented for review. Revision recommendations included recording the December 4th meetings of the Developmental Disabilities and the Behavioral Health Oversight Committees (BHOC) as a joint meeting. Additionally, the CSB Open House will be added to December 4, 2019 (3:00 p.m. – 5:00 p.m.). The calendar was accepted as revised.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 5:57 p.m.

Actions Taken –

- The August 21, 2019 Executive Committee meeting minutes were approved.
- The September 18 21, 2019 Executive Committee agenda was accepted as presented.
- The September 25, 2019 CSB Board agenda was accepted as revised.
- The Annual Planning calendar was accepted as revised.

October 16, 2019
Date Approved


Clerk to the Board