



**The Arlington Community Services Board**  
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**James Mack**  
Chairperson

**Cynthia Kemp**  
Executive Director

**October 17, 2012**  
**Department of Human Services – Sequoia Building**  
**2100 Washington Boulevard**  
**Arlington, Virginia**  
**7:00 p.m.**

**Members Present:** James Mack, Judith Deane, Brian DeAtley, Barbara Jones, Keith Whyte, Shauna Alonge, Anne Hermann, Brian Berke

**Members Excused:** Cynthia Fagnoni, David Kidwell, Jenette O’Keefe, Naomi Verdugo, Linda Kelleher, Moira Saucedo, Scott Brannon

**Staff Present:** Cynthia Kemp, Farah Shakour, Kelly Mauller, Suzanne Lane, Joanna Barnes, Alan Orenstein, Joe Bullock, Thomas Wallace

**Public Comment (s):**

There were no public comments.

**Approval of the June 27, 2012; July 18, 2012; and September 19, 2012 Minutes:**

ACCSB Chair Mack stated that the approval of the minutes for the June 27, 2012; July 18, 2012 and September 19, 2012 will occur at today’s meeting due to a lack of quorum in June and July. The Members reviewed the minutes. Chair Mack called for a motion to approve the June 27, 2012 minutes. Ms. Jones motioned to approve the minutes, Ms. Hermann seconded the motion and the minutes were approved without correction. Chair Mack called for a motion to approve the July 18, 2012 minutes. Mr. Whyte motioned to approve the minutes, Ms. Deane seconded the motion and the minutes were approved with one correction. Chair Mack called for a motion to approve the September 19, 2012 minutes. Mr. Whyte motioned to approve the minutes, Ms. Hermann seconded the motion and the minutes were approved with one correction.

**Staff Recognition: Child and Family Services Division Staff**

The October staff recognition award was presented to Child and Family Services Division (CFSD) staff, Jennifer Alvaro (Mental Health Therapist), Aaron Whitehead (Mental Health Therapist – Intensive Care Coordinator) and Marcella Rustioni (Licensed Clinical Social Worker – Intensive Care Coordinator). Thomas Wallace, CFSD Behavioral Healthcare Bureau Chief, explained how committed and dedicated these staff are and recounted an instance in which Mr. Whitehead and Ms. Alvaro performed stellar care and treatment coordination and utilization of Comprehensive Services Act funding to help a child and family in need of assistance for a child with emotional issues. Mr. Wallace read a letter from a parent commending the staff for their work. Mr. Wallace also commended Ms. Rustioni about her ability to partner with residential providers

and various parts of the system. He read another letter from a parent giving accolades to Ms. Rustioni about her work. Chair Mack thanked the staff and Mr. Wallace and conferred the awards.

**Approval of the FY14 Local CSB Budget Priorities:**

Chair Mack opened a discussion on legislative and budget issues and turned the floor over to Ms. Kemp. Ms. Kemp explained that the County Manager has requested that costs be kept consistent with a continuing services budget. She went on to say that the financial outlook in Arlington is very weak for fiscal year 2014. The projections state that the revenue is positive, but only by 1.3% on the residential side and 1% on the commercial side. The problem is that expenditures are outpacing revenue. By comparison, there was an over 14% growth in combined residential and commercial growth for FY 13. Approximately 5% growth is required to sustain current services. With the projected gap, there will be a \$25 - \$50 million shortfall. Additionally, the County has financial obligations to the school system and other large projects. Ms. Kemp stated that the County Manager is gathering data to make decisions about a potential hiring freeze, an early retirement process and possible reductions. Ms. Kemp stated that the County Manager typically makes her budget public in January or February. Chair Mack stated that once the CSB gains knowledge of the final budget numbers and reductions, the CSB Executive Committee has proposed that the CSB revisit its local budget priorities again at that time. Chair Mack stated that the Executive Committee is requesting that the CSB full board approve these priorities at this time with the understanding that the priorities will be revisited after the County budget is made public.

Ms. Deane asked if the townhomes for young adults with mental health issues have received funding in the base budget or if these funds will be eliminated in FY14. Ms. Kemp stated that these were one-time funds. Ms. Alonge asked if there were any other one-time funds that will be eliminated in FY14. After discussion, it was determined that there was not. Based on this discussion, Ms. Deane proposed that the following items that were funded with one-time dollars be added to the "Sustaining Existing Services" category:

- \$30,000 for 0.5 FTE to work with six young adults in the two townhomes
- \$34,000 for an emergency and education fund for young adults

Chair Mack called for a motion to approve the CSB FY 14 Local Budget Priorities with these two additions. Mr. Whyte motioned to approve the additions, Mr. Berke seconded the motion, and the two items were approved for addition to the CSB FY 14 Local Budget Priorities, with the understanding that the final decisions will be made in January or February on the final priorities.

**Approval of the Final Revised CSB By-Laws (Refer to Handout):**

Chair Mack called for approval of the amended CSB By-Laws. The by-laws were amended by the Administrative Committee and approved by the Executive Committee. Mr. Whyte motioned for approval, Ms. Hermann seconded the motion and the Final Revised CSB By-Laws were approved.

**Presentation: FY14 CSB Fee Schedule Recommendations (Refer to Handouts):**

Chair Mack opened a discussion about the FY 14 Fee Schedule Recommendations. Ms. Kemp noted that the County Manager has always been known to take the CSB's recommendation on this issue. Ms. Kemp noted that the State Performance Contract requires that the CSB make efforts to maximize revenue wherever possible.

Ms. Kemp stated that the FY 14 Fee Schedule Recommendations document is a recommendation through her to the County Manager to raise the minimum fee charged to CSB clients for services. The County Manager then makes a decision. Ms. Kemp stated that prior to 2008, there was no minimum fee. After that time, it was set at \$2.00 and has been raised to the current \$4.00 beginning in FY10. Ms. Kemp noted that clients are encouraged to pay something for services, no matter how small, to promote placing value on the services. She stated that the Executive Committee is recommending that the Full Board approve a minimum fee increase from \$4.00 to \$5.00. Ms. Kemp walked the members through handouts outlining the income level of CSB clients, the Sliding Fee Scale and the Financial Hardship form. She noted that 96% of CSB clients fall in the five lowest income categories. Mr. DeAtley asked, in light of the current focus on revenue maximization, what is the maximum fee

that would deter clients from receiving services. Ms. Lane stated that this figure is not known due to many variables such as economic conditions, but that the amount of revenue raised from fees is very small. Ms. Kemp stated that for every extra dollar assessed in fees, revenue increases by approximately \$7,000 - \$8,000 per year.

Chair Mack called for a motion to approve the Arlington County CSB Minimum Fee for Services (October 2012). Ms. Jones motioned to approve, Mr. Whyte seconded the motion and the Arlington County FY14 CSB Minimum Fee for Services (October 2012) was approved.

**Review of the Annual CSB Retreat Agenda (Refer to Packet):**

Chair Mack opened a discussion about the CSB's Annual Retreat.

The retreat will be held at the George Mason Center, 1801 N. George Mason Drive, in the Conference Room. All participants should enter the building on the George Mason side door nearest to 19<sup>th</sup> Street.

Ms. Kemp stated that she was asked if non-CSB members, such as committee members and community activists, can attend the retreat. Chair Mack asked if there are any rules regarding this. Ms. Kemp stated that it is a public meeting and that unless there is a specific reason to close the session, it remains open to the public. Ms. Jones stated that she would like to see more committee members at the retreat. Chair Mack asked the Members to talk to their committee members about attending. The deadline to RSVP to Ms. Shakour is Friday, October 22, 2012.

Ms. Kemp also noted that the State Legislative Delegation Forum in which the CSB presents its State budget priorities to Arlington's Virginia General Assembly members, typically occurs an hour before the November CSB Full Board meeting. This year however, there is a conflict for most of the State Senators for that day due to the Senate Finance Committee retreat and other meetings. Therefore, she proposed two alternative options: 1) Add the Forum to the end of the CSB Retreat from 2:30 – 3:30 p.m. or 2) Tuesday, November 13, 2012 from 6:00 – 7:00 p.m. as a separate meeting. After some discussion, the members decided by consensus that the Forum will be added onto the CSB Retreat agenda.

Regarding the presentations to the legislators, the CSB's FY13 General Assembly Priorities document will be used as the basis for the presentations. Chair Mack and Ms. Kemp will meet to assign presentation topics to the CSB Members. Ms. Kemp passed around a copy of the packet the legislators will receive containing the General Assembly recommendations from the CSB, the Annual Report, the Virginia Association of CSBs priorities, and general information about the CSB.

Light refreshments will be served to the legislators.

The Retreat agenda is as follows:

Saturday, October 27, 2012

8:45 a.m.	Continental Breakfast
	Budget & Legislative Processes and Advocacy:
9:00 – 10:00 a.m.	State Level – Will Frank, Virginia Association of CSBs
10:00 – 11:00 a.m.	Local Level – Suzanne M. Lane, Arlington BHD
11:00 – 11:15 a.m.	BREAK
11:15 a.m. – 12:00 p.m.	Arlington CSB's Process – Cindy Kemp, CSB Executive Director

12:00 – 1:00 p.m.	Keynote Lunchtime Speaker - Libby Garvey, Arlington County Board: Arlington's Budget & Advocacy Process
1:00 p.m. – 1:45 p.m.	Updates on Last Year's Initiatives: <ul style="list-style-type: none"> <li>➤ Youth in Transition (Judy Deane)</li> <li>➤ BHC and VHC Continuum of Care Issues (Jenette O'Keefe)</li> <li>➤ ID Housing Plan (Carol Skelly)</li> <li>➤ Drug Court (James Mack)</li> <li>➤ Communication/Community Outreach &amp; Involvement, including Outreach to Employers (Keith Whyte, Cindy Fagnoni, Carol Skelly)</li> </ul>
1:45 – 2:30 p.m.	Initiatives for the Upcoming Year
2:30 – 3:30 p.m.	Annual State Legislative Delegation Forum

**ACCSB Executive Director's Report:**

ACCSB Executive Director Cynthia Kemp reported the following:

- Ms. Kemp introduced Kelly Mauller, the new Behavioral Healthcare Division Administrative Assistant. Chair Mack asked Ms. Mauller to send the CSB members an email introducing herself and relaying her contact information.
- Ms. Kemp stated that there has been progress at the Mary Marshall Assisted Living Residence (MMALR) after the three licensing visits. There have been no major incidents. Training continues for direct care staff. The Director of Nursing has not been hired, but Ms. Hermann will be on the hiring panel. There was no Advisory Council meeting in October.
- Ms. Kemp reported on the group homes. She stated that there were 18 total incidents. She stated that the total number of incidents has decreased and stabilized. Ms. Kemp investigated the issue and stated that the reason for this decrease is that incidents have actually decreased and stabilized, rather than reporting errors or omissions accounting for the decrease.
- Ms. Kemp distributed the financial report. She stated that the revenue is at 15% and it should be at 16%. Ms. Kemp explained that as increases in documentation standards are implemented, the majority of staff and programs are complying well. However, there still remains some staff that needs improvement in this area; therefore, billing has been suspended for those staff or programs. This seems to be the reason for the 1% loss of revenue for the quarter.
- Ms. Kemp directed the Members' attention to a letter in their packets from the Department of Behavioral Health and Developmental Services (DBHDS), requesting additional information in response to the regional Business Plan. The Business Plan was developed by the Intellectual Disabilities Directors in the region to plan for the costs of community-based services for people leaving the training centers. Ms. Kemp reminded the Members that people do not have to leave the training center system, but that it appears that they will have to go to a different training center if the one they reside in is closed.
- Ms. Kemp announced that a \$400,000 grant from SAMHSA (Substance Abuse and Mental Health Services Agency) to provide primary health services for the next four years to Behavioral Healthcare

clients was awarded to the Alexandria Neighborhood Health Services, Inc. (ANHSI) clinic at the Drewry Center. She stated that Arlington's CSB is the only program in the state of Virginia that received the award.

- Ms. Kemp distributed a draft copy of the CSB's FY 12 Annual Report for the members' review. She asked the members to forward any suggestions for changes to Ms. Shakour by the end of the week.
- Ms. Kemp distributed the CSB's Permanent Housing Tables which detail the types of permanent housing for CSB clients. The tables include the current census, the number waiting for placement, the number placed in Arlington housing, and the number placed outside of Arlington. Ms. Kemp noted one change to the data: the number of mental health transitional beds should be changed from four to eight. Ms. Deane asked for clarification on whether the Mary Marshall Assisted Living Residence placements are included on the tables. Mr. Orenstein stated that this number is not included. Therefore, Ms. Deane asked that the MMALR placements be added to the tables. By consensus, the members agreed to add the MMALR placements and to add these numbers to the grand total of placements in the document. The Members also requested a separate point-in-time report on the number of people who are in temporary residential treatment facilities (substance abuse, psychiatric facilities, training centers, children's residential and nursing homes).
- Ms. Kemp reminded the members that Ms. Verdugo asked for quarterly reports on the implementation plan for Children's Behavioral Health services. Mr. Wallace presented an update on the Action Plan core items to the members as follows:
  - Clinical Model of Care:
    - The first DBT training was conducted in May
    - Motivational Interviewing training - bidding for contracts is anticipated to begin in February
    - More staff is becoming licensed. Three will complete the licensure exam before December.
    - The application for Mobile Crisis Stabilization was not funded but was a good regional exercise for the next opportunity
    - Effective collaboration with Arlington Public Schools – there has been staff turnover, but new relationships are being established
    - There are new marketing strategies
  - Organizational Structure:
    - Front Door / Intake Services – the goal is to streamline the process. Performance measures for intake are under development for children and parents (separate surveys).
  - Compliance:
    - Documentation standards – charts are being audited to ensure quality service plans and revenue maximization. Ms. Jones asked for details about the problem with documentation by staff. Mr. Wallace explained that notes have to be placed in the chart in a timely fashion and in a specific manner and must be well-written. He stated that staff training is ongoing. Ms. Kemp noted that Medicaid funding is also tied to proper documentation. Chair Mack asked if caseloads are too high. Mr. Wallace stated that this is not an issue in this Children's Behavioral Health.
- Ms. Kemp distributed a schedule of CSB 2013 Meeting Dates for the members' reference.

- Ms. Kemp noted that there is a chart of State data in the packets. The data measures items such as intensity of engagement and shows how Arlington compares to other jurisdictions in the State.

**ACCSB Chair’s Report:**

ACCSB Chair James Mack reported the following:

- Chair Mack announced that there was a County Affordable Housing Study forum on Saturday, September 22, 2012 from 10:00 a.m. – 12:00 p.m. at Wakefield High School. He stated Ms. Deane also attended the meeting. He pointed the members to a handout in their packets that summarizes Arlington citizens’ ideas for new affordable housing. Chair Mack noted that all five County Board Members were present at the forum.
- Chair Mack stated that the Mental Health Awareness Week program last week focused on employment and attracted both employers and clients. He stated that it was a very good initiative.
- Chair Mack stated that the Substance Abuse Bureau organized a program for Substance Abuse Awareness month on violence intervention. The program was conducted totally in Spanish and attracted more than forty participants. It was held at the Gates of Ballston.
- Chair Mack asked Dr. Joe Bullock to update the members about the progress of Arlington’s application to implement a Drug Court. Dr. Bullock stated that he and a committee will meet with the State review panel to advocate for the Arlington Drug Court. Dr. Bullock said he expects that there will be more news in the next 3 – 4 weeks. Chair Mack noted that the decision of the review panel gives authorization to implement the Drug Court without General Assembly pre-approval.
- Chair Mack distributed a letter from the CSB to the Arlington County Manager, requesting that sufficient funding in the base budget will be available to assist students with intellectual and developmental disabilities that are graduating from the school system and that need local funding for day support activities.

**Report Out on ACCSB Retreat Initiatives:**

- Employment – Mr. Whyte stated that the committee is focused on employer outreach and will be reconvening next week. Mr. Whyte circulated a memo that he sent out previously that outlines the focus of the committee. He will give a more detailed update at the CSB Retreat.

**Informational Items:**

- Ms. Hermann stated that the Aging and Alcohol Awareness Group was formed in response to a request from the Governor for each state agency’s response to a growing, aging population. She stated that a representative from this group will make a presentation to the CSB at the December Full Board meeting.
- Ms. Jones stated that the ID Proclamation will be held on March 5, 2013 at the National Science Foundation Atrium. The facility was arranged by and the food will be provided by George Fernandez of the Front Page restaurant.
- Ms. Deane noted that there was an interesting article in the Health section of the Washington Post about mental illness.

The Arlington Community Services Board meeting was adjourned at 9:00 p.m.

Respectfully submitted by Farah Shakour