

**Arlington County Community Services Board
Executive Committee Meeting
July 29, 2013
Stambaugh Building – Lower Level Conference Room A**

DRAFT

Present: James Mack, Moira Saucedo, Anne Hermann, Jenette O’Keefe, Barbara Jones, Judy Deane, Naomi Verdugo, Carol Skelly

Staff: Cindy Kemp, Farah Shakour, Kelly Mauller

The July 29, 2013 Arlington County Community Services Board (ACCSB) Executive Committee meeting was convened by the ACCSB Executive Committee Chair James Mack at 6:00 p.m. This meeting occurred in lieu of an August meeting. The meeting was held at the Stambaugh Building, 2100 N. Washington Boulevard, Conference Room A.

Approval of the July 8, 2013 Executive Committee Minutes

Chair Mack called for a motion to approve the July 8, 2013 ACCSB Executive Committee minutes. Ms. Jones motioned to approve the minutes, Ms. O’Keefe seconded the motion, and the minutes were approved with no corrections.

Overview of Fairfax Housing Study and Discussion about Arlington Data/Report

Chair Mack introduced Ms. Kelleher, Co-Chair of the Housing Committee for the 10 Year Plan to End Homelessness and a member of the Arlington Partnership for Affordable Housing (APAH). Ms. Kelleher gave a presentation about the Fairfax-Falls Church CSB’s 2011 housing needs assessment study and an overview of how the Arlington County CSB could prepare a similar study to inform the Housing Committee of the housing needs of CSB clients. Ms. Kelleher gave a brief explanation of the categories studied by the Fairfax-Falls Church CSB.

- Discuss best practices – separation of housing from services, flexible services depending on the changing needs of persons served.
- Document population both current and projected – document Arlington CSB’s current and projected target populations served by Arlington County Behavioral Healthcare.
- Document supportive service needs both current and projected – Intensive, supervised, supportive housing only.
- Determine housing types both current and projected and new models based on level of service needs – Group homes, Intermediate Care Group Homes (ICF), scattered-site apartments, shared housing, single room occupancy (SRO), service enriched housing with some shared common areas and staff and other new options.
- Barriers to housing – Housing based, individual assistance and individual barriers.
- Existing funding resources versus projected need, local, state, federal – homeless prevention and behavioral health.
- Review Arlington’s Consolidated Plan and recommendations to meet future needs.

Ms. Kelleher stated that she has a conference call scheduled for next week with Arlington’s local representative with the Virginia Housing Development Authority (VHDA). The VHDA is a State agency and serves as one resource for funding through loan tax credits and administering Housing and Urban Development (HUD) loans.

Ms. Deane stated that she and Ms. Verdugo have been in communication with Fairfax County parents to assist them with lobbying for changes in housing. She noted that Fairfax County currently has approximately 1,600 people on a housing assistance waiting list and is making very slow progress on reducing it.

Ms. Kelleher stated that Fairfax County does not have a housing grant program like Arlington County. She noted that the Arlington County Housing Grant Program mirrors, to a large degree, the Section 8 Voucher Program. She noted that individuals apply for a Section 8 Voucher as an individual and can use the voucher at any housing facility or with any landlord who accepts the voucher. The eligibility requirements for receiving a Section 8 Voucher are being disabled with low income; elderly with low income; or a low income family, working very few hours, with children under 18. She stated that Arlington is currently utilizing one-time money to fund new persons who apply and are eligible for housing grants of which 30% are elderly, 30% are disabled and 30% are working families with young children. Ms. Kelleher stated that Arlington County has an Affordable Housing Investment Fund (AHIF). She noted that Fairfax County does not have AHIF but does have a Housing Authority on their ballot for this coming year. She explained that Fairfax County residents previously paid into a Penny for Affordable Housing Fund (Penny Fund). The Penny Fund was designed to serve as a readily available local funding source with the flexibility to address emerging local affordable housing needs. Ms. Verdugo asked why Fairfax County eliminated the Penny Fund. Ms. Kelleher responded that the elimination of the Penny Fund was a political action. She noted that she will find out how long the fund was in place and email the information to Ms. Shakour for distribution to the Executive Committee members. Ms. Kemp stated that Arlington has a Homeless Management Information System (HMIS) in place for tracking homeless persons and that the housing tables include not just homeless persons but others that are waiting on various types of housing assistance.

Ms. Kelleher noted that this is a staff driven study that will be presented to County Manager, Barbara Donnellan, who will then present the study to the County Board. Chair Mack asked the members for their feedback. Ms. Kemp suggested that the committee should agree on the major categories for the study and then consult with staff for feedback. The committee agreed. Chair Mack stated that the Executive Committee will further discuss and review how to proceed with the study at the September 9, 2013 Executive Committee meeting with recommendations on how to proceed. Chair Mack thanked Ms. Kelleher for the presentation.

Preliminary Discussion of the FY 15 CSB Local Budget Priorities

Chair Mack stated that the FY15 CSB local budget recommendations are being formulated in the committees. Ms. Kemp noted that the recommendations are due from the committees by August 30th. The recommendations will be brought before the Executive Committee at the September 9, 2013 CSB Executive Committee meeting. Ms. O'Keefe distributed and gave an overview of the Substance Abuse Committee's FY15 local budget priorities. Ms. Deane gave an overview of the Mental Health Committees FY15 local budget priorities.

Preliminary Discussion and Timeline of the FY15 Fee Schedule

Ms. Kemp informed the members that the Administrative Committee is in the process of preparing the FY15 Fee Schedule. She reminded the committee that the State recommended a \$1.00 fee increase for CSB services for FY14 increasing the fee from \$4.00 to \$5.00. A fee for urinalysis has also been implemented. Ms. Kemp announced that Suzanne Lane, Operations Support Team Manager, will attend the September 9, 2013 Executive Committee meeting to discuss the FY15 fee recommendations.

Preliminary Discussion and Planning for Annual October Retreat

Ms. Kemp asked the committee members if they would like to schedule a retreat in the fall, as they have in previous years. She stated that the purpose of the retreat is to discuss important issues that require more in depth discussion and more time than is allotted in the regular monthly meetings. The members decided that they would like to have a retreat again this year. The retreat will be scheduled for Saturday, October 26, 2013 and will be held in the Stambaugh Building auditorium. The exact time will be decided at a later date. The members discussed several possible topics, presentations and speakers.

- An independent living skills program similar to the EDGE program for young adults with Asperger's and intellectual disabilities
- Community integration for people with IDD, considering the trend away from sheltered workshops and group home supported employment to individualized supported employment
- High school transition services
- Best practices in group homes and how to revise the monthly group home report to be more informative
- Review housing issues in Arlington for CSB clients
- Invite County Board Member and CSB Liaison, Mary Hynes

Ms. Shakour will email the list of proposed topics to the Full Board and request additional recommendations for discussion. The list of proposed topics for the CSB Annual Retreat will be discussed at the September 18, 2013 CSB Full Board meeting.

Review of CSB Recruitment Flyer

Ms. Shakour distributed a draft CSB membership recruitment flyer. She will email the draft flyer to the Committee for review prior to finalization. It was suggested that the recruitment flyer be placed on Mary Hynes Facebook account on Arlington County's website. Ms. Kemp reminded the committee that applicants must be approved by the County Board for membership on the CSB.

Brief Updates/Information

- Ms. Kemp reported that the General Assembly Recommendations document has been sent to the County Board and to Legislative Liaison, Pat Carroll.
- Ms. Kemp announced that Deputy County Director, Joan Planell has resigned due to a move out of the area. Her last day will be September 6, 2013.
- Ms. Kemp stated that Ms. Shakour is preparing the FY13 CSB Annual Report. Ms. Shakour showed a preliminary layout and theme for the report. Staff have been requested to submit articles highlighting the progress and outcomes of newly funded programs.
- Ms. Kemp announced that she and Chair Mack interviewed a potential candidate, referred by Mr. DeAtley, to represent the CSB on the Community Development Citizen Advisory Committee (CDCAC). She stated that the candidate's name was submitted to the County Board for approval. Ms. Kemp noted that the potential candidate is not a CSB member. Ms. Kemp stated that County Board Liaison to the CSB, Mary Hynes, would prefer the representative be a CSB member who knows the work of the CSB Board and the population it serves. She noted that Ms. Hynes stated she will speak to the potential candidate about becoming a CSB Full Board member or joining a subcommittee. Chair Mack stated that he has reached out to Ms. Hynes to discuss the candidate's potential membership.
- Ms. Kemp announced that Ann Wroth has been appointed as a CSB Full Board member by the County Board. She noted that Ms. Wroth is a member of NAMI and heads the volunteer hotline.

Ms. Wroth was referred by Ms. Deane. Ms. Mauller will schedule a new member orientation for Ms. Wroth by Ms. Kemp.

- Ms. Shakour announced that the Legislative Delegation Forum will be held for one hour prior to the November 20, 2013 CSB Full Board meeting from 6:00 to 7:00 at the Stambaugh Building located at 2100 Washington Boulevard in the Auditorium. The members discussed whether to invite only the current Delegates or all candidates running for office and topics to focus on for discussion. The members decided to discuss the topic options again at the September 9, 2013 Executive Committee meeting.

Upcoming Items for CSB Full Board Meeting on September 18, 2013

- ✓ The CSB Staff Recognition Award will be presented to Mario Alejandro, Therapist in the ACT Unit, Substance Abuse Bureau of the Behavioral Healthcare Division.
- ✓ There will be a Group Home Report presented if necessary. In response to Mr. DeAtely's question regarding a comparison of previous year's incidents to this year's incidents, Ms. Kemp reported that in 2011 there were 411 incidents, in 2012 there were 331 incidents and in 2013 the number of incidents was significantly lower at 213 incidents. The decrease in incidents is primarily due to staff correcting their over-reporting of minor incidents to the State. Ms. Deane suggested that a presentation be given about incident reporting guidelines, best practices and monitoring of the day to day activities in the group homes. Ms. Deane asked Ms. Kemp if she receives a report about clients who leave the group homes. Ms. Kemp responded that she does not.
- ✓ Ms. Kemp reported that there was a recommendation from the Long Term Care Committee to give a PowerPoint presentation to the full board about the Long Term Care options in Arlington regarding residential and community based resources. Ms. Kemp stated that she received the presentation via email and will send it to the full board members. She noted that the presentation is about different types of nursing homes and assisted living facilities (ALF). Ms. Kemp asked Ms. Hermann if the presentation is something the Long Term Care Committee would like to present to the full board. Ms. Hermann responded yes.
- ✓ There will be a Monthly Financial Report presented if necessary.
- ✓ Ms. Hermann will report out on the Mary Marshall Assisted Living Residence (MMALR).
- ✓ Fredy Martinez, Mental Health Therapist, Department of Human Services, will give a presentation about the Juvenile Justice/Court system at the October 16, 2013 CSB Full Board meeting.
- ✓ Ms. Kemp reported that she has visited Richmond Behavioral Healthcare and the Henrico County CSB to learn about their processes. She stated that she will be visiting the Fredericksburg and Lynchburg CSBs later this month. Ms. Saucedo suggested that Ms. Kemp give a report about her CSB visits at the CSB Annual Retreat. Ms. Kemp stated that Arlington County, Virginia Beach and Alexandria are the only CSBs that operate through their local government Department of Human Services agencies. She stated that 29 of the 40 CSBs in Virginia are operational boards and are separate from local government. She noted that Hampton Newport News is the premiere CSB in the State for behavioral healthcare.

- ✓ Chair Mack opened a discussion on the decline in CSB meeting attendance. He stated that he appreciates everyone's hard work and requested that the members please attend the meetings at every opportunity, noting that a quorum must be reached for voting purposes. The members discussed several ways to improve meeting attendance. Ms. Kemp will send an email about the importance of attending the meetings to the full board and ask for their suggestions on how to improve meeting attendance.

The Arlington County Community Services Board Executive Committee meeting was adjourned by Chair Jim Mack at 8:40 p.m.

Respectfully submitted by Kelly Mauller.