

**Arlington County Community Services Board
Executive Committee Meeting Minutes
Monday, November 5, 2012
6:00 pm**

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

Excused: Moira Saucedo

Staff: Cindy Kemp, Farah Shakour, Kelly Mauller

The November 5, 2012 Arlington County Community Services Board (ACCSB) Executive Committee meeting was convened by the ACCSB Executive Committee Member Chair, James Mack at 6:10 p.m. The meeting was held at the Department of Human Services Sequoia Building, Conference Room A, 2100 Washington Boulevard, Arlington, Virginia.

Approval of the October 9, 2012 Executive Committee Minutes:

Chair Mack called for a motion to approve the October 9, 2012 ACCSB Executive Committee minutes. Ms. Deane motioned to approve the minutes, Ms. Hermann seconded the motion, and the minutes were approved with one correction.

Debrief on the Annual Retreat:

Chair Mack opened a discussion to debrief on the CSB Annual Retreat and State Legislative Delegation Forum that occurred on Saturday, October 27, 2012. Ms. Jones noted that the presentation on the Virginia Association of CSB’s (VACSB) budget and legislative process was informative. Ms. Deane stated that it is helpful to understand the process so that the Arlington CSB can influence the VACSB’s priorities before they are drafted. Ms. Hermann and Ms. Deane noted that the Arlington CSB can advocate with the VACSB for state funding for children, young adults and older adults, as these areas have been underrepresented in the past. Ms. Hermann stated that this is a great first step in making the process of working with the VACSB more collegial.

Ms. Kemp walked the Members through the revised “Outline for Successful CSB Local and State Budget Advocacy” document (*Refer to Handout*). Chair Mack raised the issue of considering a new action of writing a letter to the County Manager in November emphasizing the major items that the CSB is requesting be added to the base budget. These major items are listed as the “Sustaining Existing Services” on the FY14 Local Budget Priorities document. Ms. Skelly noted that this is a good idea, because if more is added to the base budget, less advocacy is required with County Board later. The Members decided that the focus of the letter should be on maintaining existing levels of service. Ms. Skelly stated that without funding, current services will be reduced. Chair Mack will draft the letter, and it will be presented to the full CSB at the November meeting then forwarded to the County Manager with the revised “Sustaining Existing Services” portion of the FY14 Local Budget Priorities.

Regarding the State side of the document, Ms. Kemp will follow up with Will Frank from the VACSB regarding when the VACSB makes recommendations for budget priorities. Ms. Kemp will also send a copy of the regional CSB's priorities document to the Executive Committee Members. Ms. Skelly asked Ms. Kemp to forward a copy of the agenda and / or the package that the County Board submits to the Arlington General Assembly members to determine if the Arlington CSB's State priorities were included in the County's submission to the General Assembly. The County Board meeting with the state legislators will occur on November 8, 2012 at 7:30 p.m. at the County Board Office, Room 307 and is a non-participatory meeting.

Office of the State Inspector General Review of EBL and DAP:

Chair Mack opened a discussion on Office of the State Inspector General's (OIG) review of the Extraordinary Barriers List (EBL) and Discharge Assistance Project (DAP) funding. Chair Mack distributed a letter from the OIG and the Arlington CSB's response letter (*Refer to Handouts*). The EBL is a list of people who are deemed to be as stable as they can possibly get and who are not in danger of hurting themselves or others, but who are still in need of extra support to live independently outside of a hospital setting. The Department of Behavioral Health and Developmental Services (DBHDS) gives all the regions in the state DAP money to fund the transition of people on the EBL from hospitals into the community. The OIG found that there was a waiting list for DAP funding for the people on the EBL. The OIG staff are looking into the people on the list, the amount of DAP funding needed by these people and the DAP funding received from the state for people who have already left the facility.

Chair Mack stated that the OIG's letter implied that Arlington CSB receives an unusually large amount of DAP funding compared with other CSBs. Ms. Kemp explained that the Arlington CSB is the fiscal agent and project officer for one of the regional intensive community residential treatment projects, therefore Arlington is awarded DAP funding beyond the dollars used for just Arlington people.. Arlington currently has twelve people who are on the EBL, four of whom are deemed Not Guilty by Reason of Insanity (NGRI). Ms. Kemp stated that she gave the CSB Members the OIG's EBL report in May 2012. Ms. Kemp noted that there are a few people who use a large amount of funding while the majority of others use much less. The OIG also submitted a survey to the Arlington CSB Chair regarding the information the CSB receives about the people on the EBL. Chair Mack completed and submitted the survey.

Point in Time Residential Report:

Ms. Kemp reported on the number of Arlington CSB clients who were in residential treatment settings rather than permanent homes as of October 1, 2012 (*Refer to Handout*). This report was requested at the October CSB full board meeting to supplement the Permanent Supportive Housing (PSH) tables which outline the number of Arlington CSB clients in permanent housing settings at a point in time. There were a total of 103 Arlington CSB clients in residential treatment, with 18 in substance abuse residential treatment, 41 in State psychiatric hospitals, 37 in intellectual / developmental disabilities (IDD) treatment facilities, and 7 in children's residential treatment.

Ms. Hermann noted that the 7 people at Piedmont hospital are potential RAFT clients. Ms. Skelly asked Ms. Kemp to follow up about the 5 people who are in nursing homes.

Overview of the Consumer-Run Drop-In Center and the Peer Internship Program Issues:

Chair Mack opened a discussion about the Consumer-Run Drop-In Center and the Peer Internship Programs. Ms. Kemp provided a broad overview about the issues and the subsequent actions.

Discussion of County's Housing Study and Possible CSB Next Steps:

Chair Mack opened a discussion about the Arlington County Housing Study (*Refer to Handouts*). The Members received the following documents:

- Memorandum from the County Manager titled "Charge for Affordable Housing Study"
- The Alliance for Housing Solutions response letter
- Arlington Advocacy's Meeting Notes from 10/26/12

Ms. Kemp stated that the County Manager has established two groups:

- Working Group (includes a CSB rep) – The members of this group must understand the population and the housing needs. Linda Kelleher has volunteered to be the CSB representative. Ms. Kemp will speak to her about meeting with the Executive Committee about the responsibilities of this group.
- Stakeholder Network

Ms. Skelly stated that the people that are most underserved are those who cannot function well in group homes and permanent supported housing. Chair Mack stated that the CSB must generate a list of the various housing options needed by CSB clients, including:

- Permanent Supported Housing
- Group Homes for Mental Health and Intellectual / Developmental Disabilities
- Clustered Apartments for Young Adults
- Intermediate Care Facilities (for people with more intensive medical needs)
- Microboards (Family-run, micro-corporations that own the home, townhouse or condominium, so that the person's Medicaid funding is not jeopardized by increased family resources. Services are funded by the Medicaid Waiver. The care provider lives on-site. Several families can form microboards together.)

Brief Updates / Information:

- Ms. Kemp noted that the revised CSB FY14 Local Budget Priorities; approved CSB By-Laws with new amended date; and revised Permanent Supported Housing Tables were disseminated to the CSB Members via email. Ms. Kemp stated that at least one member of the General Assembly has asked for a copy of the CSB's FY14 Local Budget Priorities. Ms. Kemp will forward the priorities to all General Assembly members with a statement that these were requested by one member of the General Assembly and are preliminary priorities for their informational purposes.
- Ms. Kemp stated that there will be a presentation at the December full board meeting on older adults and alcohol use by Rhonda Williams of the Alexandria CSB.
- Ms. Kemp stated that the January full board meeting is on January 23, 2013. She stated that Cindy Stevens is scheduled to attend to give an overview of the County's housing programs, including Housing Grants and Permanent Supported Housing.

Upcoming Items for CSB Full Board Meeting on November 14, 2012:

- Staff Recognition: Denise (Shelli) Wargo – Team C Mental Health Therapist in the Behavioral Healthcare Division
- Ms. Kemp will report on revenue in the Financial Report, as necessary.
- Ms. Kemp will provide a report on the Group Homes, as necessary.
- The Mary Marshall Assisted Living Residence Advisory Council will not meet again until December. Ms. Hermann will gather information from the Mary Marshall Executive Director about distributing gift cards to the residents. Ms. Kemp will speak to Kurt Larrick about putting the gift cards under the Secret Santa program so that contributors can receive receipts for tax deductions.
- There will be a presentation to the full board on the letter to the County Manager regarding CSB Local Budget Priorities.

The Arlington Community Services Board Executive Committee meeting was adjourned by Chair Jim Mack at 8:30 p.m.

Respectfully submitted by Farah Shakour