

**Arlington County Community Services Board
Executive Committee Meeting**

**Drewry Building
1725 North George Mason Dr, Arlington
Room 107
February 10, 2014**

Present: James Mack, Barbara Jones, Judith Deane, Jenette O'Keefe, Shauna Alonge

Absent: Anne Hermann, Carol Skelly

Staff: Cindy Kemp, Farah Shakour, Kelly Mauller

The February 10, 2014 Arlington County Community Services Board (ACCSB) Executive Committee meeting was convened by the ACCSB Executive Committee Chair James Mack at 6:00 p.m. The meeting was held at the Drewry Building, 1725 N. George Mason Drive, Room 107.

Approval of the DRAFT January 6, 2014 Executive Committee Minutes

Chair Mack called for a motion to approve the January 6, 2014 ACCSB Executive Committee meeting minutes. Ms. Deane motioned to approve the minutes, Ms. Jones seconded the motion, and the minutes were approved with several corrections.

Review and Discussion of the DRAFT CSB Housing Report

Ms. Kemp distributed a draft of the Arlington CSB's Housing Needs Report for the members to review. The report reviews barriers and solutions to barriers; current housing needs and future housing needs; and suggested solutions to address the barriers to housing for DHS/CSB clients in the County.

CSB Member and Member of the County's Housing Study, Linda Kelleher, and Special Assistant to the CSB, Farah Shakour, presented an overview of the draft Arlington Housing Needs Report. Ms. Kelleher announced that Lisa Sturtevant has been chosen as Arlington's Housing Study Consultant. Ms. Sturtevant is the Center for Housing Policy Director and Vice President for research at the National Housing Conference (NHC).

Ms. Kelleher stated that the Housing Working Group will begin meeting in February to discuss housing tools, geography to target feasible areas for supported housing and the concepts of home ownership. She noted that she is the person responsible for civic engagement (neighbors, identifying the client base that should be surveyed, etc.). She stated that civic engagement will assist the Housing Working Group to target the proper community members in need of supported housing and spread the need for housing to the broader public.

Ms. Kelleher stated that the Housing Working Group is working in collaboration with the Housing Subcommittee of the Ten Year Plan to End Homelessness. She reported that Single Room Occupancy (SRO) units target persons who are homeless but that this same type of housing could aid CSB clients. She noted that the Housing Needs Report and the SRO Report are being developed as tools to assist homeless persons and people with barriers to obtain housing.

Ms. Kelleher stated that the Housing Sub-committee to the Ten Year Plan to End Homeless is also looking at barriers to housing and working in collaboration with Fellowship, Community Residences, Doorways, Arlington Street People's Assistance Network (A-SPAN) and Arlington County Department of Human Services (DHS).

Ms. Kelleher presented an overview of the barriers that exist for homeless persons to obtain housing.

- Income – DHS/CSB clients are generally very low income. Housing costs in Arlington are too high for most clients to afford housing on their own.
- Poor credit or no credit – People with disabilities, particularly those with Serious Mental Illness (SMI) and chronic substance abuse issues, often have marred or no credit history.
- Inability to sign a lease – Some DHS/CSB clients are unable to sign their own leases due to poor credit and payment histories.
- Criminal justice system involvement – People with a history of mental health and substance abuse issues are often subjected to criminal justice involvement
- Lack of appropriate accommodations for a full range of housing needs – Physical accommodations and accommodations for people with behavioral challenges are also barriers.
- Discrimination and social stigma – Affects housing for people with a history of mental illness or substance abuse, especially for persons with criminal histories, exhibit behavior that is difficult to understand or that affect neighbors in the community.
- High cost of land – Privately owned land for residential development is very limited in Arlington and County owned sites are typically not suitable for building supportive housing (*Source: Special Services at Home (SSAH) report*).
- Limited financing structures that support development of appropriate housing – New financial solutions are needed in Arlington due to the high population density and high cost of land (*Source: SSAH report*).
- Land use and zoning limitations – Supportive housing is limited due to the types of services provided on site, number of people served, characteristics of tenants, location in the community and specific zoning of certain parcels of land (*Source: SSAH report*).

Ms. Kelleher presented an overview of the existing efforts to address barriers to housing.

- The development of the Affordable Housing Study (AHS) – Arlington County has worked to investigate the issue of affordable housing through the AHS.
- Arlington's Ten Year Plan to End Homelessness – Arlington County DHS, Economic Independence Division (EID) in collaboration with A-SPAN provided housing and/or resources to 153 of the most vulnerable homeless individuals in Arlington.
- Advocacy for funding for committed affordable units, Permanent Supported Housing (PSH) and other housing options – Arlington County has made an effort to increase affordable rental space but the need is greater than the availability.

Ms. Kelleher stated that additional supported housing options include:

- Permanent Supportive Housing (PSH) – Locally and federally funded independent apartments
- Group Homes – Multi-person homes with counseling available
- Transitional Housing – Independent living with no on-site supervision
- Intensive Residential Facilities – Provides intensive treatment and assistance with daily living skills
- Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-IDD) – Community based. Serves Medicaid eligible individuals with co-occurring needs
- Supervised Apartments – Single occupancy apartments leased to individuals by non-profit agencies that provide staff support

- Mary Marshall Assisted Living Residence (MMALR) – Assisted living facility serving people with mental health and intellectual and developmental disabilities
 - Sponsored Residential Services – Service provided by a family who invites a person with IDD to live in their home and provide them with supports to ensure success in the community
 - Family Provided Placements – Enables individuals with IDD to remain in their family’s home with family members with in-home supports
- Housing Assistance Programs – There are housing assistance programs available to low-income residents through the Housing Choice Voucher (HCV/Section 8) program, Housing Grants, Medicaid-funded ID/IDD Waiver reimbursable services (for supported services) and PSH options. The County also provides Homeless Prevention and Rapid Re-Housing Program (HPRP) services and funds for individuals and families who are homeless or at risk of homelessness or eviction.
 - Jail Diversion for People with Mental Health and Substance Abuse Issues – Jail diversion strategies help to reduce the housing barriers created by criminal justice system involvement.
 - Efforts to Reduce Stigma – Efforts have included the development of a full time Wellness and Recovery Manager (WRM), support of the Arlington Peers Helping Peers recovery center and education of landlords by the DHS-EID housing staff and DHS case managers.
 - Providing Case Management as a Critical, Core DHS/CSB Service – Allows Case Managers to link clients to needed entitlements and services, assist clients in stabilizing and managing their symptoms and teach clients daily living skills.
 - CSB Advocacy at the State Level – The CSB has submitted several housing-related requests to the Arlington County Board as recommendations to the Virginia Assembly regarding the State Training Center closures, mental health housing funds and extraordinary barriers list funds.
 - Implementation of Evidence-based Practices for Housing and Housing Services – Arlington has addressed reducing or eliminating barriers to housing stability by implementing many evidence-based practices (EBPs) in housing models and related support services for people with disabilities.

Ms. Kelleher gave an overview of the Arlington County CSB’s recommendations on measures to close the housing gaps for DHS/CSB clients.

- Ensure that there is adequate funding to provide housing and support services in the Arlington community for people with disabilities served in DHS/CSB programs.
- Support the development of additional supported studio apartment housing.
- Continue to develop relationships with landlords and the accompanying financing incentives.
- Continue to implement and develop public-private partnerships that promote affordable housing.

Ms. Kelleher announced that the Arlington Partnership for Affordable Housing (APAHH) is holding an open house on March 24, 2014 at the Arlington Mill Center, with SRO units, from 4:00 p.m. to 6:00 p.m. Ms. Kelleher will email an invitation to the CSB Full Board members.

The members discussed the draft Arlington Housing Needs Report. Ms. Shakour will incorporate the members suggested changes into the report. An updated draft of the report will be distributed for presentation to the full board members at the February 18, 2014 CSB Full Board meeting. The report will then be brought back before the Executive Committee for review at the March 10, 2014 Executive Committee meeting and then presented to the Full Board at the March 19, 2014 CSB Full Board meeting for final approval.

Discussion about the January Presentation by Mary Hynes on the New Commission Handbook

The members discussed the presentation by Ms. Mary Hynes, County Board Member and Liaison to the CSB, about the new Arlington County Advisory Board and Commission Handbook at the CSB January 15, 2014 Full Board meeting. The Committee members discussed the rules surrounding the number of committee members that can meet and discuss work of the group without making a public announcement. Ms. Deane suggested that the CSB Executive Committee members compose a letter to the County Board members to express their concerns about the open meeting rules as stated in the draft Advisory Board and Commission Handbook. The members agreed that Mr. Mack will present the Executive Committee's concerns to the CSB Full Board members for discussion at the February 18, 2014 CSB Full Board meeting. The Executive Committee will then re-visit the discussion at the March 10, 2014 CSB Executive Committee meeting and develop talking points about any concerns for Mr. Mack to present to Ms. Hynes.

Ms. Shakour stated that she is in the process of revising the CSB's Charter. The Charter will be brought before the Executive Committee at the March 10, 2014 meeting and then the Full Board members at the March 19, 2014 for review and then again at the April 16, 2014 CSB Full Board meeting for final approval. The County Board has requested that the CSB submit its Charter by the end of May 2014.

Review Updated FY 15 CSB Local Budget Priorities

Chair Mack opened a discussion about the Draft CSB's FY15 local budget priorities. He encouraged the committee members to prioritize the requests.

Programs/services that will terminate unless funding is received

- Crisis Intervention Team CIT Coordinator - The members agreed to continue to advocate for this request
- Substance Abuse (SA) Jail Act Unit Case Manager - The members agreed to continue to advocate for this request
- SA Peer Recovery/Recovery Support Staff - The members agreed to continue to advocate for this request

Programs/services that will be reduced

- In light of the announcement that the County Manager is no longer requesting reductions to CSB Programs, this item will be removed from the CSB's budget requests.

Programs/services that will not be expanded without additional funding

- Mental Health (MH) Case Manager in the jail - The members agreed to continue to advocate for this request

Services that are new

- MH Peer Support Specialists - The members agreed to continue to advocate for this request
- One time funds for Intellectual Developmental Disabilities (IDD) employment consultant - The members agreed to change this request from an employment consultant to an employment initiative for job development - The members agreed and will continue to advocate for this request

Services that will continue at current level without additional funding

- Psychiatric services provider/nurse practitioner - The members agreed to continue to advocate for this request
- Emergency and education fund for young adults - The members agreed to remove this request from the priorities with the understanding that funding will be available

The members discussed the priorities and made preliminary decisions about the prioritization of the requests as follows:

Criminal Justice/Emergency Services

- Crisis Intervention Team (CIT) Coordinator
- Mental Health Therapist in Emergency Services
- Substance Abuse (SA) ACT Unit Jail Case Manager
- Mental Health Jail Case Manager

Peer Recovery

- Substance Abuse Recovery Support Staff
- Mental Health Peer Support Specialist

Psychiatric Services

- Psychiatric Nurse Practitioner
- Psychiatric Services Provider

One Time Funds

- Intellectual and Developmental Disabilities Employment Initiative

The members concluded that they should review their original list of budget requests to ensure they are advocating in the best interest of CSB clients. Ms. Shakour will email the revised FY15 local budget priorities to the Executive Committee and copies will be distributed to the full board members for discussion at the February 18, 2014 CSB Full Board meeting. The County Manager's FY15 Proposed Budget will be announced February 22, 2014.

Chair Mack reported out about the CSB tours of the Arlington County Detention Facility's MH and SA Programs for the County Boards members on February 4, 2014. He noted that staff presented their programs to the board members very clearly. Ms. Kemp distributed the follow up questions for response by the CSB to the County Board members. The members discussed charging a fee to outside jurisdictions for CIT training that is currently being provided by Arlington County at no cost. Ms. Kemp will give an update at the March 10, 2014 CSB Executive Committee meeting.

Brief Updates/Information

- Ms. Kemp announced that the CSB's final responses to the General Assembly member's questions have been mailed.
- Ms. Kemp reported that floor planning for the anticipated move of the Behavioral Healthcare Division (BHD) to the Sequoia complex is being developed. She noted that a Request For Proposal (RFP) will be submitted for an on-site pharmacy. The Executive Committee members raised a concern about Clarendon House being placed on the 2nd floor of the building which will not allow for immediate outdoor access or space for gardening.
- Ms. Kemp reported out on the letter that the Mental Health Committee composed to Arlington's Delegation about concerns over the Mental Health Support Services (MHSS) rate changes. She noted that MHSS is Medicaid billable and that Community Residences and Fellowship are the two vendors that bill for these services provided to clients in the community. The new eligibility criteria for Medicaid billable services went into effect on December 1, 2013 and the Medicaid billable rate changes for services will go into effect on July 1, 2014. On behalf of the Mental Health Committee, Ms. Kemp requested approval from the members for Chair Mack to sign the letter. Chair Mack stated that he will review the letter and report back to the members with his response.

Upcoming Items for CSB Full Board Meeting on February 19, 2014

- ✓ Ms. Kemp announced that Maria Toole, Electronic Health Records System Manager, Operations Support Team, was nominated to receive the February 18, 2014 staff recognition award.
- ✓ Ms. Kemp announced that Linda Kelleher, CSB member; Pam Gannon, Support Services Specialist, Housing Assistance Bureau and Cynthia Stevens, Chief, Housing Assistance Bureau, will present about Supportive Studio Apartments for single, homeless adults in Arlington County at the February 18, 2014 CSB Full Board meeting.
- ✓ Ms. Kemp announced that CSB Member Linda Kelleher and CSB Staff Liaison, Farah Shakour will Present about the Arlington CSB's Housing Needs Report at the February 18, 2014 CSB Full Board meeting.
- ✓ Ms. Kemp announced that Mr. Mack received a letter from the County Board addressed to all of the Commission Chairs inviting them to give a three minute presentation before the County Board on Tuesday March 11th from 6:30 p.m. to 8:30 p.m. The presentations will focus on three areas.
 - The impact of prior year's service cuts
 - Core services that should continue to be funded
 - Key issues that the County Board should focus on based on the County Manager's proposed budget

Mr. Mack stated that he will not be able to attend the presentation and asked CSB Executive Committee member Ms. Deane if she would be willing to speak on his behalf. Ms. Deane responded that the request should be presented to the entire Full Board at the February 19, 2014 Full Board meeting.

- ✓ There will be a Group Home Report presented, if necessary.
- ✓ There will be a Monthly Financial Report presented, if necessary.
- ✓ Ms. Kemp will ask the members if they would like any updates from the CSB Ad Hoc Initiative Committees.
- ✓ Ms. Hermann will report out on the Mary Marshall Assisted Living Residence (MMALR).

The Arlington County Community Services Board Executive Committee meeting was adjourned by Chair Jim Mack at 9:00 p.m.

Respectfully submitted by Kelly Mauller.