

**Arlington County Community Services Board**  
**Executive Committee Meeting**  
**Drewry Building**  
**1725 North George Mason Dr, Arlington**  
**Room 107**  
**April 7, 2014**

**Draft**

**Present:** James Mack, Anne Hermann, Judith Deane, Jenette O’Keefe, Carol Skelly, Brian DeAtley

**Excused:** Barbara Jones, Shauna Alonge

**Staff:** Cindy Kemp, Farah Shakour

**Approval of the DRAFT March 10, 2014 Executive Committee Minutes**

Chair Mack called for a motion to approve the March 10, 2014 ACCSB Executive Committee meeting minutes. Ms. Hermann motioned to approve the minutes, Ms. Deane seconded the motion, and the minutes were approved with no corrections.

**Presentation: Updated DRAFT CSB Policies and Procedures**

- Policy 252 (NEW): Emergency Succession
  - This policy was approved by the Executive Committee
- Policy 321: Quality Improvement Plan
  - This policy was approved by the Executive Committee
- Policy 432: Mary Marshall Assisted Living Facility Eligibility
  - Ms. O’Keefe asked that a definition of “elderly” be included.
  - Ms. Lane will consult with Arlington’s Aging and Disability Services Division (ADSD) for a response.
- Policy 113: Populations Receiving Priority for Substance Abuse Services
  - Ms. O’Keefe suggested the following changes to the policy:
    - Define “Adolescence”
    - Define “Dependent” - Ms. Lane stated this indicates “Substance Dependent”
    - Define “Abuse” - Ms. Lane stated this indicates “Substance Abuse”
    - Define “Violence Population” (victims or batterers)
    - Add a statement to the policy on the impact of substance abuse prevention as a risk reduction effort
    - Create a new policy on substance abuse prevention
    - The members agreed with these suggestions
    - Ms. Lane will follow up on all of the suggestions

- The marked up version of the policies and procedures will be included in the April 16th full board packets. The Administrative Committee will seek approval of the revised policies and procedures at the May 21<sup>ST</sup> full board meeting.

**Debriefing: FY15 CSB Local Budget Priorities Meetings with County Board Members and the Public Hearing on the Budget Presentations**

Chair Mack opened a discussion to gather the members' impressions of the meetings with the County Board members and the Public Hearing.

County Board Meetings:

- The members stated that they emphasized the positions that will be lost without funding.
- The CSB has spoken with both of the candidates for the vacant County Board Office seat.

County Public Budget Hearings:

- Ms. O'Keefe noted that the CSB's presence was not as strong this year.
- Mr. DeAtley noted that the County Board stated that they do not want repetitive presentations. He suggested that in the future the CSB members collaborate on presentations so that they only cover specific topics to avoid repetition of content.
- Ms. Deane noted that client or parent testimony tends to be more persuasive.
- Ms. O'Keefe stated that she prefers that the CSB members testify in a block with clients and families providing testimony in between.

The members asked when the final local budget will be approved.

- Ms. Mauller will follow up on the date of approval.

Review of CSB's Responses to the County Boards Questions:

- Ms. Kemp reviewed the follow up responses provided to the County Board by the Department of Human Services Director.
- The responses will be included in the April 16th full board packets.

**Action Item: Approval to seek one-time forensic grant opportunity from DBHDS**

- Ms. Kemp stated that she is seeking the Executive Committee's approval to apply for the grant since the application for the grant is due on Friday April 11th, prior to the full board meeting.
- This is a grant to help build a Mental Health Court and to assist with Jail Diversion efforts.
- Considering having a post-doctoral student do the research.
- It is a one-year grant.
- Mr. DeAtley motioned to approve the request. Ms. Hermann seconded the motion. The motion to apply was approved.

## **Brief Updates / Information**

- State Budget Update
  - Ms. Hermann stated that; 1. Advocacy works better when there is a consolidated effort in the region with groups such as the Regional Management Group (RMG) and 2. That it would be helpful if RMG were supportive of more than just 3 or 4 regional priorities. She also stated that Arlington has taken a lead on some of these regional efforts, but that perhaps a group outside of the Executive Committee could collaborate on how to coordinate state advocacy. Ms. Kemp stated that in the past she has presented Arlington's priorities to the other regional Executive Directors and asked if they wanted to adopt the same priorities. Ms. Skelly suggested separating the regional priorities from those only requested by Arlington as the CSB has done in the past. Ms. Kemp noted that the VACSB looks at all CSB's priorities and includes many into their own priorities.
  
- Ms. Shakour announced that the CSB Housing Report has been approved, with further input from other commissions and boards to be added if needed at a later date.
  - Linda Kelleher is the lead CSB member on gathering this input; however, she will need assistance.
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  - Ms. Skelly stated that she is willing to be on the outreach team.
  
- Ms. Kemp provided an update on the CSB Annual June Awards Celebration. The nomination forms have gone out to staff and are due back to Ms. Mauller and Ms. Shakour by April 18<sup>th</sup>. The Community Partner award nominations will be requested at the full board meetings. The awards will be decided upon at the May 12<sup>th</sup> Executive Committee meeting once the nomination forms have been reviewed.

## **Upcoming Items for CSB Full Board Meeting on April**

- Ms. Kemp announced that the Arlington CSB State DBHDS Audit Team will receive the April 16<sup>th</sup> staff recognition award. The team is comprised of staff who collected all of the information for the audit. The entire team will be in attendance.
- Ms. Kemp reported that the CSB Charter has been approved.
- Ms. Kemp will provide a presentation of the Interagency Agreements summary. The members should have been presented with the agreements in committees. Final approval of the agreements will occur in May.

**Additional Items:**

- Ms. Skelly sent a letter to U.S. District Court Judge John A. Gibney, Jr., U.S. Department of Justice Deputy Chief Benjamin O. Tayloe, Jr., and the Independent Reviewer Mr. Donald J. Fletcher. These are the individuals that oversee the enforcement of the U.S. Department of Justice (DOJ) Settlement Agreement with the Commonwealth of Virginia. The main impetus of the letter is that the implementation of the agreement is less than one year away; however, there are no firm plans to place the eight individuals leaving the state ID Training Centers into homes in the community. Arlington has higher costs associated with housing than many other jurisdictions in Virginia. Ms. Skelly wrote the letter representing her own thoughts and indicated in the letter that she was not writing on behalf of the CSB.
- Mr. DeAtley, Ms. O'Keefe and Ms. Deane will not be present at the April 16<sup>th</sup> full board meeting.
- Ms. Deane and Ms. Hermann wrote a letter to Ms. Kemp and Dr. Alan Orenstein, Mental Health Director, regarding the two townhomes operated by Community Residences. See attached letter on the last page of these minutes. Ms. Kemp has solicited feedback from the staff for more information.

The Arlington County Community Services Board Executive Committee meeting was adjourned by Chair Mack at 8:10 p.m.

Respectfully submitted by Kelly Mauller.

April 7 2014

Dear Cindy and Alan

We are writing to express our concern about the safety of residents at the two townhouses. At the most recent meeting of the MH Committee, Sarah Shrum gave a report on the residential contracts, and said that the level of supervision at the town houses is now 36 hours a week, distributed between the two houses. We understand that the townhouses are no longer used exclusively for young adults, but we still do not believe this is an adequate level of supervision.

While we recognize that DHS does not view the townhouses as “group homes”, the fact remains that they are a congregate setting where three unrelated people with serious mental illness live in a small space, sharing a kitchen, bathrooms, and small living room. The County has moral responsibility and arguably, legal liability, to ensure their safety.

People with serious mental illness often make challenging housemates, and can lack the social skills necessary for peaceful conflict resolution. Even a person without mental illness and with strong social skills would find it challenging to share such a space with two people with SMI. For this reason, we do not think that the townhouses are well suited for their current use. As you are aware, there has been a history of conflicts and security concerns at the Ivy Street house over the past five years.

If you are not able to provide a higher level of supervision, and continue to use the townhouses for this population, we recommend, at a minimum, that you seriously consider taking the following steps:

Screening prospective clients for their stability, independent living skills, impulse control and social skills and documenting the screening;

Establishing regularly scheduled group therapy/house meetings at least on a weekly basis with mandatory attendance, led by a therapist with expertise in conflict resolution.

Having a 24 hour real-time complaint/conflict resolution mechanism for house-members and their families, that is easy to access.

Informing family members of the level of supervision that will be provided when new residents move into the house.

Sincerely,

Anne Hermann and Judy Deane