



The Arlington Community Services Board
1725 N. George Mason Drive
Arlington, VA 22205
(703) 228-4871 FAX: (703) 228-5234



James Mack
ACCSB Chair

Cynthia Kemp
Executive Director

April 16, 2014
DHS Stambaugh Building Auditorium
2100 Washington Blvd
Arlington, Virginia
7:00 pm
Full Board Meeting

Members Present: James Mack, David Gardner, Barbara Jones, Wayne Bert, Scott Brannon, Anne Hermann, David Kidwell, Linda Kelleher, Keith Whyte

Members Excused: Lee Long, Jenette O'Keefe, Brian DeAtley, Erica Jackson, Shauna Alonge, Ann Wroth, Brian Berke, Judith Deane

Staff: Cynthia Kemp, Farah Shakour, Kelly Mauller, Suzanne Lane, Tom Wallace, Alan Orenstein, Joanna Barnes

Public Comment(s):

A member of the community encouraged the board to continue to bring top quality therapists to the County. He commended Ms. Kemp on her professionalism.

Ms. Kemp introduced Anita Friedman, Deputy Director, Department of Human Services (DHS), who will assume the roles of the Behavioral Healthcare Division's (BHD) interim Division Chief and CSB Executive Director as Ms. Kemp is retiring from Arlington County after many years of service. The CSB welcomed Ms. Friedman. Ms. Friedman stated that her goal is to maintain continuity in the division. Ms. Friedman was previously the Arlington County Economic Independence Division (EID) Bureau Chief.

Staff Recognition:

The Arlington CSB State Audit Team was nominated to receive the April 16, 2014 staff recognition award. The Audit Team was nominated by Ms. O'Keefe. Ms. Kemp spoke about the work and performance of each team during the Department of Behavioral Health and Developmental Services (DBHDS) State Audit.

- **Performance Review Team:** Jan Longman, Bernadette Boozer-Madison, Nicole Smith, Sue Zambory, Marianne Thomas
 - Set up work spaces and ensured that IT needs were met including training on Cerner/ Anasazi & PRISM
 - Facilitated tours
 - Facilitated meeting spaces & keeping minutes
 - Served as liaisons between DBHDS and the clinical and fiscal teams assuring no interruption to services
 - Served as subject matter experts on regulations for each program under review

- Human Resources: Tina Quick
 - Provided a detailed overview of payroll process, pay practices, compensation adjustments and detailed reviews of 20 employee records in prism and an explanation of pay types (overtime, training in area, imputed life, etc.)
 - Provided employee files for review by the audit team, responded to inquiries.
 - Provided employee job descriptions.
 - Provided detailed reports to include; CSB employees, exempt and non- exempt staff, new hire reporting, etc.
 - Provided information regarding Arlington County policies and procedures for CSB employees; hiring, background checks, termination process.
- Financial Management Bureau: Glenda Pittman, Valerie Dragone, Corey Travis, Pavani Bhanu, Maryom Fox
 - Provided leadership and guidance to the audit group
 - Met with DBHDS audit staff to answer questions regarding Arlington County and DHS financial management and HR policy questions
 - Provided the auditors with copies of explanations of benefits, health record system deposits, reports, bank receipts and other records for financial transactions for the 2013 sample period
 - Reviewed financial transactions and their supporting documentation to ensure accuracy and completeness
 - Researched and completed the Fiscal Planning Questionnaire Audit Documentation Checklist relating to bank accounts, change funds, petty cash, cash receipts, cash disbursements, investment and investment income, and mail processing
- Behavioral Healthcare Division: Farah Shakour, Suzanne Lane, Christina Williams, Maria Toole
 - Managed the collection, review and organization of all pieces of information for the audit response packages, ensuring that submissions from multiple sources were well-organized and complete
 - Provided detailed fiscal data and reports as well as background information and explanations when needed
 - Provided assistance in identifying Human Resources (HR) data to respond to questionnaires
 - Provided data and reports from the Electronic Health Records (EHR) system, and ensured that the auditors had appropriate access while on-site

The audit team thanked the CSB for recognizing their efforts. Chair Mack distributed and conferred the awards. A group photo was taken.

Approval of the March 19, 2014 ACCSB Meeting Minutes:

Chair Mack called for the review and approval of the minutes of the March 19, 2014 CSB full board meeting. The members reviewed the minutes. Mr. Mack called for a motion to approve the minutes. Mr. Whyte motioned to approve the minutes, Ms. Jones seconded the motion and the minutes were approved with several corrections.

Action Item: Approval of the CSB Charter:

Ms. Kemp brought the CSB Charter (*Included in Member Packet*) before the full board members for approval. The members discussed and approved the Charter with minor changes.

Presentation: CSB Interagency Agreements:

Ms. Kemp distributed a summary overview of the CSB Interagency Agreements which the CSB is required to enter into with other County entities, per the Code of Virginia. Mr. Kidwell asked if the Interagency Agreements should be included in the CSB's By-Laws. Ms. Shakour responded that the CSB By-Laws

state that the agreements will be in place. The Interagency Agreements will be brought before the members for approval at the May 21st CSB Full Board meeting.

Presentation: Revised CSB Policies and Procedures:

Chair Mack introduced David Kidwell, Administrative Committee Chair and Suzanne Lane, staff liaison to the Administrative Committee. Mr. Kidwell and Ms. Lane presented the draft CSB Policies and Procedures. Mr. Kidwell stated that the Administrative Committee has been working diligently to revise the policies and procedures. Ms. Lane gave a brief explanation about the additions and revisions to the Policies and Procedures.

- Policy 252: Emergency Succession – This is a new policy. The purpose of the policy is to establish continuity of operations during emergency events or the absence of greater than thirty days of the Executive Director or the Chair. This policy was approved by the Executive Committee.
- Policy 321: Quality Improvement, Risk Management and Applied Research – The language around clinical documentation was updated and approved by the Executive Committee.

Ms. Lane stated that the Executive Committee requested that policies on BHD's prevention efforts and orientation and mental health recovery orientation be developed. The Administrative Committee will bring a draft of the policies and procedures before the CSB full board for discussion and approval at the May 21st full board meeting. Ms. Shakour will email the draft policies and procedures to the full board for review. Revisions, comments and questions are due back to Ms. Shakour no later than Wednesday May 5th.

ACCSB Executive Director's Report

Ms. Kemp gave a report on the group homes for March (*Refer to Handout*). No major incidents were reported.

Ms. Kemp reported that CSB programs should be at 66% of the yearly target and they are at 64% (*Refer to Handout*). The discrepancy is due to an outstanding payment pending from Magellan.

Ms. Kemp reported that the CSB Executive Committee approved staff applying for a one-time state funded grant for Arlington's Forensic Jail Diversion Program. The grant will be funded for only one year and would be used to help build a Mental Health Court and to assist with Jail Diversion efforts. A copy of the board report to apply for the grant is included in the member packets. She stated that the recommendation was not brought before the full board for approval since the application was due on April 11th, prior to the full board meeting. Ms. Kemp will email the outcome of the application to the members.

Chair Mack announced that the Drug Court Program is approaching its one year anniversary. A review of the program will take place on April 24th and he and Ms. Kemp will be in attendance. An update will be provided at the CSB Full Board meeting on May 21st.

Ms. Kemp announced that tonight is her last CSB Full Board meeting. Ms. Kemp is retiring from BHD after 31 years of service as Division Chief and 11 years as the CSB Executive Director. She stated that it has been a pleasure to work with Board and thanked them for their support. Ms. Kemp thanked the members for their support. The members congratulated Ms. Kemp on her contributions to the CSB.

ACCSB Chair's Report

Chair Mack reported that the CSB meetings with County Board members were held on March 20th to advocate for the CSB's budget priorities. He noted that the meetings were productive and that the County

Board members had some questions. The responses from DHS to the questions are included in the member packets.

Chair Mack announced that Mr. John Vihstadt has been elected as a County Board member. There are now five County Board members. Mr. Vihstadt was sworn into office on April 11th. Mr. Mack and Ms. Deane were able to meet briefly with Mr. Vihstadt. Mr. Mack noted that the FY15 County Budget will be adopted on April 22nd.

Chair Mack stated that the CIT Awards Ceremony held April 2nd in the Hazel auditorium of the Virginia Hospital Center was a great event. Dr. Fred Frese and Dr. Ken Duckworth presented. Awards were also presented for CIT Officer, Deputy, Dispatcher and Intervention of the Year. Ms. Shakour presented photos that were taken during the ceremony. Mr. Mack noted that several of Arlington's legislators were in attendance.

Chair Mack announced that the CSB will hold the June Awards Ceremony one hour prior to the beginning of the June 18th CSB full board meeting. He stated that staff are nominating their colleagues for the awards and that the CSB is interested in celebrating some community partners. He asked the members to email recommendations for community partners that have worked closely with the CSB to Ms. Shakour by Friday April 18th with all of the information. The awards will be decided upon at the May 12th Executive Committee meeting once the nomination forms have been reviewed. Ms. Kemp gave an overview of the types of awards that have been presented in prior years.

Report Out on ACCSB Retreat Initiatives

Ms. Hermann reported out about the Mary Marshall Assisted Living Residence (MMALR)

- Two residents have been discharged and, as of the April 10th Advisory Committee meeting, five referrals were pending.
- Arlington County has been completing dental assessments for residents and will assist with emergency dental care. The Advisory Committee is discussing how to continue to provide dental services to the residents.
- Dual eligibles is comprised of individuals that qualify for both Medicaid and Medicare. Ms. Kemp stated that dual eligibles is part of the process around healthcare reform and the expansion of Medicaid.
- A Volunteers of America Booklet was passed around to the CSB members about the projects that they have completed in Arlington.
- The response to the question about the number of individuals residing at MMALR who have an Intellectual Disability (ID) is seven.

Ms. Jones asked how an individual can be eligible for both Medicaid and Medicare. Ms. Kemp responded that it depends on the circumstances of the individual.

Ms. Jones asked if Volunteers of America is a faith based organization. The members responded yes.

Informational Items

Ms. Kelleher reported out about the Affordable Housing Working Group. She stated that the group has a link on the County's public website with information about the phone surveys that they are going to begin to conduct. Approximately 1,700 of the general public will be contacted. She noted that the group will also be conducting focus groups with special populations including employers. The calls will begin April 22nd and will be completed by the end of May. The calls will state that it is the Arlington County Affordable Housing Study Working Group contacting them. Ms. Friedman noted that the name of the company conducting the poll is Frederick Polls which is based in Arlington. The surveys will assist the

Group in understanding the need and population for affordable housing. A report will be provided later this year based on the information provided by the surveys and a public forum will be held. Ms. Kelleher asked the members to respond to the survey if they are contacted.

Mr. Bert asked what type of information the callers will be asking for. Ms. Kelleher responded that the callers will be asking for opinions about housing policies, the availability of affordable housing and a few other questions.

Adjournment

The Arlington County Community Services Full Board meeting was adjourned by Chair Jim Mack at 8:31 p.m.

Respectfully submitted by Kelly Mauller