

**Arlington County Community Services Board
Executive Committee Meeting
February 9, 2015
Drewry Center - Rm. 107
6:00 p.m.**

Present: James Mack, Anne Hermann, Barbara Jones, Carol Skelly

Absent: Shauna Alonge, Judy Deane

Staff: Beth Tschopp, Farah Shakour, Kelly Mauller

The February 9, 2015 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 Center, 1725 N. George Mason Drive, Arlington, Virginia.

Approval of the January 12, 2015 Executive Committee Minutes

Chair Mack called for a motion to approve the January 12, 2015 ACCSB Executive Committee meeting minutes. Ms. Hermann motioned to approve the minutes, Ms. Jones seconded the motion, and the minutes were approved with no corrections.

FY 16 CSB Local Budget Priorities

Chair Mack opened a discussion about prioritizing the CSBs FY16 local budget requests (*Refer to Handout*) in preparation for the CSB's meetings with the County Board in March. The County Manager's budget will be released in February. The total of the current requests is \$767,003 for 7.7 Full Time Employees (FTEs) and 1.0 Contract Staff.

Chair Mack provided an overview of the requests. The members discussed narrowing down and prioritizing requests. The members agreed that any requests that are funded in the County Manager's base budget or from other funding sources will be dropped.

The CSB FY16 preliminary local budget priorities are as follows:

Mental Health (MH) Committee

- Crisis Intervention Team (CIT) Coordinator
- Crisis Intervention Center (CIC) - reduced to 1.0FTE
- Mental Health Therapists in the Jail (Substance Abuse Committee special support)
- Psychiatric Services Provider

Substance Abuse (SA) Committee

- Peer Recovery/Recovery Support Staff
- Arlington Jail Addictions, Corrections and Treatment (ACT) Unit Case Management
- Drug Court Substance Abuse Counselor

Child and Youth (CY) Committee

- Bilingual Behavior Intervention Services (BIS) Provider
- Parent Support Specialist

Intellectual and Developmental Disabilities (IDD) Committee

- No requests at this time

Chair Mack asked for a status report about the Behavioral Healthcare Division's (BHD) initiative to reduce the wait time for an individual to be scheduled for an intake. Ms. Tschopp reported that BHD staff are in the process of implementing the Same Day Access model. She stated that under this model, all phone calls will be answered live and individuals will have an appointment scheduled for an initial psychiatric and financial assessment and will be assigned a case manager the same day, regardless of whether or not the individual is diagnosed with Serious Mental Illness (SMI). She noted that moving forward with Same Day Access is in line with the recent federal changes.

Ms. Tschopp announced that she is in the process of scheduling site visits to other CSBs that have already implemented Same Day Access. The CSBs include:

- Southside
- Rappahannock/Fredericksburg
- Chesterfield
- Fairfax-Falls Church

Ms. Tschopp stated that the National Council for Community Behavioral Health is a proponent of Same Day Access and Concurrent Documentation. She explained that Concurrent Documentation involves constructing an individual's chart with the client, not for the client. She stated that this process has proven to decrease no-show rates from 40% to 9%.

Ms. Hermann asked if non-SMI individuals will be eligible for Same Day Access. Ms. Tschopp responded that non-SMI individuals will also be eligible and that a staff person is already in BHD to provide these individuals with services.

Ms. Shakour will incorporate the changes to the CSBs budget priorities for presentation to the full board members at the February 18, 2015 full board meeting.

March Meetings with County Board members Proposed Dates

Chair Mack opened a discussion about the proposed dates for the CSB members to meet with the County Board members. The proposed dates are as follows:

- Tuesday March 24th
Walter Tejada & Jay Fiset from 11-12
Libby Garvey & John Vihstadt from 1-2
- Wednesday March 25th
Mary Hynes from 1:30-2:30

The members discussed which board members should present the CSBs requests at the County Board meetings. The members tentatively agreed to the following speakers:

- Mental Health - Anne Hermann and Judy Deane
- Substance Abuse - Jim Mack
- Child and Youth - Shauna Alonge
- Intellectual Disabilities/Department of Justice (DOJ) Settlement Agreement - Carol Skelly and Barbara Jones

Ms. Shakour asked the members if they would like to develop their own talking points. The members agreed to develop their own talking points based on the justifications provided by Ms. Shakour.

State-Level CSB Involvement and Advocacy

Ms. Tschopp reported that she attended the VACSB Legislative and Policy Conference on January 20th and 21st. She noted that the majority of the CSB Executive Directors were accompanied by members and staff in their CSBs. Ms. Tschopp provided a brief overview of the conference. She noted that the VACSB offers training and networking sessions about the needs of the CSBs. The members discussed the possibility of attending future VACSB conferences. The members concluded that it would be beneficial for newer CSB members to attend the conferences so that they may better develop their abilities as a board member and advocate.

Upcoming VACSB Conferences:

- VACSB Development & Training Conference – The conference features skill-building, innovative practices and unique models of Community Service Boards/Behavioral Health Authorities (CSB/BHA) and regional programs.
 - Registration opens in late March
 - May 6 – 8, 2015
 - Ft. Magruder Conference Center and Hotel: 6945 Pocahontas Trail, Williamsburg, Va
- VACSB Public Policy Conference – The conference features Virginia and National public policy issues through panels and presentations.
 - October 7 – 9, 2015
 - Charlottesville Doubletree Hotel: 990 Hilton Heights Road, Charlottesville, Va

Ms. Skelly asked if a calendar of VACSB events is available for distribution. Ms. Mauller will include a calendar of VACSB events in the full board member packets.

Brief Updates/Information

- **Local Budget Upcoming Important Information**
 - Chair Mack announced that the County Manager’s budget is tentatively scheduled to be released on February 23rd.
 - Chair Mack announced that the County Board’s Budget Work Session with the Department of Human Services (DHS) Director is scheduled for March 12th from 5:00 p.m. – 8:00 p.m. He noted that the Work Session is open to the public but that commenting will not be permitted.
- **Mental Health First Aid**

Chair Mack announced that there are still available slots in the February Mental Health First Aid training sessions. The trainings were requested by the CSB and are delivered by DHS staff. Mental Health First Aid is training provided to the lay person on how to support an individual who is having a mental health crisis. The training is scheduled on February 19th and 26th from 9:00 a.m. to 1:00 p.m. at the George Mason Center (GMC), Room 214, 1801 N. George Mason Drive. The first training sessions were held January 9th and 16th. Anyone wishing to attend the training sessions must attend both training dates. A minimum of seven (7) and a maximum of twenty (20) individuals are required to hold the training sessions. Eight (8) individuals have enrolled for the February sessions so far. The deadline for the CSB members and partner groups to sign up is February 11th.

➤ **Update on BHD move to Sequoia Plaza**

Ms. Shakour announced the tentative moving dates for CSB Programs to relocate to the Sequoia Complex III building:

- April - Administrative staff, Operations Support Team, Mental Health Teams and Substance Abuse Teams
 - June / July - Clarendon House, Project Peace / Violence Intervention Program (VIP)
 - August - Emergency Services, Program of Acute Community Treatment (PACT) Program, Job Avenue
- Ms. Hermann announced that the Mental Health Group Home Group Home Sub-Committee held its first meeting. She stated that the meeting was well attended. She noted that Community Residences (CR), Vice President of Clinical Services, Kathy Wellington, attended the first meeting.
- Ms. Hermann asked if the CSB regular monthly recognition awards are for CSB staff only. Ms. Shakour read the applicable section from the CSB By-Laws. The members concluded that community partners can be eligible to receive a regular monthly CSB recognition award.
- Ms. Hermann announced that the Mary Marshall Assisted Living Residents have expanded their wish list.
- Ms. Skelly asked the members if they had previously agreed to a presentation about Autism Spectrum Disorders at the April 15th CSB Full Board meeting. The members responded that they did agree to the presentation. Ms. Skelly asked how much time is allowed for a presentation. Ms. Shakour responded that presentations are typically 30 minutes long; 20 minutes for the presentation and 10 minutes for questions and answers. Ms. Skelly will make arrangements for the presentation.
- Ms. Skelly asked the members if they would like to submit a request to the County Board asking that the Executive Committee receive more information on the Request for Proposals (RFPs) that will go out to contractors regarding the build-outs for two of the group homes. She noted that being involved in the process would provide a better understanding about the care that individuals would receive, the physical features of the house and a better financial aspect. Ms. Tschopp responded that she will contact the appropriate County Authorities to find out how much of the project details, if any, can be public knowledge due to possible conflicts of interest.

Upcoming Items for CSB Full Board Meeting on January 21, 2015

- ✓ Ayanna Pulley, Child and Family Therapist, Children's Behavioral Health Services, Child and Family Services Division, was nominated to receive the February 18, 2015 CSB staff recognition award.
- ✓ Heather Stowe, Child and Family Services Division (CFSD) Chief, will present about the CFSD CSB programs and services that they provide to the community.
- ✓ A Group Home Report will be provided if necessary.
- ✓ A Monthly Financial Report will be provided if necessary.

- ✓ Chair Mack will ask the full board members if they would like an update from any of the CSB Ad Hoc Initiative Committees.
- ✓ Ms. Hermann will report out about the Mary Marshall Assisted Living Residence (MMALR).
- ✓ Ms. Shakour will provide an update about the number of individuals on the Extraordinary Boundaries List (EBL).

The Arlington County Community Services Board Executive Committee meeting was adjourned by Chair Mack at 7:45 p.m.

Respectfully submitted by Kelly Mauller.