



The Arlington Community Services Board
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James Mack
ACCSB Chair

May 18, 2016
Sequoia III
2120 Washington Blvd., Room 112
Arlington, Virginia
7:00 pm – Full Board Meeting

Beth Tschopp
Executive Director

Present: James Mack, Jarrod Nagurka, Barbara Jones, Leslie Gosling, Asha Patton-Smith, Wayne Bert, Brian Berke, Judy Deane, Frank Haltiwanger, David Gardner, Jay Ternent, Carol Skelly, Linda Kelleher, Erica Jackson, Shauna Alonge, Anne Hermann, Atima Omara

Excused: Joanne Del Toro

Staff: Beth Tschopp, Kelly Mauller, Alan Orenstein, Glenda Blake, Angela Churchill, Rudbel Alfaro, Ollie Russell, John Palmieri, Sharon Lawrence, Tabitha Kelly, Joe Bullock, Anita Friedman

Public Comment(s)

There were no public comments.

Announcements:

- Chair Mack introduced Oliver Russell. Mr. Russell has accepted the Assistant Behavioral Healthcare Division (BHD) Chief position. Ms. Tschopp provided a brief overview of the role Mr. Russell will have in BHD.

Mr. Russell provided an overview of his previous work experience. He stated that he is looking forward to working with the CSB.

- Chair Mack announced that the County Board has appointed Anne Hermann to the CSB as a full board member. Ms. Hermann will Chair the CSB when Mr. Mack resigns in June. Ms. Hermann is also a member of the Mental Health Committee.

Staff Recognition

Grace Guerrero, Client Services Entry, Forensic Case Management Supervisor, was nominated to receive the May 18, 2016 CSB staff recognition award. Ms. Guerrero was nominated by Tanisha Trice, Client Services Entry, Human Services Peer Specialist. Due to unforeseen circumstances, Ms. Guerrero was unable to attend the meeting. Ms. Mauller will ensure that Ms. Guerrero receives her certificate and pin.

Approval of the April 20, 2016 ACCSB Meeting Minutes

Chair Mack called for a motion to approve the April 20, 2016 ACCSB Full Board meeting minutes. Mr. Nagurka motioned to approve the minutes, Ms. Deane seconded the motion, and the minutes were approved as amended.

Presentation: CSB Roles and Responsibilities

Joel Rothenberg, Department of Behavioral Health and Disability Services (DBHDS) presented about the State mandated CSB roles and responsibilities. Mr. Rothenberg stated that there are three types of community services boards:

- Administrative Policy CSB: includes the organization that provides mental health, developmental and substance abuse services through local government staff or through contracts with other organizations and providers, unless the context indicates otherwise (source: dbhds.virginia.gov). Arlington County CSB is an administrative policy board.
- Operating CSB: includes the organization that provides such services through its own staff or through contracts with other organizations and providers, unless the context indicates otherwise (source: dbhds.virginia.gov).
- Policy Advisory CSB: has no operational powers or duties; it is an advisory board to a local government department (source: dbhds.virginia.gov).

Mr. Rothenberg provided an overview of the primary roles of the Board of Directors, staff and the shared responsibilities of the Board and staff.

Primary Roles of the Board of Directors

- Appointing Executive Leadership: Recruiting, selecting and appointing an Executive Director with the requisite knowledge, skills, abilities and experience to lead the organization and support the Board.
- Fiscal Accountability: Understanding and monitoring the CSB's financial status by reviewing a series of management reports provided by staff that enable the Board to monitor revenues and expenditures against budgeted amounts.
- Programmatic Accountability: Monitoring the effectiveness of the CSB's services to include monitoring implementation of the programmatic parts of the CSB's performance contract.
- Advocacy: Advocating for the needs of individuals in the CSB's service area with mental health or substance use disorders, intellectual disability or co-occurring disorders and the services that address those needs.

Primary Roles of the Staff

- Service Provision: The primary role and responsibility of the CSB's staff is providing services, directly or through contracts with other public or private providers.
- Management: Managing CSB operations through:
 - planning, evaluation, budgeting, personnel management, purchasing, facilities management, information technology, utilization review, staff productivity management and public information
 - maintain effective relationships with local and state governments, individuals receiving services and their families, advocates, local human services agencies and other stake holders
 - support the Board of Directors
- Accountability: provide financial and programmatic accountability to the Board of Directors, individuals receiving services, family members, government entities, advocates, stake holders and the public.
- Advocacy: Advocating for the needs of individuals in the CSB's service area with mental health or substance use disorders, intellectual disability or co-occurring disorders and the services that address those needs.

Shared Board and Staff Roles

- Advocates and stake holders
- Advisors to local government
- Educators
- Community organizers
- Community planners

Mr. Rothenberg stated that there are only three services mandates in Title 37.2, Chapter 5, of the Code of Virginia. He noted that Title 37.2 does not mandate or entitle specific populations of persons to be served.

- 37.2-500 of the Code of Virginia requires every city and county to establish a CSB by itself or in any combination with other cities and counties and to designate the type of CSB established.
- 37.2-500 requires the CSB to provide emergency services and, subject to the availability of funds appropriated for them, case management services.
- 37.2-505 requires the CSB to provide preadmission screening and discharge planning services.

Questions and Answers

- Ms. Jackson asked for clarification of the terms “policy”, “protocol” and “procedure”. Mr. Rothenberg responded:
 - Policy – a general description of what the organization wants to accomplish
 - Protocol – the steps of how a particular policy is accomplished
 - Procedure – a less specific description of how to accomplish a policy
- Ms. Deane asked if there is a specific format for the review and evaluation of public and private community mental health services and facilities. Mr. Rothenberg responded he will research if there is a specific format and send the response to Ms. Tschopp.
- Mr. Nagurka commented about the CSB being able to consult with staff on advocacy. Ms. Friedman responded that staff are able to advocate for services internally but not directly to the County Board.
- Ms. Tschopp asked Mr. Rothenberg if he could speak about how other jurisdictions review and update their performance contract. Mr. Rothenberg responded that there are rarely significant changes to performance contracts and the CSB should identify any changes needed to the CSB Executive Director. He noted that Exhibit A is the most important part of the contract because it contains information about revenue, projected expenses and projected services. Arlington County’s performance contract is due to DBHDS by the end of June.
- Ms. Deane, noting that the performance contract is future oriented, asked if the prior year’s accomplishments are also documented. Mr. Rothenberg responded that the prior year’s accomplishments are documented and that the analysis is sent to the CSB Executive Director. He noted that 75% of services need to have been delivered or an explanation is required from the CSB Executive Director.

Ms. Deane asked when the CSB receives the prior year’s report. Mr. Alfaro responded that the fiscal year ends June 30th of each year and the analysis begins in July 1st of the new fiscal year. He added that projections are based off of the mid-year analysis of the previous year.
- Ms. Skelly referred to Section 37.2-504, Chapter 5, of the Code of Virginia regarding shared staff and board responsibilities. She asked for clarification of the shared responsibilities and what is the basis for determining which responsibilities are shared and which are not. Mr. Rothenberg responded that there is some overlap in shared/not shared responsibilities and that he will need to research a response to send to Ms. Tschopp to forward on to the board. It was noted that some of the responsibilities are not clearly assigned to staff or board in the statute.
- Ms. Tschopp asked if Mr. Rothenberg could speak about how other jurisdictions structure committees. Mr. Rothenberg responded that he would need to read Arlington’s CSB Bylaws to be able to respond.
- Ms. Tschopp asked what a personnel committee structure would look like. Mr. Rothenberg responded that the committee might include a review of job descriptions, compensation and classification, and other related topics.

Ms. Tschopp will forward any additional questions from the members to Mr. Rothenberg.

ACCSB Executive Director's Report

- ✓ Ms. Tschopp reported that there were a few Sentinel events reported that are under investigation at this time. She will provide an update in June after the investigations have been completed.

Ms. Jones stated that there was an unexpected death recently in one of the group homes. Ms. Tschopp reported that she had not heard about the death but will report back to the members after investigating.

- ✓ Ms. Tschopp stated that a report will be provided about medication errors in the group homes at the June 22nd CSB full board meeting.
- ✓ Ms. Tschopp reported that the revenue report for May is on target at approximately 95%.
 - Mr. Mack asked what proportion of the annual budget is provided by the collection of fees for services provided. Ms. Tschopp responded that she would need to research the information. Mr. Alfaro will provide a pie chart reflecting the proportions of revenue at a future meeting to be determined.

ACCSB Chair's Report

- ✓ Chair Mack confirmed that the County Board has included permanent funding in its budget, beginning July 1st, for 3FTE Human Services Peer Specialist positions and beginning January 1st 2017 for 1FTE that the CSB members advocated for. Mr. Mack added that one-time funding was approved for the Peer Health Navigator position.

The 4FTE Human Services Peer Specialist positions include:

- 1FTE Human Services Peer Specialist in Emergency Services – July 1, 2016
 - 1FTE Human Services Peer Specialist position in Clarendon House– July 1, 2016
 - 1FTE Human Services Peer Specialist position in Substance Abuse Services– July 1, 2016
 - 1FTE Human Services Peer Specialist for Young Adults – January 1, 2017
- ✓ Chair Mack reported that appointments to the Blue Ribbon Panel have been delayed. He noted that there are concerns surrounding the role of the panel and possible lack of diversity of the members appointed. The original purpose of the panel was to make recommendations on how the County Board develops strategic priorities. Mr. Mack contacted the County Board Office to request that someone familiar with CSB issues be appointed to the panel, but not necessarily a CSB board member. The County Board originally approved the panel with no public notice.
 - ✓ Chair Mack announced that the CSB Administrative Committee will soon be reinstated. He noted that BHD Administrative Officer, Rudbel Alfaro, will be the staff liaison. Ms. Kelleher volunteered to be a member on the committee. The members discussed the possible role of the committee and possibly renaming the committee. Mr. Mack asked the members to send suggestions via email to Ms. Mauller.
 - ✓ Chair Mack reported that all Commission Chairs received a letter from County Board Chair, Libby Garvey seeking perspective in the development of Arlington's 2017 legislative priorities. He added that the General Assembly will be a short session to make adjustments to the biennial budget and to pass legislation. Comments are due to Legislative Liaison, Patricia Carroll no later than July 15, 2016.

The members discussed several topics to develop for priorities:

- Medicaid expansion
- Increasing the number of psychiatric beds at the state hospital

- Housing

Report Out on ACCSB Retreat Initiatives

- ✓ Ms. Deane reported that the Young Adult Committee and Child and Youth committee held a joint meeting.
- ✓ Ms. Deane reported out about the Mental Health Group Home Committee. She noted that the next meeting will be held on May 25th and will discuss the waiting list for mental health group homes.
 - Mr. Mack asked how long the waiting list is for the mental health group homes. Ms. Deane responded that the mental health group homes do not have much turn-over which increases the length of time an individual remains on the list.
- ✓ Ms. Deane announced that the PACT Advisory Council is holding its Annual PACT Luncheon Picnic on Wednesday, June 22nd from 11:30 a.m. to 1:00 p.m. at Barcroft Park, 4200 S. Four Mile Fork Run Drive. The picnic is being held in honor of the PACT Team, PACT clients, members of Clarendon House and Group Home members. She noted that United Social Sports will provide games.
- ✓ Chair Mack announced that a 90 minute workshop will be provided by The League of Women Voters about Robert's Rules of Order Revised on Saturday May 21st at 4:00 at Central Library located at 1015 N. Quincy Street in Arlington.
- ✓ Mr. Ternent announced that the contracted psychiatrist position in the jail is vacant. The position has been announced and interviews are being conducted. The members discussed the transition.
- ✓ Chair Mack reported that he contacted CSB Liaison and County Board member, Christian Dorsey, to request that a member of the CSB be included in the discussions about the Virginia Hospital Center (VHC) expansion. Ms. Friedman noted that she has made the same request to the County Manager's Office. Ms. Deane suggested that the CSB meet with Senator Favola to discuss the expansion.

Informational Items

- ✓ The members discussed and updated the CSB organizational chart.
- ✓ Ms. Jackson announced that she applied and was accepted to Brandise University and that she will resign her position on the CSB full board as of July 31st. Ms. Jackson stated that she has enjoyed being a part of the board. She added that she will be pursuing a Master's Degree of Science in global health policy and management.

Mr. Mack noted that the full board will soon have three vacancies. He added that members are needed on both the Developmental Disability and Substance Abuse Committees.

Adjournment

The Arlington County Community Services Full Board meeting was adjourned by Chair Mack at 8:40 p.m.

Respectfully submitted by Kelly Mauller