

Arlington County Community Services Board
Executive Committee Meeting
Sequoia Plaza 3
2120 Washington Blvd.
Room 112

May 9, 2016

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

Absent: Wayne Bert, Asha Patton-Smith, Joanne Del Torro, Shauna Alonge

Staff: Beth Tschopp, Kelly Mauller

The May 9, 2016 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 Sequoia III Building, 2120 Washington Boulevard, Room 112, Arlington, Virginia 22204.

Approval of the DRAFT April 11, 2016 Executive Committee Minutes

Chair Mack called for a motion to approve the April 11, 2016 ACCSB Executive Committee meeting minutes. Ms. Jones motioned to approve the minutes, Ms. Deane seconded the motion, and the minutes were approved with one correction.

Discussion: Coordinating Advocacy with Staff in Sub-Committees

At the April 11th CSB Executive Committee meeting, Ms. Deane asked if it would be appropriate to invite staff members to the Mental Health Committee to present items that they would like the CSB Executive Committee to advocate for in their local budget priorities. The members agreed to include this question as an agenda item for the May 9th CSB Executive Committee meeting.

Sentinel Event Incident Reporting

Chair Mack opened a discussion about the procedure for reporting incidents to the Department of Behavioral Health and Developmental Services (DBHDS). Jan Longman, DHS Compliance Officer presented about incident reporting to DBHDS at the March CSB full board meeting.

The following are the current categories that are recorded in the report to DBHDS:

- Deaths - expected and sentinel
- Suicide attempts
- Injuries or medical emergencies (the members agreed to add the word "serious" to this category and "including serious medication errors")
- Alleged abuse, neglect, discrimination or exploitation
- Complaints (the members agreed to add the word "serious" to this category)
- Privacy violations (the members agreed to add the word "serious" to this category)

The members discussed the current categories and discussed whether or not to add any categories. The members concluded that the additional categories that were discussed fall within the parameters of the current categories and agreed to the aforementioned changes to the column headings.

Brief Updates/Information

Chair Mack reminded the members that the CSB Annual Awards Ceremony will be held one hour prior to the CSB June 22nd Full Board meeting from 6:00 p.m. to 7:00 p.m. in the Sequoia Plaza, 2100 Washington Boulevard, lower level auditorium. The nominations have been finalized and invitation letters will be sent out the week of May 9th. Ms. Mauller passed around a food sign-up sheet and will bring the sign-up sheet to the May 18th full board meeting.

CSB/Staff Communication Meetings with DHS Organizational Specialists

The members discussed when they would like to schedule their next staff/CSB communications meeting to discuss the roles and responsibilities of the CSB. The meetings will be led by DHS Organizational Specialists Angela Churchill and Susan Barrett. This meeting is part of a series of meetings to improve communications between the CSB members and staff. The members agreed that the Arlington CSB should base their roles and responsibilities off of the foundation of their own By-laws and Memorandum of Understanding (MOU). The members discussed a few past and current communication issues between staff and the CSB.

Upcoming Items for CSB Full Board Meeting on May 18, 2016

- ✓ Grace Guerrero, Supervisor, Forensic Case Management, was nominated to receive the May 18, 2016 CSB staff recognition award.
- ✓ Joel Rothenberg, Department of Behavioral Health and Developmental Services (DBHDS) will present about CSB/staff roles and responsibilities.
- ✓ Ms. Tschopp will provide a Group Home Report, if necessary.
- ✓ Chair Mack will ask if there are any updates from CSB Ad Hoc Initiative Committees.

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

Respectfully submitted by Kelly Mauller.