

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

Present: James Mack, Anne Hermann, Judy Deane, Carol Skelly, Asha Patton-Smith, Barbara Jones

Absent: Shauna Alonge

Guests: Betsy Greer

Staff: Acting CSB Executive Director Anita Friedman, Farah Shakour, Kelly Mauller

The April 6, 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 March 9, 2015 Executive Committee Minutes

Chair Mack called for a motion to approve the March 9, 2015 ACCSB Executive Committee meeting minutes. Ms. Deane motioned to approve the minutes, Ms. Jones seconded the motion, and the minutes were approved with no corrections.

Debriefing: FY16 CSB Local Budget Priorities Meetings with County Board Members and the Public Budget Hearing

Chair Mack reported out about the CSB's meetings with the County Board members to discuss the CSB's FY 16 local budget priorities. Mr. Mack noted that the County Board is reporting a significant gap in its budget.

The following topics were presented:

- Mental Health Therapist in the Jail - Anne Hermann and Judy Deane
- Psychiatric Nurse Practitioner - Anne Hermann and Judy Deane
- Support Circuit Court's request for Drug Court SA Counselor - Jim Mack
- Intellectual Disabilities/Department of Justice (DOJ) Settlement Agreement - Carol Skelly and Barbara Jones

Chair Mack reported out about the local Public Budget Hearing that was held on March 24th in the County Board Room. He and Ms. Hermann presented testimonies. He noted that the meeting was well attended.

Chair Mack reported that the CSB Executive Committee decided not to attend the public Tax Rate Hearing. There is a proposal by the County Board to increase the tax rate by 1.5 cents.

CSB Terms Ending

Chair Mack announced that three CSB members have terms ending in June: Scott Brannon (9 years), Anne Hermann (9 years) and David Kidwell (6 years). Mr. Mack noted that David Kidwell's reappointment will be processed through the Sheriff's office. The committee discussed potential candidates to fill the upcoming vacancies. Mr. Mack welcomed Ms. Patton-Smith to her first meeting as a CSB Executive Committee member. Ms. Patton-Smith is the co-chair of the Child and Youth committee.

Discussion: Health and Safety Policies

Ms. Friedman brought the Arlington County Human Rights and Incident Reporting Policy before the committee for discussion (*Refer to Handouts*). Ms. Friedman noted that this conversation is being brought before the committee due to a recent death of a resident in one of the group homes. The death did not occur at the group home.

The policy states that all staff, volunteers, contractors and temporary workers shall report all applicable incidents involving individuals receiving services according to prescribed procedures and in compliance with all Arlington County, Department of Human Services (DHS) and the Virginia Department of Behavioral Health and Developmental Services (DBHDS) time requirements for reporting and responding to incidents, client complaints or other human rights issues.

Incidents include:

- Services that are inconsistent with standard service delivery
- Suspected or alleged abuse, neglect, discrimination or exploitation
- Sustaining a serious injury or death
- Complaints about services received

DHS staff shall collect, maintain and report or make available to the Virginia DBHDS the following information:

- Each allegation of abuse or neglect shall be reported to the assigned human rights advocate and the individual's authorized representative within 24 hours from the receipt of the initial allegation. Reported information shall include the type of abuse, neglect or exploitation that is alleged and whether there is physical or psychological injury to the individual.
- Each instance of death or serious injury shall be reported in writing to the department's assigned licensing specialist within 24 hours of discovery and by phone to the individual's authorized representative within 24 hours. Reported information shall include the following: the date and place of the individual's death or serious injury; the nature of the individual's injuries and the treatment received; and the circumstances of the death or serious injury. Deaths that occur in a hospital as a result of injury occurring when the individual was in a licensed service shall be reported.
- Each instance of seclusion or restraint that does not comply with the human rights regulations or approved variances or that results in injury to an individual shall be reported to the individual's authorized representative and the assigned human rights advocate within 24 hours.

The committee discussed the policy. The committee agreed that they would like to have a presentation regarding the reporting and follow up on incidents of death or suicide at a future CSB Full Board meeting.

Ms. Deane and Ms. Hermann invited Ms. Tschopp and Anita Friedman, DHS Deputy Director, to attend the upcoming Mental Health Committee and Group Home Committee meetings. The date and location are not yet confirmed.

Brief Updates/Information

- Mr. Mack called the members' attention to a handout listing the Virginia Association of Community Services Board's (VACSB) conference schedule (*Refer to Handout*). The VACSB is holding a Development and Training Conference on May 6th through May 8th, 2015 in Williamsburg, Virginia. Registration is open to anyone that would like to attend. The conference would be beneficial for CSB members so that they may expand their knowledge as board members about advocacy.

- Ms. Shakour announced that the approval of the Interagency Agreements has been delayed until the May 20th CSB Full Board meeting, as some agreements are pending signature. The Interagency Agreements are Memoranda of Understanding between outside agencies and the CSB. They are reviewed annually in committees and approved by the full board.
- Ms. Friedman announced that the first phase of the Department of Human Services consolidation plan to move to the Sequoia Plaza has been delayed until May. She noted that the furniture manufacturer is responsible for the delay.
- Chair Mack reminded the members that the CSB Annual Awards Ceremony will be held one hour prior to the CSB June 17th Full Board meeting from 6:00 p.m. to 7:00 p.m. in the Sequoia Plaza, 2100 Washington Boulevard, lower level auditorium. Ms. Shakour stated that CSB members may nominate community partners or staff by sending Ms. Mauller an email by the due date of April 17, 2015. The nominations will be reviewed at the May 11th CSB Executive Committee meeting.
- Chair Mack introduced Betsy Greer, member of the Child and Youth Committee. Ms. Greer stated that while she agrees that Arlington County services are up to current evidence-based models, that the ties between the Child and Adolescent Behavioral Healthcare Division, the Department of Human Services and the Arlington County public schools need to be strengthened. Ms. Greer spoke about the structure of Arlington's CSB in comparison to other CSB structures throughout the State. Ms. Friedman commented that she would need to research whether or not other CSBs throughout the state have a similar structure to Arlington. Ms. Friedman noted that integrated care is a national best practice.
- Ms. Deane reported that the PACT Advisory Council has discussed inviting the staff and clients from Clarendon House to this year's luncheon picnic to honor the PACT team.
- Ms. Skelly stated that the Request for Proposal (RFP) time period for the Group Homes for individuals with Intellectual Disabilities (ID) closed on March 20th. She noted that the RFP has been released for public review. Ms. Skelly provided a brief summary of a portion of the language included in the RFP.
 - Bidders must guarantee that the properties will receive a Certificate of Occupancy by November 15, 2015.
 - Approximately \$1 million in funding was received from the State for the establishment of two new homes. The funds will be apportioned based on need.
 - The homes will be able to apply for Affordable Housing Investment Fund (AHIF) loans. The loan applications are site specific and are not guaranteed to be approved.
 - There are eight residences profiled in the RFP.
 - Each resident will have their own bedroom and one bathroom will be required for every two residents.
 - No operating funds will be provided by Arlington County. Services will only be provided via waivers.

Upcoming Items for CSB Full Board Meeting on April 15, 2015

- ✓ Robin Joseph, EDGE Program Mental Health Therapist, Behavioral Healthcare Division, was nominated to receive the April 15, 2015 CSB recognition award.
- ✓ Jennifer L. Daniels and Russell Danao-Schroeder, Planning and Community Development for Arlington County, will present an update about the Arlington County Affordable Housing Study.

- ✓ Joanna Barnes, Developmental Disabilities Bureau Chief, will present about the programs and services provided to individuals with Intellectual and Development Disabilities (IDD).
- ✓ A Group Home Report will be provided.
- ✓ 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 Barriers List (EBL).

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

Respectfully submitted by Kelly Mauller.