

Arlington County Community Services Board
Executive Committee Meeting Minutes
Monday, October 9, 2012
6:00 pm

Present: James Mack, Anne Hermann, Jenette O’Keefe, Judy Deane, Barbara Jones, Moira Saucedo, Carol Skelly

Excused: Naomi Verdugo

Staff: Cindy Kemp, Farah Shakour, Kelly Mauller

The October 9, 2012 Arlington County Community Services Board (ACCSB) Executive Committee meeting was convened by the ACCSB Executive Committee Member Chair, James Mack at 6:10 p.m. The meeting was held at the Department of Human Services Drewry Building, Room 107, 1725 N. George Mason Drive, Arlington, Virginia.

Approval of the September 9, 2012 Executive Committee Minutes:

Chair Mack called for a motion to approve the September 9, 2012 ACCSB Executive Committee minutes. The minutes were approved unanimously with several corrections.

Review and Discuss Legislative / Budget Issues:

Mr. Mack opened a discussion on legislative and budget issues and turned the floor over to Ms. Kemp to review the CSB Executive Committee FY 14 Draft Local Budget Priorities document (*Refer to Handout*). The committee discussed narrowing down its local budget requests in order to be sensitive to the tough economic climate, even with the concern that CSB mental health staff are functioning with caseloads that are too high. It was noted that the CSB’s mental health services are currently confined to its target population only and is not currently serving others. Ms. Kemp noted that if reductions are needed, her approach is to cut small amounts from several programs rather than cutting entire programs and to leave essential services in place. Ms. O’Keefe suggested writing a letter to the staff from the CSB acknowledging the staff’s hard work in the event that cuts are in order.

Ms. Skelly raised the issue of local funding for people with intellectual disabilities who are graduating from the school system. She noted that the County typically provides funding in the base budget for people with intellectual disabilities who graduate from the school system. This funding has been allocated for the last ten years or so with either local funding or by reallocating this local funding when the graduate no longer needs it. This money is intended to provide services until the graduates receive a state-funded waiver slot. If the graduates do not receive this supplemental local funding, they generally do not get placed in vocation or day programming and tend to lose many of the educational gains obtained while in school. There was a suggestion for the CSB to submit a letter to the County Manager to remind her of the County’s policy and commitment to continued funding for the graduates in the base budget. Since Ms. Skelly has been involved with the process from the beginning, she agreed to draft the letter and the Members will provide feedback. The final letter will be issued by James Mack to the County Manager with copies to the Department of Human Services Director, Susanne Eisner and County Board liaison to the CSB, Libby Garvey. Ms. Deane asked if there were other funds that were

one-time funds for young adults that will not be received again unless requested in FY14. Ms. Kemp stated that a half-time worker in the townhomes and an emergency / educational fund were one-time funds.

The Members asked for clarification on the process of reductions and a hiring freeze. Ms. Kemp stated that typically positions that are frozen cannot be unfrozen without ample justification. For reductions, Ms. Kemp usually attempts to cut vacant positions if possible.

The Members reviewed the CSB Executive Committee FY 14 Draft Local Budget Priorities document. The priorities were divided into three categories: 1) Sustaining Existing Services; 2) Critical Unmet Needs; and 3) One-Time Funding. Ms. Skelly noted that the process in the past has been that Department leaders develop a list of possible reductions to present to the County Manager. This list is confidential until the County Manager's budget becomes public. Ms. Skelly stated that since these possible reductions will not be known until February or March, then it is futile to make the final decision about the priorities now. Mr. Mack suggested that the priorities be trimmed again in committees. After some discussion, the Members decided to leave the priorities as is for now and make a decision about the priorities once the County Manager's budget becomes public.

Mr. Mack opened a discussion about the CSB State Legislative Delegation Forum on November 14, 2012 from 6:00 – 7:00 p.m. (just prior to the Full Board meeting). Ms. Kemp noted that the forum is a week earlier than usual due to the holiday the following week. Ms. Kemp gave an overview of how the meeting was conducted in the past and showed the Members a mock up of the packets of information that will be distributed to the General Assembly members. The Members agreed that the forum will occur again this year. Ms. Skelly reminded Ms. Kemp to add the information on the Regional Business Plan for the implementation of the Department of Justice settlement, since it has now been finalized. Ms. Skelly, Ms. Saucedo and Ms. Jones will work on this write up.

The Members discussed the presentations to the legislators. Typically, Members have presented items related to their committees. After some discussion, the Members decided that speaking assignments for topics will be based on recommendations from Mr. Mack and Ms. Kemp and given prior to the November 5th Executive Committee meeting. Ms. Kemp noted that the State will soon publicly issue a report about the bed reductions at Northern Virginia Mental Health Institute (NVMHI). The report noted that Northern Virginia has fewer beds than other regions. Therefore, there may not be the need to advocate as strongly for this item.

The Members agreed that each Member will bring food items for the forum.

Review and Finalize the Annual CSB Retreat Agenda:

Chair Mack stated that the Annual CSB Retreat will take place on October 27, 2012 at the George Mason Center, 1801 N. George Mason Drive, Arlington, VA from 8:45 a.m. – 2:30 p.m.

Ms. Kemp reviewed the retreat agenda as follows (Refer to Handout):

Morning:

- State Legislative and Budget Process – Will Frank of the Virginia Association of CSBs
- Local Legislative and Budget Process – Suzanne M. Lane of DHS
- Current CSB Legislative and Budget Process – Cindy Kemp

Lunch Hour: Keynote Speaker is Libby Garvey, Arlington County Board Member and CSB Liaison

Afternoon:

Review of the current CSB initiatives – all initiative leaders will give an overview of their progress and decisions will be made about whether to continue the current initiatives. Initiatives for the upcoming year will also be discussed. Ms. Skelly stated that often these initiatives require cross-committee coordination.

FY 14 Fee Schedule Review and Recommendations:

Chair Mack opened a discussion about the FY 14 Fee Schedule Recommendations (*Refer to Handouts*). He stated that the question is whether or not to recommend that the County Manager keep the minimum fee for CSB services at \$4.00 or to raise the fee to \$5.00 in light of the current economy. Ms. Kemp noted that the County Manager has always taken the CSB's recommendation on this issue. Ms. Kemp noted that the minimum fee was first implemented in FY08, with a \$2.00 minimum fee and has remained steady at \$4.00 since FY10.

Ms. Jones asked about the amount of revenue generated by the imposition of a \$5.00 fee for drug testing. Ms. Kemp stated that the fee was mistakenly not advertised last year and could, therefore, not be charged, but that it will be added this year.

Ms. Kemp walked the Members through the fee schedule documents. She stated that 96% of all CSB clients fall at income level five or below (\$35,950 or below per year for a family size of one). Ms. Kemp stated that for every extra dollar assessed in fees, revenue increases by approximately \$7,000 - \$8,000 per year. She also noted that clients who cannot pay the assessed fees can apply for a financial hardship waiver. It was noted that charging a fee, however nominal, adds value to the service for the recipient. Mr. Mack asked how fees are collected. Ms. Kemp responded that the case managers reinforce the payment of the bills and the front desk staff asks clients for payment. If bills are not paid in a timely manner and there is no financial hardship waiver in place, the County issues collection notices.

After further discussion, the Member unanimously agreed to recommend an increase of the minimum fee to \$5.00 to the Full Board at the October 17, 2012 meeting.

Review of Permanent Supported Housing Tables:

Mr. Mack opened a discussion about the Permanent Supported Housing (PSH) Tables (*Refer to Handouts*). Ms. Kemp stated that these tables represent the permanent housing options that CSB clients call their homes for the time period July 1, 2011 – June 30, 2012. The tables are broken down into three categories of mental health, substance abuse and intellectual disability homes. The tables also outline the number in each home at a point in time (unduplicated count); the number waiting for housing (duplicated count); the number placed in Arlington housing (duplicated count); and the number placed outside of Arlington (duplicated count).

Ms. Kemp clarified that the County pays for permanent supported housing and the CSB pays for the intensive case management services. Ms. Skelly reminded Members that these tables were developed as a tracking system to ensure that CSB clients were getting a fair share of the County's subsidized housing funds and programs. Ms. Hermann asked if the Mary Marshall Assisted Living Residence (MMALR) data is included in the tables. Ms. Kemp will confirm

whether or not the tables include the MMALR units. Ms. Deane stated that it would be helpful to view comparison data from the last fiscal year to the tables. Ms. Hermann stated that the number waiting last year for MMALR should be added as well. Ms. Kemp will add comparison data from the last several years to the document and the information about the waiting lists.

Review of Call Screening Data:

Mr. Mack opened a discussion about the Call Screening Data (*Refer to Handout*). Ms. Kemp stated that this data represents the total calls received in each CSB Division and the disposition of the calls, including referrals elsewhere. Chair Mack asked that the total number of calls be added for each column. With this addition, the final version will be inserted in the Full Board packets for October.

Review of DRAFT CSB FY 12 Annual Report:

Mr. Mack opened a discussion about the Draft CSB Annual Report (*Refer to Sample Report*). Ms. Kemp noted that the highlights of the fiscal year were included from each of the disability areas. Copies of the report will be distributed at the Full Board meeting. Members can email Ms. Kemp with suggestions or edits.

Brief Updates / Information:

- Ms. Kemp provided an update about the Mary Marshall Assisted Living Residence (MMALR). She stated progress is being made and several new staff have been hired. She stated that admissions continue to be on hold, likely for the next six months. A new Nursing Director has not been hired to date. Ms. Hermann stated that the Advisory Council did not meet in October.
- Ms. Kemp stated that the CSB By-laws will be presented at the October Full Board meeting for approval.
- Chair Mack provided an overview of the recent Affordable Housing Study Meeting (*Refer to Handout*) that occurred on September 22, 2012. The purpose of the meeting was for Arlington citizens to share their ideas with the County for a new affordable housing study. Chair Mack stated that several citizens groups were asked to recommend what specifically the housing study should examine. Ms. Deane noted that all of the County Board Members were in attendance.
- Ms. Kemp stated that the ID Regional Business Plan has been finalized outlining the implementation of the Department of Justice Settlement related to the closure of the state training centers for people with intellectual disabilities. Ms. Kemp stated that the plan has been reviewed by the Department of Behavioral Health and Developmental Services (DBHDS) Commissioner. There are approximately 900 training center residents currently.
- Ms. Kemp announced that there was a follow up meeting with the Brain Foundation, an organization that utilizes unique strategies to provide housing for people with disabilities.

Ms. Kemp provided an update about the Peer Empowerment Center (PEC). Chair Mack asked if PEC is funded locally or by the state. Ms. Kemp responded that it is funded entirely by state funding. Ms. Jones asked how many people utilize the center. Ms. Kemp stated that this number

fluctuates, but tends to be small. Ms. Kemp also mentioned that she is doing a review of the Peer Internship Program.

- Ms. Kemp announced that a grant from SAMHSA (Substance Abuse and Mental Health Services Agency) to provide primary health services for the next four years to Behavioral Healthcare clients was awarded. She stated that Arlington's CSB is the only program in the state of Virginia that received the award.

Upcoming Items for CSB Full Board Meeting on October 17, 2012:

- Staff Recognition: Child and Family Services Behavioral Healthcare Division Staff
- Approval: Revised CSB By-laws
- Approval: Draft FY14 CSB Budget Priorities
- Presentation: FY14 Fee Schedule Recommendations
- Ms. Kemp will report on revenue in the Financial Report, as necessary.
- Ms. Kemp will provide a report on the Group Homes, as necessary.
- Ms. Hermann will report on the Mary Marshall Assisted Living Residence Advisory Council.

Announcements:

- Ms. Hermann stated that Rhonda Williams with the City of Alexandria CSB is available to present information on serving older adults with substance abuse issues at the December Full Board meeting.
- Ms. Jones stated that the ID Proclamation Ceremony will occur on Tuesday, March 5, 2012 with refreshments sponsored by the Front Page.

The Arlington Community Services Board Executive Committee meeting was adjourned by Chair Jim Mack at 8:20 p.m.

Respectfully submitted by Farah Shakour