

**Arlington County Community Services Board  
Executive Committee Meeting Minutes  
Monday, September 10, 2012  
6:00 pm**

**Present:** James Mack, Anne Hermann, Jenette O'Keefe, Moira Saucedo, Carol Skelly, Judy Deane, Naomi Verdugo, Barbara Jones

**Staff:** Cindy Kemp, Farah Shakour

The September 10, 2012 Arlington County Community Services Board (ACCSB) Executive Committee meeting was convened by the ACCSB Executive Committee Member Chair, Jim Mack at 6:00 p.m. The meeting was held at the Department of Human Services Sequoia Building, Conference Room A, 2100 Washington Boulevard, Arlington, Virginia.

**Approval of the August 6, 2012 Executive Committee Minutes:**

Chair Mack called for a motion to approve the August 6, 2012 ACCSB Executive Committee minutes. Ms. Deane motioned to approve the minutes, Ms. Jones seconded the motion and the minutes were approved with one correction.

**Review and Discuss Legislative / Budget Issues:**

Chair Mack opened a discussion on legislative and budget issues and turned the floor over to Ms. Kemp.

**FY 14 Arlington County Outlook:**

Ms. Kemp presented an overview of the FY 14 Arlington County budget outlook. She stated that the County Manager, Barbara Donnellan reported that the financial outlook in Arlington is weak, due to the projected downward shift in commercial development (1% growth for residential and 1% for commercial). Ms. Kemp stated that there is a possibility of a hiring freeze and / or reductions. She noted that there is also an increase in the number of children entering the school system and new projects that must be funded such as Arlington Mill and the Silver Line of the Metro system.

Ms. Kemp stated that she and her senior level staff will hold steady on their budgets and recommend previous reduction options this year only if needed.

Ms. Deane asked if the Department of Human Services (DHS) consolidation plan will be enacted this year. Ms. Kemp responded that this is based on the revenue and that she is unsure at this time.

Ms. Skelly asked if there are carry-over balances in the County that can be accessed by the CSB. Ms. Kemp stated that she will investigate this issue and report back to the committee.

**FY 14 DHS / CSB Public Hearing Feedback:**

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forum, including James Mack and Brian DeAtley. Ms. Kemp stated that there were nine speakers and two written testimonies submitted. She stated that the following presentations occurred:

- Dr. Giese commented on the Alexandria Neighborhood Health Services, Inc. (ANHSI) project.
- Susan Phillip commented on Culpepper Gardens.
- Two women who received assistance from the Employment Center advocated for starting a new business.
- Norman Hill from Community Residences and Peer Empowerment Center spoke about the value of peer support.
- Candice Rose spoke about the Mary Marshall Assisted Living Facility and the Arlington Mill Center. She urged the County to plan for in-home and community-based services for people age 65 and over.
- Betsy Greer advocated for CSB support.
- John McGuire spoke about young adult issues.
- RPJ Housing commented about developing more partnerships with the County.

*FY 13 State General Assembly Document:*

Ms. Kemp stated that the FY 13 State General Assembly document is complete and was distributed to all CSB Members. The document was sent to Arlington's County Board, the County Legislative Liaison, and key DHS staff. She stated that the Regional Management Group (RMG) models their priorities after Arlington's each year. Ms. Hermann asked Ms. Kemp to share RMG's priorities once finalized, and Ms. Kemp agreed to comply with this request.

*FY 14 Local CSB Budget Priorities:*

Ms. Kemp distributed the CSB's Committee Budget Priorities for FY 14 formatted in two different ways, by priority level and by committee of origin (*Refer to Handouts*). The first document was prioritized based on three priority levels: 1) sustaining currently funded initiatives / funded with one-time dollars; 2) previously requested initiatives (unfunded); and 3) new requests. Ms. Verdugo noted that the Intellectual Disabilities (ID) and Child and Youth (C&Y) Committees do not have any number one priorities under this structure. Ms. Jones stated that the two ID support coordinators is actually a number one priority and the group home renovation is a number two priority for the ID Committee. Ms. Skelly noted that the group home renovations cost of \$200,000 is one-time funding. She also suggested adding the words "and upgrade" before the words "the living space" and substitute the words "an appropriate" for the word "the" before the word "standard in the group home renovations description.

Ms. Deane asked if the goal of the "expansion of staff positions – two psychiatric service providers" should be omitted since the justification is unclear. Ms. Kemp clarified that this request is to "over strength" staff time for the nurse practitioner and psychiatrist (contract for more than the typical part-time hours as needed). Therefore, Ms. Deane suggested moving this item to a number one priority since it is already being implemented. Ms. Kemp believes that the cost would decrease when calculating the nurse practitioner's wages, since the current estimate was based on doctor's wages. Ms. Deane asked that the rationale be worded more clearly.

Ms. O'Keefe noted that the Substance Abuse (SA) Committee's priority may need to be revised due to potential changes in funding.

**The Members decided to prioritize sustaining existing services as the first priority area.**

Therefore, the priority one areas are as follows:

- Sustain current primary care program funding for adult MH & SA clients
- Sustain nursing support for group homes
- Sustain supported employment and education for young adults with mental illness
- Sustain CIT Coordinator
- Two ID Support Coordinators
- Mental Health Case Managers
- Expand staff positions two psychiatric service providers
- Residential treatment funding
- After-school therapeutic recreation services

The Members decided to add a column stating “population served” next to each request.

Ms. Kemp will speak with Joe Bullock about the need to replace funding for the Jail ACT Unit Case Management position with local dollars to determine whether or not the state funding for this position is anticipated to be available in FY 14. If it is not going to be funded by the state, it will be added to the above category.

Ms. Verdugo asked who writes the grant proposals for CSB programs. Ms. Kemp stated that the staff in the Behavioral Healthcare Division (BHD) write proposals for BHD and staff in other Divisions operate similarly. Ms. Verdugo stated that the Partnership for Children, Youth and Families writes and is awarded many grants. She stated that since this program now falls under DHS’ Child and Family Services Division (CFSD), perhaps the Partnership can write grants for CFSD.

**The Members decided that the second priority area will be called “Critical Unmet Needs” and are as follows:**

- Increase nursing services for children and adolescents
- All peer-related requests (MH/SA)

**The Members decided that the request for group home renovations will be listed under “One-Time Funding Requests” if the funding cannot be secured using carry over County funds.**

Ms. Kemp will send an update later in the week and will hand carry the revisions to the full board meeting.

*FY 11 and FY 12 Priorities Funded by the County Board:*

Ms. Kemp distributed a list of the FY 11 and FY 12 CSB priorities that were funded, partially funded and not funded by the County Board (*Refer to Handout*). She stated that Ms. Verdugo requested this document. The green items were fully funded, the yellow items were partially funded, and the pink items were not funded. The sections on outcomes were inserted as placeholders pending further data. Ms. Verdugo noted that she would also like to add vignettes about personal and program success stories.

**Planning for Annual CSB Retreat:**

Chair Mack stated that the Annual CSB Retreat will take place on October 27, 2012; however, the location is still pending. Ms. Kemp stated that the cost at The Jefferson has gone up significantly this year due to the use of an outside vendor and would not be feasible to utilize again this year. Ms. Verdugo suggested investigating using the National Rural Electric building. Ms. Kemp noted that the staff is following up on several locations and will secure a nice facility and the catering.

Ms. Kemp reviewed the tentative retreat agenda as follows:

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:

The Members discussed potential lunchtime speakers. Ms. Verdugo suggested Ron Honberg, an attorney specializing in civil rights advocacy for people with disabilities. Ms. Kemp will contact him.

Ms. Deane also suggested inviting County Board Member and liaison to the CSB, Libby Garvey, to attend at some point as an opportunity to learn more about the CSB and instruct the CSB on effective advocacy. The staff will follow up on inviting Ms. Garvey and confirm whether or not she would like to speak at lunch time or another time during the day.

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.

**Approve CSB Bylaws:**

Chair Mack opened a discussion about the CSB's bylaws (*Refer to Handout*). Ms. Kemp stated that Mr. Mack added an item to Article VI: Officers, Item E: "Appointing the Board Members to each standing Committee". The Members approved the change and the bylaws.

Ms. Kemp stated that the process going forward is that there will be a presentation to the full board in September and the item will be on the agenda for approval at the October full board meeting.

**CSB Housing Issues:**

Mr. Mack opened a discussion about CSB Housing Issues. Ms. Kemp stated that there is a Housing Study Public Forum on September 22, 2012; 10:00 a.m. – 12:00 p.m. at Wakefield High School. Ms. Skelly suggested that CSB Members attend the forum in order to become involved in the planning for more housing options for CSB clients, particularly those who cannot utilize Permanent Supportive Housing effectively.

Ms. Kemp provided an overview of a presentation from the Brain Foundation. She stated that the founder used funds that she raised to purchase a home in Fairfax County and partnered with Pathways to provide support services. She then purchased additional similar homes. The residents' entitlements funded the housing costs and Pathways bills mental health supports. The Trust is run entirely by volunteers and without CSB support. Ms. Kemp announced that the next

meeting of The Brain Foundation will occur on September 21, 2012 from 9:00 a.m. – 10:30 a.m. at the Sequoia Building Conference Room A.

**Brief Updates / Information:**

- Ms. Kemp provided an update about the Mary Marshall Assisted Living Residence (MMALR). She stated the licensing inspected again and there were dramatic improvements, although there is still work to be done. All new admissions have been halted. Ms. Kemp and Glenda Blake, the Aging and Disability Services Division Chief, have assigned point persons to the facility to oversee issues of concern. Ms. Kemp stated that the number of case managers will be reduced to a manageable number. Ms. Hermann will forward an update to Ms. Kemp after the next Advisory Council meeting.
- Ms. Kemp stated that the Judge signed the Settlement Agreement. She also stated that the Regional Business Plan is completed and should be available for public review in the next week or two. She will forward the Plan to the CSB Executive Committee Members as soon as possible. The Plan outlines the needs and costs associated with the movement of people into the community from the State ID Training Centers.
- Ms. Kemp provided an overview of the Consumer Run Drop-In Center (Peer Empowerment Center / PEC) issues.
- Ms. Kemp provided an update on the success of grant proposals. Two grant proposals were not funded and a SAMHSA (Substance Abuse and Mental Health Services Administration) grant for primary healthcare services is still pending.
- Ms. Kemp announced that the Behavioral Healthcare Division will conduct its second Family Orientation on September 11, 2012. Ms. Deane suggested that in the future family members of all new clients receive an invitation. Ms. Kemp noted that there are HIPPA concerns related to outreaching to families of clients unless clients have asked them to do so. Ms. Kemp stated that she is willing to send invitations to families of clients who have expressly consented to contacting. Ms. Deane stated that there must be more effort put into finding creative ways to contact and invite families without violating HIPPA regulations.
- Ms. Kemp stated that the FY14 Fee Schedule recommendations are under review in the Administrative Committee and will come before the Executive Committee in October.
- Ms. Kemp stated that she was informed that there will be a meeting in the fall regarding the EMT concerns with behavioral healthcare clients.
- Ms. Kemp stated that Ms. Shakour is working on the annual report and a draft will be available for review in the next few months.
- Ms. Kemp stated that the Call Screening Data for January – June, 2012 is being reviewed in committees and will be available in October to the full board.

- Ms. Kemp stated that the Permanent Supportive Housing Tables (PSH) are near completion.
- Ms. Kemp stated that the CSB Program Reviews will be presented in September's member packet.
- Chair Mack stated that County Board Chair Mary Hynes has an initiative called PLACE to engage the community in the County's initiatives. He stated that Ms. Hynes wants to partner with the CSB. He will attend the meeting on September 12, 2012 from 7:00 – 9:00 p.m. at the Walter Reed Center and invited other Members to attend as well.

**Upcoming Items for CSB Full Board Meeting on September 19, 2012:**

- Presentation: Revised CSB By-laws
- Presentation: Draft FY14 CSB Budget Priorities
- Presentation: FY13 General Assembly Priorities
- 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 Committee.
- Ms. Deane stated that Jose Campos is sponsoring a program to engage prospective employers for Job Avenue clients. She suggested a presentation by Keith Whyte or Alan Orenstein to the full board.

**Announcements:**

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