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community services
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**PRINCE WILLIAM COUNTY
COMMUNITY MENTAL HEALTH, DEVELOPMENTAL DISABILITIES
AND SUBSTANCE ABUSE SERVICES BOARD**

BOARD MEMBERS PRESENT:

Deanna Bayer, Voneka Bennett, Dr. William Carr, Altonia Garrett, Bradley Marshall, Timothy Oshiki, Francis Rath, Patrick Sowers

BOARD MEMBERS ABSENT:

Obediah Baker, Jr., John O'Leary

STAFF PRESENT:

Lisa Madron, Georgia Bachman, Diana Arana, Janet Hall - Office of the Executive Director

Division Managers: Mike Goodrich, Administrative Services; Sara Wheeler, Youth Adult and Family Services; Sherry Bowman, Community Support; Elise Madison, Emergency Services

Program Staff: Robyn Fontaine – Administrative Services; Tricia Peny – Early Intervention

GUESTS PRESENT:

None

PRESS PRESENT:

None

The **PUBLIC HEARING ON THE FY24-25 COMMUNITY SERVICES PERFORMANCE CONTRACT** was convened at 6:30 p.m. There were no public comments.

OPENING: The Regular Meeting of the Community Services Board was convened on May 18, 2023, at 6:35 p.m. in the Powell's Creek Conference Room, James J. McCoart Government Center, 1 County Complex Court, Prince William, VA.

**APPROVE REQUEST TO PARTICIPATE REMOTELY THROUGH ELECTRONIC
COMMUNICATION MEANS**

RESOLUTION 23-05R1-01

MOTION: Marshall

SECOND: Rath

WHEREAS, the Community Services Board adopted a policy pursuant to § 2.2-3708.2 VA CODE ANN to allow for remote participation by Members of the Board; and

WHEREAS, in accordance with the Board's policy, Ms. Altonia Garrett notified the Chair that the Member is requesting permission from the Board to electronically participate at the Board's May 18, 2023 meeting; and

WHEREAS, Ms. Altonia Garrett certified that she is unable to attend the meeting due an identified personal matter that prevents her physical presence; and

WHEREAS, the remote location from which the above member plans to electronically participate is her private temporary room and the remote location will not be open to the public; and

WHEREAS, Ms. Altonia Garrett verified that her participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and

WHEREAS, pursuant to the Board's policy, a request for electronic participation from a remote location shall be approved unless participation violates the Board's policy or any provision of the Virginia Freedom of Information Act; and

NOW, THEREFORE, BE IT RESOLVED that the Community Services Board hereby approves the request to participate in the meeting through electronic communication means in accordance with the Board's policy and a quorum of the Board was physically assembled at one primary or central location and arrangements were made for the voice of Ms. Altonia Garrett to be heard by all persons via Webex at the primary or central meeting location.

Vote:

Ayes--Bayer, Bennett, Carr, Marshall, Oshiki, Rath

Nays--0

Abstained--Garrett

Absent During Vote--Sowers

Absent From Meeting--Baker, O' Leary

CITIZEN'S TIME

None

STAFF TIME

Elise Madison - Emergency Services Division Manager: Ms. Madison shared an appreciation letter received from a family whose sister was served by Community Services. The letter expresses their heartfelt thanks to Mr. Osbert (Bert) Cush who is a Mental Health Therapist in Discharge Planning. The family says that Mr. Cush made a huge impact on their sister by getting her the care she desperately needed, and that Mr. Cush continues to answer their prayers daily by being in it, for what Mr. Cush called it, “the long haul”. In addition, the family thanked Angelica Bigsby and Katherine Briggs in Supported Living Services who spent a lot of time and effort as part of the care team helping their sister. The family ends by stating they need everyone who has had the pleasure of interacting with their sister to know the work they put in does not go unnoticed. “You are all greatly appreciated.”

PRESENTATION: Early Intervention - Tricia Peny

Ms. Peny shared information about Early Intervention such as who they serve, the model of service delivery, and how services resumed after the public health emergency. Ms. Peny led a discussion and shared a graph of how intakes have dramatically increased over the past couple of years and specifically during January and March of 2023. The handout provided to everyone details how a child can be referred to Early Intervention and what the eligibility criteria is. Ms. Peny also explained what EI system services are available and services that are available in PWC. Ms. Peny concluded with how Early Intervention assists with transitions in and out of the program and how to contact intake and supervisors in the program.

APPROVAL OF MINUTES

RESOLUTION 23-05R1-02

MOTION: Bayer

SECOND: Marshall

The Prince William County Community Services Board does hereby approve the minutes of April 20, 2023.

Vote:

Ayes--Bayer, Bennett, Marshall, Oshiki, Sowers

Nays--0

Abstained--Carr, Garrett, Rath

Absent During Vote--0
Absent From Meeting--Baker, O'Leary

RECOMMEND THE PRINCE WILLIAM BOARD OF COUNTY SUPERVISORS ACCEPT, BUDGET, AND APPROPRIATE \$1,144,994 ONGOING AND \$2,579,354 ONE-TIME REVENUE TO RECONCILE THE FISCAL YEAR 2023 COMMUNITY SERVICES COUNTY BUDGET

RESOLUTION 23-05R1-03

MOTION: Rath

SECOND: Carr

WHEREAS, the Department of Behavioral Health and Developmental Services (DBHDS) and other funding sources provides funding to Prince William County Community Services (CS) through the Performance Contract in accordance with Chapter 5 of Title 37.2 of the Code of Virginia (VA. Code §§ 37.2-500 through 512) and University of Wisconsin-Madison provides one-time funds; and

WHEREAS, CS is required to reflect accurate revenue projections and must request an increase in budget authority to expend funds; and

WHEREAS, CS requests increasing ongoing DBHDS Systems Transformation Excellence Performance (STEP-VA) funds for multiple projects with Fiscal Year (FY) 2023 funded with State and Local Fiscal Recovery Federal American Recovery Plan Act balances and FY 2024 and forward funded with state dollars; and

WHEREAS, CS requests increasing ongoing DBHDS STEP-VA Case Management revenue by \$79,462 and Medicaid by \$30,000 for a total of \$109,462 to establish 1 full-time permanent Senior Clinical Services Caseworker (C51) position to ensure behavioral and physical health needs are routinely assessed and care is coordinated effectively and efficiently to appropriately link individuals and families to service supports and promote wellness and service integration; and

WHEREAS, CS requests increasing ongoing DBHDS STEP-VA Care Coordination revenue by \$249,050 and Medicaid by \$26,343 for a total of \$275,393 to establish 2.5 permanent positions including, 1 full-time Human Services Manager (C52); 1 full-time Senior Clinical Services Caseworker (C51); and 0.5 part-time Clinical Behavioral Health Clinical Services Caseworker (C43) to coordinate an individual's care activities and appropriately share information to achieve safer and more effective care and monitor performance and develop policies to comply

with DBHDS STEP-VA and federal Certified Community Behavioral Health Clinic service mandates; and

WHEREAS, CS requests increasing DBHDS STEP-VA Information Technology and Data Management for Infrastructure by \$140,000 for ongoing and \$130,000 for one-time funds to establish 2 permanent full-time positions, including 1 Administrative Coordinator (B31) and 1 Senior IT Analyst (C43) to establish infrastructure to comply with ongoing statewide data sharing and reporting requirements between DBHDS and the Virginia Community Service Boards; and

WHEREAS, CS requests increasing ongoing DBHDS Performance Contract revenue by \$456,296 and Medicaid by \$146,542 for a total of \$602,838 to establish 7 permanent full-time positions, including 1 Human Services Supervisor (C43) operations manager for the three CS sites; 1 Senior Business Service Analyst (C42) communications manager; 1 Eligibility Business Services Analyst (C41); 1 Billing Fiscal Specialist (B24); 1 Licensed Practical Nurse (C41), 2 Clinical Services Caseworkers (C43), one each for New Horizons Youth and Clinical Behavioral Health Program services; and \$40,219 for STEP-VA IT and Data management infrastructure positions to comply with STEP-VA Infrastructure initiatives for business and fiscal management, and to meet CS service demands; and

WHEREAS, CS requests increasing one-time DBHDS revenue by \$375,000 to establish 1 limited-term Senior Fiscal Analyst (C42) for state Performance Contract, Opioid Settlement, and grant management and monitoring to maintain state, federal, legal, and Code of Virginia financial and reporting mandates and to support the position through June 30, 2026; the funds are unrestricted and without time limits; and

WHEREAS, CS requests increasing ongoing Virginia Department of Juvenile Justice (DJJ) revenue by \$17,301 for increased salary support for the DJJ Therapist position providing counseling, case management, court-ordered evaluations, and assessments for juveniles on probation; and

WHEREAS, CS requests increasing one-time state DBHDS Omnibus Budget Reconciliation Act revenue by \$13,750 for developmental disabilities (DD) supports for identified DD individuals who live in nursing homes and have specialized care needs; and

WHEREAS, CS requests increasing one-time state DBHDS DD crisis stabilization revenue by \$21,604 for temporary residential services until an eligible Medicaid Waiver residential placement can be identified and established; and

WHEREAS, CS requests increasing one-time DBHDS Mental Health (MH) Adult Crisis Receiving Stabilization Unit revenue by \$35,000 for regional contract staff credentialing and retention supports to meet state licensing requirements for the service; and

WHEREAS, CS requests increasing one-time DBHDS MH Peer Recovery revenue by \$2,000 for an outreach event in support of the state Year of the Peer celebration of champions of recovery, Peer Recovery Specialists, and build bridges of understanding with clinical colleagues, community partners, and organizations across the state; and

WHEREAS, CS requests increasing one-time University of Wisconsin-Madison, Center for Health Enhancement Systems Study (CHESS) stipend by \$2,000 for participation in the CHESS Fostering Medication for Opioid Use Disorder (OUD) Use in the Justice Populations and CS intends to use funds to support individuals with OUD to access needed documentation to engage and initiate OUD services; and

WHEREAS, CS requests increasing one-time Department of Medical Assistance Service Medicaid revenue by \$2,000,000 for fourth quarter FY 2022 delayed system reimbursements related to DMAS systemwide coding and other system updates; and

WHEREAS, funds are restricted for use in accordance with the DBHDS Performance Contract agreement including services and supports for behavioral health, mental health, intellectual disability, developmental disability, and substance abuse; and

WHEREAS, there is no general fund local tax support required to budget and appropriate these funds; and

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Community Services Board recommend the Prince William Board of County Supervisors accept, budget, and appropriate \$1,144,994 in ongoing and \$2,579,354 in one-time revenue to reconcile the FY 2023 Community Services County budget;

BE IT FURTHER RESOLVED that the Prince William County Community Services Board recommend the Prince William Board of County Supervisors hereby authorize establishing 1 FTE limited term position through June 30, 2026; 12 FTE permanent positions; and 1 FTE part time position;

BE IT FURTHER RESOLVED that the Prince William County Community Services Board recommend the Prince William Board of County Supervisors hereby authorize all unexpended amounts specific to this request to be carried forward year to year.

Vote:

Ayes--Bayer, Bennett, Carr, Garrett, Marshall, Oshiki, Rath, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Baker, O'Leary

DISCUSSION ITEMS

Policy & Procedure Manual Updates – Mike Goodrich, Administrative Services Division Manager

Mr. Goodrich shared the following policy and procedure updates:

- Community Services Exposure Control Plan Supplement – Update is required annually. This document ensures that staff and clients are safe in our facilities and utilizes best practices to make sure pathogens are not exposed.
 - Addendum VII - Human Research – Update is required annually. This document covers the research review committee, established protocols and timelines for the committee, and communication lines. This adheres to state code.
 - Part III Services and Supports Article 4 Medical-Physical Health – Upon admission to CS, individuals receive support to link, monitor, and coordinate services. This update includes the CS and George Mason University partnership. Mr. Rath commented that Fentanyl test strips are listed, and he believes that Xylazine test strips are out and inquired if CS could make them part of next year's annual update to the policy.
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CRC Budget Status Update - Mike Goodrich, Administrative Services Division Manager

Mr. Goodrich reviewed the areas on the space allocation board that was set up at the front of the room and offered to give anyone interested a tour of the space on Worth Avenue. The space plan continues to be updated. Construction is expected to begin sometime in August or September and is expected to take 300 business (work) days. The facility opening is expected around October 2024.

Third Quarter FY23 Accounts Receivable Report-Mike Goodrich, Administrative Services Division Manager

Mr. Goodrich shared that fee revenues keep coming in. Mr. Goodrich gave kudos to the Reimbursement staff for Medicaid revenues is 99% collected and the insurance balance is down by 400k. On the Aging Report, nothing is over 60 days as of March 31st.

Third Quarter FY23 Financial Report-Robyn Fontaine, CSB Finance Manager

Ms. Fontaine shared the following highlights:

- Salaries and Benefits expenses are 74.0% of budget, which is directly on target for spending.
 - Internal Expenses are 100% expended since the billing is done all at once. These are the annual payments made to DoIT for information technology/seat support.
 - Operating Expenses (15%) and Contractual Obligations (46%). Some of the differences are the one-time money from this year and some one-time money that rolled over from FY22 into FY23.
 - Capital is at 63% and will likely be completely spent by the end of the year.
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Third Quarter FY23 Services Report-Mike Goodrich, Administrative Services Division Manager

Mr. Goodrich shared that the increase in the number of unduplicated clients was a 4% to 5 % this year vs. from last year with over 10k unique clients. Early Intervention is up nearly 4% - 96 new clients. Vocational Services had 66 additional clients, ACCESS Services saw a 22% increase, Emergency Services was up 6% to 1,400 unique clients, DORS decreased by 20 fewer clients, and outpatient New Horizons School-Based Program saw a 10% increase.

Report on VACSB Development & Training Conference

- Mr. Sowers shared that the education program for board member training was phenomenal. The training was about being an effective and efficient board member. Moving forward every conference, VACSB will have an education program for board members.
 - Mr. Oshiki shared that he participated in a couple of breakout sessions and had the chance to talk with the keynote speaker and met DBHDS Commissioner Smith and stated that it was a fantastic trip.
 - Ms. Madron added there were a lot of good training courses to choose from. Some CSBs have a marketing and communications position which we are bringing on here at PWC CS. Feedback was that the position energized staff by being able to provide communications and support to staff. There was a session on changes and more training offerings at the state level. The Chair of the VACSB board did a fabulous job of being gracious to the CSBs and recognizing the hard work everyone has done.
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OPEN ITEMS

None

EXECUTIVE DIRECTOR'S TIME

--Ms. Madron mentioned that she had sent out an article and video to the Board of an interview that LeNelle Mozell, CORP Program Manager, had given for Fentanyl Awareness Day. Ms. Madron also shared that she participated in the Tall Cop Says Stop "High in Plain Sight" trainings offered by

Officer Germaine Galloway on substance use that she found to be very informative. He will be offering another training session in June. Ms. Madron will send out information as soon as it is available. Ms. Madron was amazed to learn the number of opioid-like synthetic substances that are available over the counter, such as mood boosters and sleep aids. They act like opioids or enhance the experience of taking other substances. Most people do not know what is in them. It is worth seeing.

--Ms. Madron shared that, as everyone is aware, CS held a dedication ceremony on May 11th at the new Worth Avenue location. Lisa thanked the Board members who attended. Nearly 200 people turned out for the event. Ms. Madron thanked staff for the work they did to make it an amazing day. Ms. Madron specifically thanked Mr. Goodrich and Matt Pastore of the County Property Management team for setting up EVERYTHING. The Governor Youngkin, Commissioner Smith, and several State Delegates attended. NBC4 attended and reported on the event on the local news. Connections Staff and staff from CS programs were on hand to answer questions from the attendees. The ceremony consisted of many speakers and an intention setting ceremony where attendees could sign and express their wishes for the center and to those who enter seeking services. Anne Barksdale, our IT Trainer, took some amazing pictures of the event and her photo gallery was shared on the screen for the Board to see.

DEPUTY DIRECTOR'S TIME

--Ms. Bachman shared that she just concluded an inclusion training that was eight months long and was conducted by Maria Burgos, the County Equity and Inclusion Director. Ms. Bachman was very pleased to find out that 15 CS staff also participated, and that CS had the best representation across the County. Ms. Bachman believes the training really helped foster the goals of mutual respect, empathy, self-awareness, skill development, and that it will have a positive impact on the work our staff does serving our diverse population. At the end of the training, they did a nice job of recognizing the participants and gave out awards called Dig Deep, and they gave out little shovels. The awards were given as an award for people who helped others in the cohort and were nominated by their peers.

--Ms. Bachman shared that she and Sara Wheeler are part of a cross-agency policy group called EBDM which works together to use data and evidence-based practices to make an impact on the opioid crisis. After the quarterly meeting, they shared data that there has been a steady decline (based on law enforcement data) in the last several quarters of fatal overdoses which is very positive to see. The presenter made a correlation that getting naloxone into the community seems to have made an impact. Ms. Bachman also shared that CS has distributed over 760 boxes of naloxone in the last 5 months. In the last 2 weeks, the Prevention Team trained 121 people on REVIVE! This past week they held training courses for: PWC schools and trained all 75 school social workers, 34 probation officers, and 12 adult circuit court staff. There are REVIVE! trainings coming up in August for Manassas Park which will be held at the library and are open to anyone that wishes to attend. The sessions will be held in English and Spanish.

BOARD MEMBERS' TIME

ALTONIA GARRETT: Ms. Garrett thanked everyone and expressed they are doing great work in Early Intervention. Ms. Garrett shared she was sorry to have missed the May 11th dedication but is excited that the center is coming to Greater Prince William. She thanked the Board Members for sharing their information on the VACSB sessions, and thanked Ms. Madron for her great leadership.

DR. WILLIAM CARR: Dr. Carr thanked Ms. Peny for an excellent presentation on Early Intervention, which is near and dear to his heart. Dr. Carr asked Mr. Goodrich to please send a message to staff that Accounts Receivable is totally commendable and nothing short of phenomenal. Dr. Carr commended Ms. Madron and the rest of the staff for the dedication ceremony, saying it was uplifting and joyous to see this vision come to fruition. He shared that it was amazing to walk in and see all the open space and then to envision what will be there.

DEANNA BAYER: Mx. Bayer shared that she was disappointed that she could not attend the dedication ceremony. Mx. Bayer was impressed with the Early Intervention presentation and asked to please pass along to the staff how impressed she is with what they have done, are doing, and will do. Mx. Bayer also thanked Mr. Goodrich and Ms. Fontaine and said that they are just amazing, and she is honored to serve on the CS Board.

FRANCIS RATH: Mr. Rath thanked staff for helping him get up to speed, for being so patient, and for answering any questions he has.

PATRICK SOWERS: Mr. Sowers shared that he had a wonderful time at the conference and expressed that he was sorry to have missed the dedication ceremony. Mr. Sowers asked for an update on the CRC in Chantilly and Ms. Madron provided a brief update.

VONEKA BENNETT: Ms. Bennett thanked Ms. Peny for her presentation and thanked Mr. Goodrich and Ms. Fontaine for their financial expertise. Ms. Bennett shared she was happy to have attended the dedication ceremony and happy that it will be opening. Ms. Bennett also thanked Ms. Madron, Ms. Bachman, and all CS staff for their hard work.

BRADLEY MARSHALL: Mr. Marshall thanked Ms. Peny for the Early Intervention presentation. Mr. Marshall shared that he thought the financial management at CS is the finest he has ever seen. Mr. Marshall also said although he has not been to the CRC yet, the map on display in the room really showed him a lot and made it all come together for him.

TIMOTHY OSHIKI: Chairman Oshiki thanked Ms. Peny for her presentation and shared that he is beyond proud to represent such an organization.

ADJOURNMENT

RESOLUTION 23-05R1-04

MOTION: Sowers

SECOND: Bayer

The Prince William County Community Services Board does hereby agree to adjourn the May 18, 2023, Regular Meeting at 9:00 p.m.

Vote:

Ayes--Bayer, Bennett, Carr, Garrett, Marshall, Oshiki, Rath, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Baker, O'Leary
