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community services  
where change is possible

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

**BOARD MEMBERS PRESENT:**

Deanna Bayer, Voneka Bennett, Bradley Marshall, John O’Leary, Timothy Oshiki,  
Patrick Sowers, Sally Starr

**BOARD MEMBERS ABSENT:**

Obediah Baker, Jr., Dr. William Carr, Altonia Garrett

**STAFF PRESENT:**

Lisa Madron, Janet Hall-Office of the Executive Director  
Division Managers: Sara Wheeler, Youth Adult and Family Services; Dr. Kanchan Clark,  
Medical Services; Elise Madison, Emergency Services; Sherry Bowman, Community  
Support Services; Mike Goodrich, Administrative Services  
Staff Present: Robyn Fontaine, Administrative Services; Ginny Heuple, Early  
Intervention

**GUESTS PRESENT:**

Jessica Park, Mina Education Institute  
Kyong Giles, International Youth Fellowship

**PRESS PRESENT:**

None

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**OPENING:** The Regular Meeting of the Community Services Board was convened on  
May 19, 2022, at 6:30 p.m. in the Powell’s Creek Conference Room, James J. McCoart  
Government Center, 1 County Complex, Woodbridge, Virginia.

**CITIZENS TIME:**

**Jessica Park, Mina Education Institute  
Kyong Giles, International Youth Fellowship**

Ms. Park started by saying they realize that mental health is a big issue. She shared that as a teacher, they never learned about emotions and how to build character and emotional intelligence. Mina Education is a systematic way to study about the heart and learn about character. Ms. Park and M Giles provided brochures and asked that anyone is interested in learning more or collaborating to please contact them.

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**STAFF TIME:**

**Michael Goodrich, Administrative Services Division Manager:**

Mr. Goodrich shared that Kristen Durbin in Forensic Services had mentioned in her presentation that their program really needed some administrative support. The work that really needs to be done is that the ADC needs client information for individuals identified as CS clients. We have identified administrative staff who will redact the necessary information from the file and share the file back to ADC. This then becomes a referral for forensic services. We were able to carve out that support with existing resources.

**Sherry Bowman, Community Support Division Manager:**

Ms. Bowman shared information about the Community Support Division's Supported Employment Program (SEP) which helps adults find and maintain employment. About a month ago SEP, led by Anne Lane, was approved by DARS to provide pre-employment transition services to high school students. Currently the program has 4 students referred by DARS. Community Support/SEP is very excited to be able to provide this type of support to youth.

**Sara Wheeler, Youth, Adult and Family Division Manager:**

Ms. Wheeler shared that the State Drug Court Advisory Committee met at the Supreme Court in Richmond approved the Prince William County Drug Treatment Court.

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**PRESENTATION:** Early Intervention – Ginny Heuple, Early Intervention Program Manager

Ms. Heuple began with sharing that May is Early Intervention Month.

Ms. Heuple provided information that they serve infants and toddlers birth through age 2 who have developmental delays, disabilities, atypical development, or a diagnosed disabling condition that has high probability of resulting in delays.

Ms. Heuple reviewed the Model of Service Delivery to include requirements as well as the fact that services are provided in the family’s natural environment, parents are the “agents of change”, and services should empower the parent/caregiver.

Ms. Heuple reviewed how their service delivery changed during the public health pandemic (PHE) such as shifting to mainly virtual visits due to unvaccinated clients, but that they maintained some home, office, and community visits for safety. They are planning phase for a small “graduation social” this year. Early Intervention leadership will continue to monitor the health situation to ensure the proper protocols are followed to maintain safe of an environment possible for all. The PHE resulted in no formal graduation ceremonies over the last couple of years. Ms. Heuple also reviewed how to make referrals, the eligibility criteria, services available, and how to contact Early Intervention Leadership and offices.

Ms. Heuple shared what’s new in 2022 which included record breaking intakes, a full-time position added using existing budget, ARPA funding received, and a new Part C data system and Electronic Health Records (HER) system planned for later this year.

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## **APPROVAL OF MINUTES**

### **RESOLUTION 22-05R1-01**

**MOTION:** Bayer

**SECOND:** Marshall

The Prince William County Community Services Board does hereby approve the minutes of April 21, 2022.

**Vote:**

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

Nays--0

Abstained--O’Leary

Absent During Vote--0

Absent From Meeting--Baker, Carr, Garrett

## **ACTION ITEMS**

### **RECOMMEND THE BOARD OF COUNTY SUPERVISORS ACCEPT, BUDGET, AND APPROPRIATE \$194,832 IN ONE-TIME REVENUES TO RECONCILE THE FISCAL YEAR 2022 COMMUNITY SERVICES BOARD'S COUNTY BUDGET TO ANTICIPATED REVENUES**

**WHEREAS**, the Department of Behavioral Health and Developmental Services (DBHDS); the Infant & Toddler Connection of Virginia, Part C; and other funding sources have notified Community Services (CS) of funding changes; and

**WHEREAS**, CS is required to reflect accurate revenue projections; and

**WHEREAS**, CS must request an increase in budget authority so that additional funds can be expended; and

**WHEREAS**, CS requests increasing one-time budgeted federal revenues by \$132,332 to provide children from birth to age three with early intervention services and to provide family supports; and

**WHEREAS**, CS requests increasing one-time federal revenues by \$62,500 to provide community-based behavioral health and mental health treatment services for children and adults with a focus on diversity, equity, and inclusion; and

**WHEREAS**, funds are restricted for the above-mentioned areas; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Community Services Board does hereby recommend the Prince William Board of County Supervisors accepts, budgets, and appropriates \$194,832 in one-time revenue to reconcile the Fiscal Year 2022 Community Services Board's County budget to anticipated revenue;

**BE IT FURTHER RESOLVED** that the Prince William County Community Services Board does hereby recommend the Prince William Board of County Supervisors hereby authorizes the Director of Finance to re-appropriate all unexpended amounts, specific to this request, to Fiscal Year 2023.

### **RESOLUTION 22-05R1-02**

**MOTION:** Bayer

**SECOND:** O'Leary

**Vote:**

Ayes--Bayer, Bennett, Marshall, O’Leary, Oshiki, Sowers, Starr

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Baker, Carr, Garrett

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**AUTHORIZE COMMUNITY SERVICES TO APPLY, AND CONTINGENT UPON AWARD, ACCEPT, BUDGET, AND APPROPRIATE \$1,000,000 A YEAR FOR FOUR YEARS IN ONE-TIME FEDERAL REVENUE FOR A TOTAL OF \$4,000,000 OVER FISCAL YEARS 2023 – 2026 FOR THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION CERTIFIED COMMUNITY BEHAVIORAL HEALTH CLINIC GRANT**

**WHEREAS**, the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) has issued a Notice of Funding Opportunity for a Certified Community Behavioral Health Clinic (CCBHC) grant; and

**WHEREAS**, the purpose of this grant program is to provide resources to improve community access to integrated and quality patient-centered behavioral health, mental health, and substance use treatment and services; and

**WHEREAS**, Prince William County Community Services (CS) is interested in applying for a CCBHC, which will serve all age populations; and

**WHEREAS**, this resolution authorizes the Executive Director of CS or her designee to submit and sign the application; and

**WHEREAS**, CS must request an increase in budget authority so that additional funds can be expended; and

**WHEREAS**, CS requests increasing one-time budgeted federal revenue and expenditures by \$1,000,000, annually, for Fiscal Years 2023-206 for a total of \$4,000,000; and

**WHEREAS**, funds are restricted for the above-mentioned area; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Community Services Board hereby recommends that the Prince William Board of County

Supervisors hereby authorizes the Executive Director of Community Services or her designee to apply for the SAMHSA CCBHC Grant;

**BE IT FURTHER RESOLVED** that, contingent upon award of the SAMHSA CCBHC Grant, the Prince William Board of County Supervisors herby accepts, budgets, and appropriates \$1,000,000 in one-time federal revenue and expenditure, annually, to Fiscal Years 2023-2026 of Community Services' budget;

**BE IT FURTHER RESOLVED** that, the Prince William Board of County Supervisors hereby authorizes the Director of Finance to re-appropriate all unexpended amounts, specific to this request, to the next fiscal year.

**RESOLUTION 22-05R1-03**

**MOTION:** Marshall

**SECOND:** Oshiki

**Vote:**

Ayes--Bayer, Bennett, Marshall, O'Leary, Oshiki, Sowers, Starr

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Baker, Carr, Garrett

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**DISCUSSION ITEMS**

**A. FY22 3<sup>rd</sup> Quarter Financial Report**

Mr. Goodrich presented the FY22 3<sup>rd</sup> Quarter Financial report and shared that budget consists of funding from the following sources: the County provides \$31.3 million (51%), the Cities of Manassas and Manassas Park provide \$3.5 million (6%) and Community Services is responsible for generating the remainder in special revenues. The Financial Report provides additional details on the special revenues as these revenues are variable and are the responsibility of CS. CS has received \$27.9 million in special revenues to this point in FY 2022. This is 96% of total budgeted revenues. However, due to the County appropriations process, revenue has already been received that has not yet been appropriated in the County's financial system.

Collected state revenues are more than 100% of the budgeted revenue amount, primarily due to unspent restricted funds in FY 2021 being deferred to FY 2022. Also included are the recent appropriations being approved by the Board of County Supervisors. Federal (74%) and Medicaid (79%) revenues collected are on pace with the budgeted amounts for the fiscal year.

Mr. Goodrich shared that Community Services has expended 63.3% of its annual budget of \$62.5M for Fiscal Year 2022.

Mr. Goodrich shared the following highlights:

- Salaries and Benefits expenses are 74.0% of budget, which is directly on target for the number of pay periods.
- Operating Expenses (44.4%) and Contractual Obligations (34.3%) are lower than budgeted target of 75%. Funding has been appropriated for grants, but not yet spent. Unspent grant funds will carry forward into Fiscal Year 2023. Some contractual costs have been lower than anticipated as not all vendors are open or operating at normal capacity.
- Internal Expenses are nearly 100% expended since the base budget posted in the second quarter. As grant funded positions are filled, their technology expenses will be expended. These are the annual payments made to DoIT for information technology support.

### **B. FY22 3<sup>rd</sup> Quarter Accounts Receivable Report**

Mr. Goodrich presented the FY22 3<sup>rd</sup> Quarter Accounts Receivable Report and shared that the outstanding receivables at the end of the 3<sup>rd</sup> Quarter was \$2,183,079, which was 20% lower when compared to the 2<sup>nd</sup> Quarter of FY 2022 in the amount of \$2,755,380. Staff vacancies are being filled and new reimbursement specialists are being trained, so CS will not lose any revenue as owed amounts can still be billed. The Managed Care Organizations (Medicaid) continue to modify authorization processes, and PWCS staff are adapting as necessary.

### **C. FY22 3<sup>rd</sup> Quarter Services Report**

Mr. Goodrich presented the FY22 3<sup>rd</sup> Quarter Services Report and shared the following highlights:

- **Total Un-Duplicated Clients** – 9,657, which is a 6.6% increase from FY 2021 count of 9,057
- **Developmental Services – Day Care** – 15.6% increase in unique clients from FY 21
- **Developmental Services – Day Support** – an increase in unique clients from 16 in FY 21 to 29 in FY 22 (81.3% increase)
- **Early Intervention** program increases – Average of 16.6% increase in unique clients:
  - **Assessment/Service Coordination** – 16.2% increase from FY 21
  - **Therapeutic and Educational Services** – 17.1% increase from FY 21
- **Vocational Services** – 9.4% decrease from FY 21 due to accurately recording active versus inactive clients.
- **Access Services** – The number of assessments has decreased by 11% from FY 2021.
- **Emergency Services** – 11.7% increase in the unique individuals being served (increase from 1,690 to 1,888).
- **Drug Offender Recovery Services – Adult Detention Center** – CS staff were again permitted into the detention center in the 2<sup>nd</sup> Quarter, and the increased number of clients was 66.1%, or an increase of 37 clients during FY 2022.

- **New Horizons – Outpatient** – 40.1% increase from FY 21 (755 to 1,058 un-duplicated clients).
- **New Horizons – Behavioral Health and Wellness** – 802 total clients served.

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## **EXECUTIVE DIRECTOR’S TIME**

--Ms. Madron advised that the budget adopted for FY 23 was part of our 5-year plan which included 20 positions and the start of the Crisis Receiving Center. Ms. Madron shared that when the 5-year plan was developed there was no way we could have foreseen the need in our community post COVID. Ms. Madron emphasized that the BOCS has truly provided more support to CS than she has ever seen.

--Ms. Madron thanked Ms. Fontane for the amazing work she has done with the grants, particularly the CCBHC Grant application.

--Ms. Madron shared that the Extended Leadership Team participated in a meeting with representatives from JLARC. JLARC is tasked with looking at the efficiency and effectiveness of the structure and service delivery of Virginia’s CSBs. The Extended Leadership Team provided the JLARC team a lot of information and expressed their concerns regarding mandates such as voter registration on top of the already strict service delivery requirements.

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## **BOARD MEMBERS’ TIME**

**SALLY STARR:** Ms. Starr thanked Ms. Heuple for Early Intervention presentation. It was fantastic to hear. Ms. Starr also thanked everyone for the hard work on the grants. Really amazing.

**BRADLEY MARSHALL:** Mr. Marshall shared that he could not be more excited that the Drug Court was approved. For Early Intervention, Mr. Marshall is amazed by the staggering increase in the applications. He hopes it is because parents are more involved and catching things earlier. Mr. Marshall thanked everyone on the work with the grants and said they are often underutilized, so he is glad to see beefed up efforts to use the funding.

**DEANNA BAYER:** Mx. Bayer shared she is in awe of the staff and how they make the most of limited resources. Mx. Bayer said the Early Intervention presentation was very thought provoking



and the staff just does a wonderful job. Additionally, Mx. Bayer stated that CS staff does a wonderful job keeping the board apprised.

**VONEKA BENNETT:** Ms. Bennett thanked all CS staff for all the services provided. Ms. Bennett pointed out that this is Mental Health Awareness Month, and she would like to recognize everyone in our community who lives with MH illness. She attended the PWC 5K Walk and said there was a great turn out. Ms. Bennett also wished everyone a Happy Memorial Day.

**JOHN O'LEARY:** Mr. O'Leary shared that he has attended many Early Intervention graduations and hopes that they can start up again. Mr. O'Leary mentioned that there was a nice 5k Walk article with Pat Victorson's picture. Mr. O'Leary shared a Nice Job to Ms. Fontaine and the Accounts Receivable team for all their work including the grants work. Kudos.

**TIMOTHY OSHIKI:** Vice-Chair Oshiki shared that he attended the VACSB Training & Development conference and talking to people there is always eye opening. Vice-Chair Oshiki thanked Ms. Madron and said she has done a tremendous job as Executive Director. He shared he is told repeatedly at the VACSBs how lucky we are to have Ms. Madron and he also wanted to take the opportunity to let Ms. Madron know how appreciated she is by the board. Vice-Chair Oshiki asked fellow board members that if they have the opportunity to go to an Early Intervention graduation, to please do, it will bring tears to their eyes listening to the parents and that they would not regret it. Vice-Chair Oshiki thanked Mr. Goodrich and Ms. Fontaine for being fantastic stewards of our money. Vice-Chair Oshiki thanked Ms. Bowman and Supported Employment on the amazing work with graduates and getting those job supports out of the gates at graduation. He stated it will pay off hugely. Vice-Chair Oshiki mentioned to Ms. Madron that the planning for Early Intervention staff must be challenging and how do we advocate about the ability to look at numbers and change on the fly based on the actual needs. He stated he is astounded with how we do more with less.

**PATRICK SOWERS:** Chair Sowers thanked Ms. Fontaine and Mr. Goodrich for the financial reporting, and thanked Ms. Heuple for the great Early Intervention presentation. Chair Sowers shared that he has attended EI graduation and it is amazing. Chair Sowers announced that Mr. Oshiki is now on the VACSB board. Chair Sowers shared he went to the conference and taught a session on what makes a good board, and we are very blessed to have the director and staff that we do that share information with us and don't try to keep information from us. Thank you and thank all the staff.

**ADJOURNMENT**

**RESOLUTION 22-05R1-04**

**MOTION:** O'Leary

**SECOND:** Bayer

The Prince William County Community Services Board does hereby agree to adjourn the May 19, 2022, Regular Meeting at 7:55 p.m.

**Vote:**

Ayes-- Bayer, Bennett, Marshall, O'Leary, Oshiki, Sowers, Starr

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Baker, Carr, Garrett

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