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

EXECUTIVE COMMITTEE MEETING

BOARD MEMBERS PRESENT:

Obediah Baker, Jr., Deanna Bayer, Voneka Bennett, Altonia Garrett, John O’Leary, Timothy Oshiki, Patrick Sowers

BOARD MEMBERS ABSENT:

Dr. William Carr, Bradley Marshall

BOARD MEMBER VACANCY:

City of Manassas Park

STAFF PRESENT:

Lisa Madron, Betsy Strawderman, Melinda Bringham-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.

GUESTS PRESENT:

Mr. Rob Skoff and Ms. Erica Adorno- Prince William County Attorney’s Office

PRESS PRESENT:

None

OPENING: The Regular Meeting of the Community Services Board was convened on November 18, 2021, in the Powell’s Creek Conference Room, James J. McCoart Government Center, 1 County Complex, Woodbridge, Virginia.



CITIZENS TIME:

None

STAFF TIME:

Sara Wheeler-Youth, Adult & Family Division Manager: Ms. Wheeler shared excerpts from a letter that she received from a client’s mother. The client participates in the New Horizons Program. The mother shared that thanks to Community Services, she attended a REVIVE! training and was provided with doses of Narcan. Unfortunately, she found her child unresponsive due to an opioid overdose and had to administer the Narcan. The training along with the Narcan she received played a huge role in saving her child’s life. The mother expressed her sincere gratitude for Community Services and the staff.

Elise Madison-Emergency Services & Access Division Manager: Ms. Madison announced that Heather Baxter submitted the Marcus Alert plan early to the state. They are currently in the process of resubmitting in order to answer some additional questions that were raised after the first submittal. They fully expect that the plan will be approved.

PRESENTATION: FOIA, Rob Skoff, Senior Assistant Attorney, and Erica Adorno with the Prince William County Attorney’s Office

Ms. Madron introduced Mr. Rob Skoff from the Prince William County Attorney’s Office. Mr. Skoff covered the following topics during his presentation: meeting guidelines, closed sessions, definition of public records, FOIA requests, and response timelines.

APPROVAL OF MINUTES

RESOLUTION 21-11R1-01

MOTION: Baker

SECOND: Bayer

The Prince William County Community Services Board does hereby approve the minutes of October 21, 2021.

Vote:

Ayes-- Baker, Bennett, Sowers

Nays--0

Abstained--Bayer, Garrett, O'Leary, Oshiki

Absent During Vote--0

Absent From Meeting--Carr, Marshall

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Chairman Sowers announced that item 6B from this evening's agenda has been withdrawn by staff.

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RECOMMEND BOARD OF COUNTY SUPERVISORS ACCEPT, BUDGET, AND APPROPRIATE \$70,000 IN ONETIME FEDERAL REVENUES FOR THE STATE OPIOID RESPONSE PREVENTION PROGRAM

RESOLUTION 21-11R1-02

MOTION: Oshiki

SECOND: Baker

WHEREAS, the Department of Behavioral Health and Developmental Services (DBHDS) has notified Community Services (CS) of onetime federal funding in the amount of \$70,000 for the State Opioid (SOR) Prevention grant program;

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 budgeted federal revenues by \$70,000 on a onetime basis to support prevention services and public outreach for the SOR Prevention Program; and

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

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

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 \$70,000 in onetime federal revenues and authorizes the CS Board Chair and the CS Executive Director to sign the Exhibit D: Performance Measures for the State Opioid Response II Prevention Program.

Vote:

Ayes--Baker, Bayer, Bennett, Garrett, O'Leary, Oshiki, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Carr, Marshall

DISCUSSION ITEMS:**First Quarter FY22 Accounts Receivable Report**

Mr. Goodrich shared the fee revenues that have been collected and currently billed but not paid by insurance or other pay sources. Overall, there is a 24.2% decrease which is attributed to staffing shortages on the Administrative team. The positions are in the process of being filled and he stated that CS will not lose any revenues as owed amounts are still able to be billed.

First Quarter of FY22 Financial Report

Mr. Goodrich shared that the County provides \$32 million (53% of total annual revenues), the Cities of Manassas and Manassas Park provide \$3.5 million (6%) and Community Services is responsible for generating \$28.6 million (46.7%) 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 \$7.2 million in special revenues to this point in FY 2022. This represents 25% of the annual budgeted amount for special revenues. State revenues collected are 54% of the annual budgeted 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 (17%) and Medicaid (27%) revenues are on pace with the budgeted amounts for the fiscal year.

Mr. Goodrich shared that Community Services has expended 24% of its annual budget for Fiscal Year 2022 and shared the following highlights:

- Salaries and Benefits expenses are slightly ahead of 25% due to more pay periods in the first quarter than any other quarter (9 pay periods out of 26, or 34% of all pay periods). Increased Salaries and Benefits expenses are directly related to the County's implementation of classification and compensation changes.
- Operating Expenses (22.2%) and Contractual Obligations (20.4%) are lower than the budgeted target of 25%. Employee travel is lower than customary due to an increase in telehealth during the COVID-19 state of emergency. Some contractual costs have been lower than anticipated as not all vendors are open or operating at normal capacity.

First Quarter of FY22 Services Report

Mr. Goodrich shared the client's served report for the first quarter of Fiscal Year 2022. The report includes an unduplicated count of clients seen by each program and has data for FY19, FY20, and FY21.

Mr. Goodrich shared the following highlights:

- Developmental Services –Case Management: 12.8% increase in unique clients from FY 21
- Early Intervention: Average of 21.0% increase in unique clients
- Assessment/Service Coordination: 21.7% increase from FY 21
- Therapeutic and Educational Services: 20.3% increase from FY 21
- Vocational Services: 26.8% decrease from FY 21 due to inactive clients being removed from active status.
- Drug Offender Recovery Services (Adult Detention Center): CS staff are permitted into the detention center this year as opposed to last year, and the number moved from 8 inmates to 51 inmates in the program.
- New Horizons – Outpatient: 483 unique clients which is a 17.2% increase from FY 21 1st Quarter (412 unique clients), and the program is moving closer to the three-year average of 505 unique clients.
- New Horizons – Behavioral Health and Wellness: 87.6% increase in unique clients served (178 in FY 21 to 334 in FY 22). Particularly impressive, this was done with 1 staff member!

Nominations for 2022 Officers by Nominating Committee

Board Members Mr. Obediah Baker, Jr., Ms. Voneka Bennett, and Mr. John O’Leary make up the Nominating Committee this year. The Committee made their Slate of Officers known: Chairman- Patrick Sowers, Vice-Chairman- Timothy Oshiki, and John O’Leary-Secretary. There were no nominations from the floor. The vote will be held at the December 16th meeting of the Community Services Board.

OPEN ITEMS:

None

EXECUTIVE DIRECTOR’S TIME

--Ms. Madron announced that the VACSB will be holding their annual Legislative Conference virtually this year on January 18th. Any CS Board members that are interested in attending should let Melinda Bringham know as soon as possible as registration will be opening soon. Mx. Bayer and Chairman Sowers indicated interest in attending.

--Ms. Madron explained that the CRC funding was pulled from the agenda this evening by staff due to the BOCS concerns regarding ongoing 7.4 million in funding needed operate the CRC annually. The grant funding from the state (1.5 million) had a deadline to have the site secured by December of 2021 which we have been unable to meet. At this time, we are in discussions with the state to see if the deadline can be extended.

--Ms. Madron announced that the state of Virginia will be receiving 580 million from the Opiate Abatement Settlement Agreement with the drug companies and Prince William County has already signed into the agreement. It is not known if Community Services will receive any part of the monies.

--Ms. Madron shared that the Extended Leadership Team participated in a 6 session Diversity & Equity training with a focus on diversity in perspectives. The staff will also participate in another discussion in February to talk about the strategies they learned and how they have been using them.

DEPUTY DIRECTOR'S TIME

--Ms. Strawderman wished everyone a very happy and healthy Thanksgiving holiday.

BOARD MEMBERS' TIME

OBEDIAH BAKER, JR.: Mr. Baker extended his thanks to the staff for the work that they do and wished everyone a happy holiday.

ALTONIA GARRETT: Ms. Garrett stated that it is good to see everyone and echoed Mr. Baker's comments. Ms. Garrett shared that Heather Martinsen's 87.6% in clients served was phenomenal. Ms. Garrett thanked the staff for their assistance with her colleague's husband who lost his job and was unable to get his medication. He is now back on track and doing well. Ms. Garrett shared that she was very proud to be able to offer CS as a resource. Before joining the board, she said that she would not have known how to help or where to go and she appreciates being able to help others in this way. Ms. Garrett thanked Melinda for helping to keep her on track with her paperwork and things that need to be done.

DEANNA BAYER: Ms. Bayer shared that she is happy to join Community Services and remarked that the information that was provided to her by Ms. Madron has been very helpful.

VONEKA BENNETT: Ms. Bennett thanked Mr. Rob Skoff for his presentation this evening and remarked that the information was very valuable. Ms. Bennett congratulated the staff for their impressive work over the first quarter. Ms. Bennett wished everyone a happy Thanksgiving.

JOHN O'LEARY: Mr. O'Leary welcomed Ms. Bayer to the Community Services Board. Mr. O'Leary shared that he appreciated the FOIA presentation and extended his appreciation to Ms. Madron for getting it on the agenda. Mr. O'Leary thanked Mr. Goodrich for the great job he did with his presentations tonight. Mr. O'Leary wished everyone a nice and safe holiday.

TIMOTHY OSHIKI: Mr. Oshiki welcomed Mx. Bayer and shared that it is a tremendous responsibility and a great honor to serve on the board. Mr. Oshiki thanked Ms. Madron and Ms. Strawderman for their amazing work and said that he is extraordinarily proud of the job that they are doing and that they have accomplished so much under enormous amounts of pressure but have handled it with such grace and respect. Mr. Oshiki reminded everyone that the Clients Served report is not just a report with numbers and that every number on the report is an actual person who is someone's daughter, son, mother, father and not to lose sight of that. Mr. Oshiki thanked the staff for all they do and wished everyone a wonderful holiday.

PATRICK SOWERS: Chairman Sowers thanked the members for nominating him for Chairman for the upcoming year. He shared that it has been a pleasure to serve with everyone. Chairman Sowers echoed Mr. Oshiki's comments. Chairman Sowers stated that any time he has ever had an issue come up with someone and asked for help, it has been taken care of immediately and it just goes to a testament to the leadership to the staff. He shared that he knows that the staff could go make more money in the private sector, but the fact that they choose to serve our citizens is just a testament to who they are and their commitment to what we do here. So, thank you.

ADJOURNMENT

RESOLUTION 21-11R1-03

MOTION: Baker

SECOND: Garrett

The Prince William County Community Services Board does hereby agree to adjourn the November 18, 2021, Regular Meeting at 7:26 p.m.

Vote:

Ayes-- Baker, Bayer, Bennett, Garrett, O'Leary, Oshiki, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent from Meeting--0
