

**Arlington County Community Services Board
Executive Committee Meeting**

**April 8, 2019
2100 Washington Blvd., Room A**

Present: Anne Hermann, Carol Skelly, Jim Mack, Dori Mitchell, Asha Patton-Smith, Joanne Del Torro

Excused: Jenette O'Keefe, Judy Deane

Staff: Ollie Russell, Deborah Warren, Kelly Mauller, Jessica Rooney, Glenda Pittman

Approval of the March 11, 2019 Executive Committee Minutes

Chair Hermann called for a motion to approve the March 11, 2019 ACCSB Executive Committee meeting minutes. Ms. Mitchell motioned to approve the minutes, Ms. Skelly seconded the motion, and the minutes were approved as amended.

Ability to Pay Scale Update

Ms. Warren introduced Glenda Pittman, Financial Management Division Chief, and Jessica Rooney, Financial Management Analyst. Ms. Pittman and Ms. Rooney presented an update about the CSB Ability to Pay Scale (Refer to Handout).

Ms. Rooney provided an update on the financial review process for policies as they apply to the implementation of the new Electronic Health Record system, Welligent. She added that, in reviewing the Financial Hardship Policy for clients, it was determined that updating the Ability to Pay Scale would be the most beneficial for clients and administrative staff.

Ms. Rooney provided an overview of the main goals in updating the Ability to Pay Scale:

- Simplify the Ability to Pay Scale and the Financial Hardship Policy to promote equitability for our clients
- Consistently apply policies for all clients
- Ensure efficiency in seeking out revenue is pursued to minimize the work that administrative staff perform in collecting client revenue
- Focus on our insurance reimbursements to simplify processes for client billing.

Ms. Rooney provided a summary of the purpose for revising the Ability to Pay Scale and the resulting solution:

Problem:

- Current income scale overly complicated for clients and staff
 - Tied to three outdated measures of income
- Current hardship policy subjective and inconsistently applied

Solution:

- New Ability to Pay Scale reduced to seven levels of income
- Level 1 based on 2018 Federal Poverty Level
- Level 2 based on 2018 HUD Very Low-Income Limit
- No clients will see an increase in fees

Ms. Rooney provided an overview of the client income determination.

Income Level

- Determined by Annual Gross Income
 - Less medical and dependent care expenses
- Subsidizes service fees based on clients’ identified level
- Full fee is equal to the maximum third-party rate for services

Current Scale

20 levels

Fees increase by varying percentages

Minimum \$5 fee

New Scale

7 levels

Fees increase by 20% at each level

Level 1 receives full subsidy

Chair Hermann thanked Ms. Rooney for presenting. Ms. Rooney will present the updated Ability to Pay Scale to the full board at the April 17th meeting. Ms. Warren asked the committee to send any questions to her or Ms. Mauller.

CSB By-Laws Review

Chair Hermann opened a discussion about revisions to the CSB By-Laws (Refer to Handout). Ms. Warren suggested that the Executive Committee review the By-Laws annually. The committee agreed. The committee reviewed and discussed the revisions. Chair Hermann called for a motion to approve the CSB By-Laws. Ms. Skelly motioned to approve the By-Laws. Ms. Patton-Smith seconded the motion and the committee members agreed to approve the By-Laws as amended and distribute a final copy to the CSB full board members at the April 17th meeting.

StepVA Update

Ms. Warren provided an update about the Step VA Advisory Council (STAC) meeting. She stated that Step VA is the regulations going forward to strengthen the entire CSB system so that there is more consistency in services across the State. Ms. Warren noted that the first required steps were to implement Same Day Access and provide Primary Care Screenings. Arlington County has already implemented these two steps.

Ms. Warren reported that STAC is working to define the remaining steps that CSBs are required to implement. She listed the remaining steps: peer support and parent partners, services to active military vets and their family members, outpatient services, intensive care coordination, emergency and crisis services. She noted that Commissioner Melton would like to have 24/7 mobile crisis services (CR2).

Ms. Skelly asked if individuals with a developmental disability are eligible for primary care services. Ms. Warren responded that primary care service is a cross system program.

Chair Hermann asked how primary care services are related to CR2. Ms. Warren responded that CR2 is the mobile crisis services, which are a part of primary care services.

Ms. Mitchell asked if individuals who already receive Medicare and already have a primary care provider, are required to be a part of this program. Ms. Warren stated that there are two objectives for primary care screenings:

- 1) any child with serious emotional disturbance or any adult with serious mental illness and receiving targeted case management, will receive a primary care screening annually to include height, weight, BMI and blood pressure
- 2) any client who is prescribed antipsychotic medication by a CSB prescriber, will be screened and monitored for metabolic syndrome using the following guidelines:

- Screened quarterly for weight height BMI and blood pressure
- Screened annually for blood pressure, random glucose and lipids
- Referral for any abnormalities

Board Succession/New Member Recruitment

The members discussed recruiting for diverse candidates for the current and upcoming CSB Board vacancies.

Plan CSB Spring Retreat

Chair Hermann reminded the members that the CSB Spring Retreat (Refer to Handout) will be held on Saturday June 15th. The members previously agreed to hold a discussion about state level advocacy. Chair Hermann reported that Patrick Hope will attend as the lunch time speaker and present about working effectively with our General Assembly Delegation. She added that Jennifer Faison, VACSB Executive Director, will attend to present about improving legislative advocacy. Members should send questions for the speakers and topics of discussion to Chair Hermann and Ms. Mauller.

Miscellaneous Updates/Information

- ✓ Chair Hermann reported about the Public Budget and Tax Rate Hearings held on April 2nd and April 4th. Several CSB members presented at the budget hearing. Chair Hermann reported that the CSB had good representation at the budget hearing. Chair Hermann presented at the tax rate hearing.
- ✓ Chair Hermann reminded the members that the 11th annual Offender Aid and Restoration (OAR) Second Chance Fundraising Breakfast will be held on April 9th at 7:45 a.m. at the Crystal Gateway Marriott located at 1700 Jefferson Davis Highway in Arlington. OAR is an organization which works with men and women before they are released and after incarceration to ensure that each is ready for a new life and is unlikely to re-offend.
- ✓ Chair Hermann distributed a recruitment flyer for the Mary Marshall Community Advisory Council. Anyone interested in joining should contact Kay Halverson, Administrator at khalverson@voa.org.
- ✓ Chair Hermann reported that she attended the 2020 Census kick off meeting. She noted that County Board Chair, Christian Dorsey, presented a proclamation.
- ✓ Ms. Warren reminded the members about the VACSB Training and Development Conference on May 1st through May 3rd in Williamsburg. The conference features skill-building, innovative practices and unique models of Community Service Boards/Behavioral Health Authorities (CSB/BHA) and regional programs. Anyone wishing to attend should contact Ms. Mauller by April 12th.

Upcoming Items for CSB Full Board Meeting on April 17, 2019

- ✓ Chair Hermann will ask for any updates and information.

The Arlington County Community Services Board Executive Committee meeting was adjourned by Chair Hermann at 8:00 p.m.

Respectfully submitted by Kelly Mauller.