



The Arlington Community Services Board

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Jenette O'Keefe
ACCSB Chair

December 18, 2019
2100 Washington Blvd.
Lower Level Auditorium
Arlington, Virginia
7:00 pm - Full Board Meeting

Deborah Warren
DHS Deputy Director/
CSB Executive

Present: Sherry Coles, Jim Mack, Steven Gallagher, Cherie Takemoto, Dave FitzGerald, Lynne Kozma, Bob Carolla, Jenette O'Keefe, Carol Skelly, Wendy Carria, Paul Kalchbrenner, Gretchen Foster

Present via Telephone: Anne Hermann

Excused: Frank Haltiwanger, Dori Mitchell, Asha Patton-Smith, Joanne Del Toro, Steve Taphorn

Staff: Deborah Warren, Ollie Russell, Kelly Mauller

Guests: Anna Strasburger, Harry Strasburger

Welcome and Opening Statements

Chair O'Keefe thanked the members for attending the meeting and welcomed the presenter and guests.

Ms. Coles reported that the Clarendon House Program held their annual holiday party at Spider Kelly's earlier in the day. Chair O'Keefe noted that the party was well attended.

Public Comment(s)

Public comment is limited to 5 minutes. At the discretion of the CSB Chair, additional time may be given. There will be a brief opportunity for the board members to ask questions, but no discussion of the matter will be held at the time.

There was no public comment.

Presentation: Freedom of Information Act (FOIA)

Lauren Maxey, Assistant County Attorney, presented about FOIA. Ms. Maxey oversees all legal matters for the County related to FOIA. Ms. Maxey stated that FOIA is a state law governing access to records and meetings of public bodies to citizens of the Commonwealth and representatives of the media.

Ms. Maxey explained what constitutes a meeting and what does not.

Meeting: Any time 3 or more members get together, formally or informally, in person or electronically and business is discussed or transacted; or when there is a quorum, if there are less than 3 members attend.

The Virginia Supreme Court has held that emails may constitute a meeting under FOIA if there is simultaneous email communication between three or more members.

Not a Meeting: When there is a gathering of employees; or the gathering or attendance of two or more members at any place or function, not prearranged, and where no part of the purpose of the gathering or attendance is to discuss or transact public business.

Ms. Maxey stated that there are three FOIA requirements for a public meeting. They are as follows:

Notice: Notice must be posted in a prominent location such as the staff liaison's office or the County website, three days prior to a regular meeting and contain the date, time and location of the meeting. Reasonable notice must be posted for special or emergency meetings.

Open to the Public: All meetings of public bodies, including advisory groups to the County Board, are open to the public, including meetings and work sessions during which no votes are cast, or decisions made. There are limited exceptions under FOIA for this requirement. A copy of all materials of the advisory group must be made available to the public at the same time they are provided to the advisory group. Any person may photograph, film, record or otherwise reproduce any portion of an open meeting.

Minutes must be taken and preserved: Minutes, including drafts, are public records and must be released upon request. Minutes are required for any meeting and must include the following:

- Date, time and location of the meeting
- Members present and absent
- Motions for a closed meeting and certifications after a closed meeting
- Summary of matters
- Votes taken – no secret or written ballots are ever allowed

Ms. Maxey stated that a meeting may be closed to the public if discussing one of the topics expressly authorized by law, including:

- A personnel matter
- Purchase or sale of real property
- Privacy of individuals unrelated to public business
- Prospective business or procurement where open session would adversely affect the bargaining position or negotiation of the County
- Consultation with legal counsel
- Terrorism preventative matters
- Discussion of personally identifiable health records

Ms. Maxey explained how to close a meeting. She stated that the group must take an affirmative recorded vote in an open meeting approving a motion that:

- Identifies the subject matter of the closed meeting
- States the purpose of the closed meeting
- Makes specific reference to the applicable statutory exemption to the open meeting requirements

Ms. Maxey stated that members may participate electronically due to a disability or a medical condition or a personal matter, if:

- Physically assembled quorum is present
- Remote member's voice can be heard by all
- Remote member must notify the chair of the inability to attend

- Fact of medical condition or personal matter must be recorded in the minutes but does not need to be specific – limited to two meetings per calendar year
- Members remote participation must be in accord with the policy on electronic participation adopted by the public body

Ms. Maxey stated that a public record is any record owned prepared by or in the possession of a public body or its officers, employees or agents in the transaction of public business regardless of the physical form and however stored including notes, text messages and emails.

Ms. Maxey stated that emails related to public business are public records, regardless of whether you use your home or office computer, phone, or other form of social media and regardless of whether it is a personal email account or personal phone. These emails must be retained as required by the Virginia Public Records Act, which is three years.

Questions and Answers

- Ms. Warren asked if two or more CSB members getting together would constitute a meeting. Ms. Maxey responded that, if three CSB members are together and discussing public business, the gathering would be considered a meeting. If there are only two CSB members, the gathering would not be considered a meeting.
- Mr. Russell asked if a closed meeting can be recorded. Ms. Maxey responded that a closed session is not a public meeting and would not need to be recorded.
- Ms. Mauller asked, if an email is sent to the entire full board, as long as the board members do not “reply to all” and only to the sender, would that be considered a meeting via email. Ms. Maxey responded that, replying to only the sender, would not be considered a meeting via email.
- Mr. Carolla asked, if 2 CSB members are meeting with staff, would that be considered a public meeting. Ms. Maxey responded that the meeting would not be considered a public meeting unless 3 or more CSB members were in attendance.
- Ms. Takemoto asked if minutes need to be recorded if a physical quorum is not met. Ms. Maxey responded that minutes are still required when a quorum is not met.
- Ms. Warren asked if FOIA requests are typically targeted to a specific area. Ms. Maxey responded that a FOIA request should be reasonably specific.
- Mr. Gallagher asked if the County notifies a person when an email is requested through FOIA. Ms. Maxey responded that the person may know due to having to request their email but, otherwise, the person would not be notified.
- Mr. Gallagher asked how much time is allowed to submit an email once requested. Ms. Maxey responded that the time-frame for submitting email documentation is typically two – three days.
- Mr. Gallagher asked about a person’s liability if they choose to hold back or fail to submit requested information. Ms. Maxey responded that there can be personal liability for withholding information and the person may be subject to civil penalties.
- Mr. FitzGerald asked if subcommittee meetings are considered public meetings. Ms. Maxey responded that the members of the committee would have to have been appointed by the County

Board. A subcommittee meeting would be considered a public meeting if 3 or more of the members were appointed by the County Board. It was noted that all CSB subcommittee meetings are open to the public, noticed on the County website, and minutes are posted to the website.

Approval of the November 18, 2019 ACCSB Meeting Minutes

Chair O'Keefe called for a motion to approve the November 18, 2019 ACCSB Full Board meeting minutes. Mr. Mack motioned to approve the minutes, Mr. Gallagher seconded the motion, and the minutes were approved as amended.

Chairman's Report

- Chair O'Keefe reminded the committee that Secret Santa is collecting Secret Santa gift cards for the residents of the Mary Marshall Assisted Living Residence (MMALR). The deadline for donating to the Secret Santa Program is December 20th; however, donations will still be accepted beyond the deadline. Group home residents will also receive gift cards. She stated that Target gift cards are preferred in denominations of up to \$25. Cash and check donations are also welcome. Checks should be made out to the Arlington County Treasurer. Ms. Mauller will provide the tax forms to the members.
- Chair O'Keefe announced that DHS staff and members of the Red Cross will be recognized for their contributions to the Kensington residents during the fire incident at the January 15th CSB full board meeting. The Secret Santa Program will be utilized to provide support for the Kensington Apartment residents who were displaced by the fire incident.

Chair O'Keefe asked the members to notify her of any other staff that they would like to recognize at a future full board meeting.

- Chair O'Keefe opened a discussion about the CSB Annual Retreat; possibly at the April or May full board. Ms. Mauller will send a doodle poll to the full board for feedback. The committee discussed improving CSB marketing strategies and outreach to the public as a topic for discussion to develop an action plan. The suggested strategies are as follows:
 - Invite a marketing strategist with experience in local government communications to speak about how best to share ideas amongst committees
 - Collaborate with Kurt Larrick, DHS Communications Manager or Bryna Helfer, Assistant County Manager of Communications and Public Engagement, or an individual from the private sector
 - Create working guidance packets for groups to utilize throughout the year
 - Plan Networking with community groups such as Civic Associations, and Churches
 - Create a base powerpoint or video to present to community groups in an effort to increase awareness about CSB services

The members agreed to the topic and held a planning discussion. Mr. Carolla mentioned that there are two initial steps for a marketing or public awareness campaign; 1) deciding the message, and 2) identifying audiences.

- Chair O'Keefe asked the committee about CSB Programs that they would like to have highlighted at a future CSB full board meeting. The committee suggested the following:
 - Discussion with Arlington County's Attorney regarding the Health Insurance Portability and Accountability Act HIPAA
 - Children's Regional Crisis Response (CR2)
 - Affordable housing and availability of housing
 - Collaboration between DHS and the Virginia Hospital Center (VHC)

- Update: Community Development Citizens Advisory Committee (CDCAC)
 - Substance Use Disorder (SUD) – Arlington Addiction Recovery Initiative (AARI)
 - DHS Performance Management Plans
- Chair O’Keefe announced that the Arlington County Legislative Public Hearing is scheduled for December 19th in the County Board Room at 6:30 p.m. Each speaker will be allowed two minutes to present. A reception will be held at 6:00 after the swearing in of County Board members Katie Cristol and Christian Dorsey.
 - The Regional Public Hearings on the Governor’s proposed 2020-2022 Biennial State Budget are as follows:
 - Thursday, January 2, 2020** (Hearing begins at 10:00 a.m.)
 - **Northern Virginia** – George Mason University, Hylton Performing Arts Center, Gregory Family Theatre (10960 George Mason Circle, Manassas, VA 20109)
 - **Blacksburg** – Virginia Tech, Classroom Building, Room 206 (1455 Perry Street, Blacksburg, VA 24060)
 - Thursday, January 2, 2020** (Hearings begin at 12:00 noon)
 - **Hampton Roads** – Old Dominion University, Virginia Modeling, Analysis and Simulation Center (1030 University Blvd., Suffolk, VA 23435)
 - **Richmond** – J. Sargeant Reynolds Parham Road Campus, Workforce and Conference Center (1651 E Parham Rd., Richmond, VA 23228)

The purpose of the hearings is to receive comments on the Governor's proposed 2020-22 biennial state budget. Those persons wishing to speak may register at each hearing site no earlier than one hour prior to the start of the hearing.

Speakers will be taken in the order of registration. Each person may register only one speaker at a time. Speakers are asked to limit their comments to three minutes or less. Speakers representing groups and organizations should consolidate remarks to reduce duplication. Persons unable to attend may comment in writing to either:

Delegate S. Chris Jones
 P.O. Box 406
 Pocahontas Building
 Richmond, Virginia 23218

OR

Senator Thomas K. Norment, Jr.
 Senator Emmett W. Hanger, Jr.
 P.O. Box 39
 Pocahontas Building
 Richmond, Virginia 23218

Chair O’Keefe turned the floor over to Ms. Takemoto who spoke about a Challenge Grant. Takemoto, was held about a Health and Human Services (HHS) Challenge Grant. Challenge grants are funds disbursed by one party (the grant maker), usually a government agency, corporation, foundation or trust (sometimes anonymously), typically to a non-profit entity or educational institution (the grantee) upon completion of the challenge requirement(s). The challenge refers to the actions or results that must be achieved before money is released and usually involves substantial effort, so that the recipients know that they are helping themselves through their own hard work and sacrifice (source: Wikipedia.org). Individuals from Virginia Commonwealth University (VCU), the Virginia

Department for Aging and Rehabilitative Services (DARS), Service Source, the CSB, and staff were in attendance. The attendees discussed working with the new Amazon Headquarters2 to develop customized integrated employment. DHS received approval from the County Manager's Office to support this endeavor with a letter of support on behalf of ServiceSource. In the event that ServiceSource is awarded the Challenge Grant, DHS has agreed to submit referrals for employment opportunities in partnership with Amazon and ServiceSource. At this time, this represents the full extent of DHS involvement with the Challenge Grant. ServiceSource is the lead for the 2019 Health and Human Services Challenge Grant.

Ms. Takemoto stated that she communicated with the County Manager who will provide a letter of support. Ms. Warren stated that she has the letter of support. Ms. Takemoto will send Ms. Warren a matrix of data to utilize as base-line information for where the project is now and the anticipated outcome at the time of completion.

Committee Updates from Chairs

Mental Health (MH) Committee -Dave FitzGerald

- Discussed engagement with a focus on young adults with mental illness and the challenges of engaging them in services
- Discussed changes to Mandatory Outpatient Treatment (MOT) -laws are expected to change to extend the period of treatment plans
- Co-responder initiative - the Co-responder staff will begin traveling with the police on February 10th
- Ms. Warren added that the Diversion First Therapist position that VHC agreed to in its agreement with the County has been filled

Substance User Disorder (SUD) Committee - Paul Kalchbrenner

- In October, conducted a site visit to the Addictions, Corrections, and Treatment (ACT) Unit in the jail - staff expressed a need for additional leaders for the 12-step program and a need for job and vocational training
- In November, Safe Project will hold a strategic planning meeting with AARI to assess their progress and identify priorities moving forward; increasing outreach, connecting people to services, increasing harm reduction, etc.
- Discussed modifying the Safe Station Program
- Discussed how to improve and increase coordination with surrounding jurisdictions
- Ms. Warren added that Secretary Hazel is leading a Federally funded opioid project to support CSBs
- Chair O'Keefe asked about the percentage of funding that SUD recently received from the State is being utilized for the opioid crisis. Mr. Kalchbrenner responded that utilization of the State funding is not restricted to the opioid crisis

Child and Youth Committee (CY) - Wendy Carria

- Continuing to review Same Day Access (SDA) referrals for children - refining the data that is being tracked
- Highlighted new initiatives around inclusion in the LGBTQ community
- Discussed Adverse Childhood Experiences (ACES) and how they affect presentation and informs treatment
- The DHS Parent/Child Interaction Therapist, who provides a specific service to children between 2 1/2 and 6 1/2 years of age, presented about working with parents to improve their interaction with their child to elicit increased self-regulation and awareness

Developmental Disabilities (DD) Committee - Carol Skelly

- The December meeting is postponed until January 8th to discuss sexual abuse prevention
- The February meeting will be about issues and barriers for families who have challenges or disadvantages such as second language, low income, etc.
- The committee's main focus is on state level advocacy for waiver reimbursement rates

Updates:

- Mr. Russell provided an update about the Genoa on-site Pharmacy under construction at the 2120 Washington Boulevard building on the first floor. He stated that it is anticipated that services will begin in January. Ms. Warren added that the goal of having an on-site pharmacy is to increase medication compliance. She noted that Neighborhood Health, a primary care provider, is also located at the 2120 Washington Boulevard location. She added that DHS is conducting a study to determine how to expand the Neighborhood Health space.

Mr. Gallagher asked who will be served by the pharmacy. Ms. Warren responded that the pharmacy will serve all individuals, similarly to a CVS or Walgreens operation. She added that the State has signed a contract with Genoa, which may result in a reduction in cost for medications. The pharmacy will also offer a delivery service.

- Mr. Russell provided an update about Primary Care Screening. He stated that there are two objectives for primary care screenings:
 - 1) any child with serious emotional disturbance and receiving behavioral health services 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
 - The State has created a dashboard to track documentation for progress
 - 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

Executive Director's Report: Updates

- Ms. Warren provided an update about the County Budget process. She stated that she and DHS Director, Anita Friedman, presented the DHS proposed budget requests to the County Manager and the Department of Management and Finance (DMF) on December 6th. The County Manager will announce his budget in February.

Ms. Warren stated that the Governor's 2020-2022 Biennial budget was announced on December 17th. The Governor's budget includes \$235.3 million in general funding to address critical needs within behavioral health and developmental services.

Ms. Warren stated that the Governor's budget also includes \$56.6 in funding to continue the implementation of StepVa for outpatient services, Veterans support services, peer support services, mobile crisis teams and a hot-line for the state.

- Ms. Warren reported that the Behavioral Health Docket application is under review. She noted that the request for an over-strength position for the Behavioral Health Docket was approved by the County Manager.
- Ms. Warren provided an update about the new Mental Health Resource Portal on the County website. She stated that Kurt Larrick is continuing to work on the draft portal. Ms. Warren noted that it is County Policy that specific lawyer/attorney/doctor names cannot be added to the County public website, but that links can be added for general website information.
- Ms. Warren reported that a Self-Directed Services Pilot was presented to the County Manager. The pilot was approved by the County Manager. Self-Directed Service (SDA) is a model of habilitation services wherein an adult with a developmental disability, or his/her parent, Authorized Representative (AR), or legal guardian, decides how best to utilize funds for needed services.

Ms. Takemoto asked if the pilot for the four individuals is a total of \$42,868, or up to \$42, 868 per year per person. Ms. Warren responded that \$42, 868 is the total amount of funding for the pilot and is not per person.

- Ms. Warren provided an update about the Virginia Hospital Center (VHC) expansion. She stated that a meeting was held with the County Manager, Community Planning, Housing and Development (CPHD), and Adrian Stanton, Vice President and Chief Marketing Officer for VHC about VHC not fulfilling their agreement to include an Intensive Outpatient Behavioral Health Services Program in the expansion process. Ms. Warren stated that VHC attested to remaining committed to the development of the program which is set forth in the site plan conditions. She noted that delivery of the Outpatient program will be delayed until after the new outpatient pavilion opens. Ms. Warren added that the delay will require site plan amendment and approval from the County Board and that outpatient services will be provided prior to submitting the Certificate of Public Need (COPN). The next quarterly meeting with VHC will be held January 10th.
- Ms. Warren reported that DHS continues to track all Requests for Proposal (RFP).
- Ms. Warren announced that Allison Land has been appointed as the new State Commissioner for the Department of Behavioral Health and Disability Services (DBHDS).
- Ms. Warren reported that a family meeting was held last week with the displaced residents, due to a fire incident, of the Kensington apartments, family members, CSB staff and CRI staff to discuss. All residents have been placed into a form of housing. She added that renovations have started and will take several months to complete.

Additional Updates/Information

- Mr. Mack reported about the Advisory Group and Commissions Appreciation Reception held on December 9th. The purpose of the reception was to recognize commission members for achieving above and beyond their role. Mr. Mack stated that CSB member and former CSB Chair Anne Hermann was recognized for her achievements. Mr. Mack accepted the recognition on behalf of Ms. Hermann who was unable to attend the event.
- Chair O'Keefe ask the members for any additional information or questions.

Adjournment and Happy Holidays to All

The Arlington County Community Services Full Board meeting was adjourned by Chair O'Keefe at 9:00 p.m.

Respectfully submitted by Kelly Mauller

Upcoming Committee Meetings

Child and Youth -Wednesday January 15th, 2100 Building, Lower level B, 6:00 - 7:00

Developmental Disabilities -Wednesday January 8th, 2100 Building, lower level - 6:30 - 8:30

Mental Health -Wednesday January 22nd, 2120 Building, Room 322 - 6:00 - 8:00

Substance Use Disorder -Monday January 27th, Demeter House Site Visit

Upcoming Events

December 19th - Arlington Legislative Public Hearing

December 25th - County closed to observe Christmas Day Holiday

January 2nd - Regional Public Hearings on the Governor's Proposed 2020-2022 Biennial State Budget

VACSB Conferences & Trainings

2020 Events

- Legislative Conference - January 21-22, 2020 The Richmond Marriott
- Development & Training Conference May 6-8, 2020 The Williamsburg Lodge
- Public Policy Conference October 7-9, 2020 Hotel Roanoke and Conference Center