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

**BOARD MEMBERS PRESENT:**

Dr. William Carr, Altonia Garrett, Bradley Marshall, John O’Leary, Patrick Sowers

**BOARD MEMBERS ABSENT:**

Obediah Baker, Jr., Deanna Bayer, Voneka Bennett, Timothy Oshiki

**BOARD VACANCY:**

City of Manassas Park

**STAFF PRESENT:**

Lisa Madron, Georgia Bachman, Melinda Bringham-Office of the Executive Director  
Division Managers: Mike Goodrich, Administrative Services; Dr. Kanchan Clark,  
Medical Services; Sara Wheeler, Youth Adult and Family Services; Elise Madison,  
Emergency Services

Staff Present: Beth Dugan, Quality Improvement Program Manager; Robyn Fontaine,  
Finance Manager

**GUESTS PRESENT:**

Pat Victorson-NAMI Prince William, Robert Bruckner-Consumer

**PRESS PRESENT:**

None

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**OPENING:** The Regular Meeting of the Community Services Board was convened on  
September 15, 2022, at 6:36 p.m. in the Powell’s Creek Conference Room, James J.  
McCoart Government Center, 1 County Complex Court, Prince William, VA.

**CITIZEN’S TIME**

--Ms. Pat Victorson of NAMI Prince William shared information on their upcoming programs which are free to the community.

--Mr. Bruckner shared that his family has been a recipient of Early Intervention services for his daughter who has special needs, and he came today to learn more about Community Services and see if there is any way he can assist the organization. Mr. Bruckner thanked Community Services for the services that his daughter has received.

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**STAFF TIME**

No Comments

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**PRESENTATION:** Marcus Alert/Crisis/988 Update

Chairman Sowers shared that tonight’s presentation has been cancelled as Ms. Baxter is unable to attend this evening.

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**APPROVAL OF MINUTES**

**RESOLUTION 22-09R1-01**

**MOTION:** Marshall

**SECOND:** Garrett

The Prince William County Community Services Board does hereby approve the minutes of June 16, 2022.

**Vote:**

Ayes--Carr, Garrett, Marshall, Sowers

Nays--0

Abstained--O’Leary

Absent During Vote--0

Absent From Meeting--Baker, Bayer, Bennett, Oshiki

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## **APPROVAL OF MINUTES**

### **RESOLUTION 22-09R1-02**

**MOTION:** Garrett

**SECOND:** Sowers

The Prince William County Community Services Board does hereby approve the minutes of July 14, 2022.

**Vote:**

Ayes--Carr, Garrett, Sowers

Nays--0

Abstained--O’Leary, Marshall

Absent During Vote--0

Absent From Meeting--Baker, Bayer, Bennett, Oshiki

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## **DISCUSSION ITEMS**

### **A. Appoint Nominating Committee for CY2023 Officers**

Chairman Sowers, Secretary O’Leary, and Bradley Marshall were selected to serve on the 2023 Nominating Committee for Officers.

### **B. Policy & Procedure Updates**

Ms. Dugan shared that the Community Services Manual Committee, with the approval of the Management Team and the County Attorney’s office, has updated the following policies and procedures:

#### Part III. Services And Supports

- Article 5, Medication Management Services

#### General Policies

- Evening “In Charge” Policy
- Urine and Saliva Drug Screen Collection Policy
- Advocacy Policy

### **C. Performance Measures Report**

Ms. Dugan shared that per the state performance contract between Prince William Community Services (CS) and the Department of Behavioral Health and Developmental Services (DBHDS), PW CS is measured monthly on a variety of performance indicators that DBHDS has identified as being indicative of the quality of our services.

Ms. Dugan shared the following highlights:

- Annual Physical Examination- PW CS 12-month average was 60.7% which is higher than the all CSB 12-month average of 53.6%.
- Initiation of Substance Use Disorder Services- PW CS 12-month average was 74.5% which is higher than the all CSB 12-month average of 74%.
- Engagement of Substance Use Disorder Services- PW CS 12-month average was 56.2% which is slightly lower than the all CSB 12-month average of 57.6%.
- Retention of Substance Use Disorder Services- PW CS 12-month average was 40.1% which is higher than the all CSB 12-month average of 33.9%.
- Developmental Disability Face to Face Visits- PW CS 12-month average was 78.5% which is higher than the all CSB 12-month average of 73.4%.
- Developmental Disability In-Home Visits- PW CS 12-month average was 78.7% which is higher than the all CSB 12-month average of 72.7%.
- Developmental Disability Telehealth/Face to Face Visits- PW CS 12-month average was 88.6% which is higher than the all CSB 12-month average of 83.1%.

Ms. Dugan shared the following information regarding the 15 licensing reviews that have been conducted and completed since the last update at the April 21, 2022, CS Board meeting with the following results:

- 7 licensing reviews were related to ID/DD mortality reviews (6 resulted in no violations, 1 resulted in violations)
- 4 licensing reviews were related to a mandatory review of all Substance Use services and the ACT team due to new licensing requirements (all 4 resulted in violations)
- 4 licensing reviews were related to late incident reporting

### **D. FY22 4<sup>th</sup> Quarter Financial Report**

Mr. Goodrich shared that County provided \$32.5 million (53%), the Cities of Manassas and Manassas Park provide \$3.5 million (6%) and Community Services generated 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. Revenue that was not received for services prior to June 30 will be accrued to FY 2023. The collected state revenues are 90% of the budgeted revenue amount. Federal revenues are 89% of budget, and Medicaid collected 3% higher than budgeted. All recent appropriations that have been approved by the Board of County Supervisors are reflected in these figures.

Mr. Goodrich shared that Community Services expended 78% of its annual budget of \$68.7M for Fiscal Year 2022 along with the following highlights:

- Salaries and Benefits expenses ended the year at 96% of budget.
- Operating Expenses (22%) and Contractual Obligations (56%) finished the fiscal year lower than expected. Funding has been appropriated for grants, but not yet spent. Unspent funds

are restricted and are anticipated to carry over into Fiscal Year 2023 to be used for their designated purposes. Some contractual costs have been lower than anticipated as not all vendors are open or operating at normal capacity.

- Internal Expenses are 101% expended due to CS accelerating the purchase of technology. These are the annual payments made to DoIT for information technology support.

#### **E. FY22 4th Quarter Accounts Receivable Report**

Mr. Goodrich presented the FY22 4<sup>th</sup> Quarter Accounts Receivable Report and shared that the outstanding receivables at the end of the 4<sup>th</sup> Quarter was \$245,397. Reimbursement staff have prioritized this, and the above revenue increases reflect their efforts. The Managed Care Organizations (Medicaid) continue to modify authorization processes, and PWCS staff are adapting as necessary.

#### **F. FY22 4th Quarter Services Report**

Mr. Goodrich presented the FY22 4<sup>th</sup> Quarter Services Report and shared the following highlights:

- Total Un-Duplicated Clients –11,294, which is a 5.5% increase from FY 2021 count of 10,705.
- Developmental Services – Case Management – 1,338, which is a 12.6% increase in unique clients from FY 21
- Developmental Services – Day Care – 217, which is a 16% increase in unique clients from FY 21
- Early Intervention program increases – Overall increase of 403 unique clients, or 15.5%:
- Assessment/Service Coordination – 14.7% increase from FY 21
- Therapeutic and Educational Services – 16.5% increase from FY 21
- Vocational Services – Minimal decrease (1.6%) from FY 21. It has been previously reported that the decrease was due to data clean-up.
- Access Services – The number of assessments has decreased 63, or 3.8% from FY 2021.
- Emergency Services – 10.0% increase in the unique individuals being served (increase from 2,206 to 2,406 unique clients).
- 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 44.7%, or an increase of 34 clients in FY 2022 versus FY 2021.
- New Horizons – Outpatient –41.3% increase from FY 21 (to 1,306 un-duplicated clients).
- New Horizons – Behavioral Health and Wellness – 727 attendees at these in person and virtual events. This is a significant increase from FY 21.

#### **G. Crisis Receiving Center Quarterly Status Update**

Mr. Goodrich shared that the BOCS approved the lease on July 19, 2022. The duration of the lease is from July 1, 2023, through June 30, 2033 (11 years, 132 months). The facility has 78,295 rentable square feet. The current stage is bidding out the design to pre-approved County design firms, with permitting expected in December 2022. Construction is scheduled to begin in January 2023.

The facility is planned to be completed in the following phases:

**Phase 1:** Community Services' program space to relieve CS facilities of office space challenges and accommodate for growth. The following are the programs expected to work from the facility (the number references the number of staff). Total expected staff – 101\* (97 Clinical + 4 support staff).

**Phase 1a:** If the design proposal can accommodate the Developmentally Disabled/Intellectually Disabled (DD/ID) Program, this Phase will move forward. This construction will take place in 2023, resulting in the facility accommodating up to 50 staff. After completion of this phase, the DD/ID staff will shift from the Ridgewood leased space to the Crisis Receiving Center.

**Phase 2:** After Prince William County selects a vendor to provide Crisis services, design and construction will be planned for the Crisis Receiving Center (CRC).

**Phase 3:** Community Services will design and construct a Crisis Response Service Center. This portion of the building will provide space for emergency services, the co-responder program, crisis assessment center, and an emergency hearing room.

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## **OPEN ITEMS**

### **2022 VACSB Public Policy Conference**

Chairman Sowers announced that the registration is open for the upcoming VACSB Public Policy Conference that is being held on October 5<sup>th</sup> & 6<sup>th</sup>. He asked that if any Board Member would like to attend to please let the clerk know as soon as possible so she can facilitate the registration as it will close on September 30<sup>th</sup>.

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## **EXECUTIVE DIRECTOR'S TIME**

--Ms. Madron acknowledged Chris Smith who took on TOVA Training for the agency and has already trained 100 staff members which helped CS to be in compliance with state regulations. He has done an amazing job.

--Ms. Madron announced that Mike Goodrich, LeNelle Mozell, Heather Martinsen, and Tina Kavarligos completed the NACO Leadership Academy in July. Ms. Madron thanked them for their commitment to this 4-month long program. Ms. Madron also shared that 3 more staff are currently enrolled in this program and are expected to complete it in December.

--Ms. Madron shared that she invited Commissioner Smith to visit CS and he came on August 30<sup>th</sup>. He was able to meet with some of the Extended Leadership Team and had a good conversation regarding the burdensome regulations that private providers are not required to comply with. He was also able to meet with members of the Co-Responder Team and view their new unmarked vehicle.

Ms. Madron also shared that the Co-Responder Team is now equipped with sensory bags that they can use with members of the community that are on the autism spectrum to assist in their interactions. The bags were made and donated to the team from some of the team's spouses.

--Ms. Madron shared that the county will be launching a new payroll system which is integrated with the Mobius capital management software. Ms. Bringham has been monitoring how this will affect the board member stipend payments and has been advocating for the CS Board in an effort to minimize the impacts. There will be more information to come as it is available.

--Ms. Madron provided the Board with a copy of the Draft Legislative Priorities. The focus is on increased funding for the CRC, addressing the workforce crisis, increasing community capacity, and eliminating the Priority 1 waiver waitlist. Ms. Madron asked that if they have any thoughts, comments, or changes to please reach out to her. Once it is finalized, packets will be created for them to use in their discussions with legislators.

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## **DEPUTY DIRECTOR'S TIME**

--Ms. Bachman shared that this is end of first 3 months with CS and it has been great. Over the summer she has been able to meet with program staff and learn about all the CS's programs. One of the things that struck her was that a handful of staff members actually work for CS as a result of having a family member that has been a recipient of services and is a testament to our mission focused organization.

--Ms. Bachman shared that she attended the suicide prevention "Out of Darkness Walk" last Saturday in Manassas. The CS Health and Wellness team set up a table and were providing information and great resources to the community along with free gun locks and medication disposal kits.

--Ms. Bachman shared the Community Healthcare Coalition of Greater Prince William's August newsletter that featured Team Quest which includes staff members Brian Coe and Rosie Cortijo. The program is a collaboration of community partners that strive to improve the lives of at-risk youth from the ages of 13-17 in the greater Manassas area.

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## **BOARD MEMBERS' TIME**

**DR. WILLIAM CARR:** Dr. Carr thanked everyone for their presentations this evening. He shared that it is good to see that the CRC is moving forward and told staff to keep up the good work.

**ALTONIA GARRETT:** Ms. Garrett echoed the comments from Dr. Carr and thanked the staff for their thorough presentations and remarked that all her questions were answered in the presentations before she could even ask. Ms. Garret shared that she is excited to hear about the progress with the CRC and she is impressed how PWC is leading the way in the region and the state.

**BRADLEY MARSHALL:** Mr. Marshall thanked the guests for joining us this evening and shared that he appreciated the direct consumer feedback. Mr. Marshall stated that at each meeting he likes to mention the Drug Court and the CRC and that they are both great things. The Drug Court has now begun sessions and is fully up and running. Mr. Marshall shared his disappointment regarding the 2022 waivers.

**JOHN O'LEARY:** Mr. O'Leary shared that he is happy to see the movement on the CRC after all of the planning and discussions. Mr. O'Leary shared that it is nice to hear that the finance team is fully staffed and that the revenue collections are up.

**PATRICK SOWERS:** Chairman Sowers shared that he had discussed the enormous amount of red tape that burdens our staff with time consuming paperwork that private providers do not have to complete with the Governor's transition team earlier this year when he was asked what our number one problem was. Chairman Sowers also shared that he had the opportunity to sit down with a few members of Congress and he discussed the workforce shortage with them as it is a nationwide problem, and he hopes that something will come from the conversation. Mr. Sowers thanked all the CS staff and expressed his appreciation as they are making a difference every day.



**ADJOURNMENT**

**RESOLUTION 22-09R1-03**

**MOTION:** Marshall

**SECOND:** O'Leary

The Prince William County Community Services Board does hereby agree to adjourn the September 15, 2022, Regular Meeting at 7:49 p.m.

**Vote:**

Ayes--Carr, Garrett, Marshall, O'Leary, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent From Meeting--Baker, Bayer, Bennett, Oshiki

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