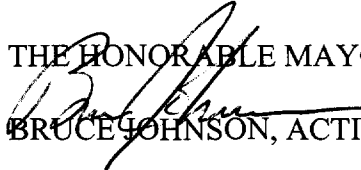


City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 6, 2011
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM:  BRUCE JOHNSON, ACTING CITY MANAGER
SUBJECT: CONSIDERATION OF THE ALEXANDRIA COMMUNITY SERVICES BOARD'S AMENDED FY 2012 PLAN OF SERVICES, WHICH INCLUDES THE FY 2012 PERFORMANCE CONTRACT WITH THE STATE

ISSUE: City Council consideration of the Alexandria Community Services Board's (Board's) FY 2012 Plan of Services, which includes the Performance Contract with the Virginia Department of Behavioral Health and Developmental Services.

RECOMMENDATION: That City Council approve the Board's revised FY 2012 Plan of Services, which includes approval of the Performance Contract with the State and an increase of 0.25 FTEs to be fully supported by redirecting \$39,336 from non-personnel to personnel.

BACKGROUND: The Community Services Board is required by State Code to prepare an annual plan of services and have this plan approved by the local governing body. City Council approved the Board's FY 2012 Plan of Services as part of the City's Department of Community and Human Services annual All Funds budget.

DISCUSSION: The budget on which the approved Plan of Services is based is incorporated in the Board's FY 2012 Performance Contract. The Performance Contract, an annual agreement with the State that serves as the primary accountability and funding mechanism for the relationship between the Board and the State, specifies funding levels for State and federal funds that are disbursed through the State and sets service and reporting requirements for the Board.

City Council approved the Board's FY 2012 Plan of Services as part of the City's Department of Mental Health, Mental Retardation and Substance Abuse annual budget. The initial budget amount for the approved Plan of Services included estimates of State, federal and other funding based on information available at the time the budget was developed. Subsequently, the Board recommended redirecting \$39,336 from non-personnel to personnel funding:

- Reallocate \$39,336 from contractual services to increase staff psychiatrist hours from 20 hours per week to 30 (an increase of 0.25 FTEs). It has been extremely challenging to find a qualified and reliable contract psychiatric provider for the limited number of hours needed. Moreover, having one staff psychiatrist provide all 30 hours of service in the jail program will ensure greater continuity of Board provided psychiatric service to the inmates at the Alexandria Detention Facility.

The Board approved the FY 2012 Performance Contract at its September 8, 2011 meeting.

FISCAL IMPACT: Incorporating the FY 2012 Performance Contract into the FY 2012 Plan of Services results in a net increase of 0.25 FTEs and redirects \$39,336 from non-personnel to personnel. These changes do not require any increase to the City's General Fund contribution.

ATTACHMENT:

FY 2012 Performance Contract with the Virginia Department of Behavioral Health and Development Services (Plan of Services)

STAFF:

Debra Collins, Assistant City Manager

L. Michael Gilmore, Ph.D., Director, Department of Community and Human Services

Jim Fleming, Fiscal Officer III, Department of Community and Human Services

Ryan Touhill, Budget Analyst, Office of Management & Budget

Plan of Services

FY2012 Community Services Performance Contract

Quarter C

Exhibit A: Resources and Services

Alexandria Community Services Board

Consolidated Budget (Pages AF-3 through AF-7)

Revenue Source	Mental Health Services	Developmental Services	Substance Abuse Services	TOTAL
State Funds	4,077,772	0	1,342,691	5,420,463
Local Matching Funds	9,297,756	4,576,197	4,305,482	18,179,435
Total Fees	2,218,601	2,672,999	754,828	5,646,428
Transfer Fees In/(Out)	0	0	0	0
Federal Funds	746,640	0	1,270,766	2,017,406
Other Funds	85,217	34,000	63,769	182,986
State Retained Earnings	0	0	0	0
Federal Retained Earnings	0		0	0
Other Retained Earnings	0	0	0	0
Subtotal Funds	16,425,986	7,283,196	7,737,536	31,446,718
State Funds One-Time	0		0	0
Federal Funds One-Time	0		0	0
Subtotal One -Time Funds	0	0	0	0
TOTAL ALL FUNDS	16,425,986	7,283,196	7,737,536	31,446,718
Cost for MH/DV/SA	13,968,556	7,084,130	7,485,415	28,538,101
Cost for Services Available Outside of a Program Area (SAOPA) (AP-4)				3,112,198
Total Cost				31,650,299

Local Match Computation	
Total State Funds	5,420,463
Total Local Matching Funds	18,179,435
Total State and Local Funds	23,599,898
Total Local Match % (Local/Total State + Local)	77.03%

Administrative Expenses	
Total Admin. Expenses	3,166,173
Total Expenses	31,650,299
Administrative Percent	10.00%

FY2012 Community Services Performance Contract
Exhibit A: Resources and Services
Alexandria Community Services Board
Financial Comments

Comment1	MH Other Federal - \$224,209 Federal HUD
Comment2	
Comment3	MH Total Regional Transfer In:
Comment4	\$108,398 Regional DAP
Comment5	\$136,018 Crisis Stabilization
Comment6	
Comment7	MH Other Funds:
Comment8	\$85,217 anticipated additional funds for annual PATH appropriation
Comment9	
Comment10	SA Other Federal CSB:
Comment11	\$98,150 Federal HUD
Comment12	\$120,918 Federal Drug Free Communities (ONDGP)
Comment13	\$159,695 Federal High Intensity Drug Trafficking Area
Comment14	
Comment15	SA Other Funds:
Comment16	\$63,769 Virginia Foundation for Healthy Youth
Comment17	
Comment18	
Comment19	
Comment20	
Comment21	
Comment22	
Comment23	
Comment24	
Comment25	

FY 2012 Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services

Alexandria Community Services Board

Funding Sources	<u>Funds</u>
<u>FEES</u>	
MH Medicaid Fees	1,050,562
MH Fees: Other	1,168,039
Total MH Fees	2,218,601
MH Transfer Fees In/(Out)	0
MH NET FEES	2,218,601
<u>FEDERAL FUNDS</u>	
MH FBG SED Child & Adolescent (93.958)	224,427
MH FBG SMI (93.958)	279,201
MH FBG SMI PACT (93.958)	0
MH FBG SMI SWVMH Board (93.958)	0
Total MH FBG SMI Funds (Adult)	279,201
MH FBG Geriatrics (93.958)	0
MH FBG Consumer Services (93.958)	0
Total MH FBG Adult Funds	279,201
MH Federal PATH (93.150)	18,803
MH Other Federal - DBHDS	0
MH Other Federal - CSB	224,209
TOTAL MH FEDERAL FUNDS	746,640
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
MH Acute Care (Fiscal Agent)	0
MH Regional DAP (Fiscal Agent)	0
MH Crisis Stabilization (Fiscal Agent)	0
MH Recovery (Fiscal Agent)	130,000
MH Other Regional (Fiscal Agent)	70,000
MH Total Regional Transfer In/(Out)	244,416
Total MH Regional Funds	444,416
<u>Children's Funds</u>	
MH Child & Adolescent Services Initiative	77,033
MH Children's Outpatient	75,000
Total Restricted MH Children's Funds	152,033
MH State Children's Services	25,000
MH Juvenile Detention	111,730
MH Demo Proj-System of Care (Child)	369,930
Total Unrestricted MH Children's Funds	506,660
Total MH Children's Funds	658,693

Other State Funds

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FY 2012 Performance Contract Financial Summary

Exhibit A: Resources and Services

Mental Health (MH) Services

Alexandria Community Services Board

Funding Sources	<u>Funds</u>
MH Law Reform	265,194
MH Pharmacy - Medication Supports	338,397
MH Jail Diversion/Service	<u>0</u>
Total Restricted MH Other State Funds	603,591
MH State Funds	2,187,987
MH State Regional Deaf Services	0
MH State NGRI Funds	0
MH PACT	0
MH Discharge Assistance (DAP)	183,085
MH Geriatric Services	<u>0</u>
Total Unrestricted MH Other State Funds	2,371,072
Total MH Other State Funds	2,974,663
TOTAL MH STATE FUNDS	4,077,772
<u>OTHER FUNDS</u>	
MH Other Funds	85,217
MH Federal Retained Earnings	0
MH State Retained Earnings	0
MH State Retained Earnings - Regional Prog	0
MH Other Retained Earnings	<u>0</u>
TOTAL MH OTHER FUNDS	85,217
<u>LOCAL MATCHING FUNDS</u>	
MH In-Kind	0
MH Contributions	0
MH Local Other	0
MH Local Government	<u>9,297,756</u>
TOTAL MH LOCAL FUNDS	9,297,756
TOTAL MH FUNDS	16,425,986
<u>ONE-TIME FUNDS</u>	
MH FBG SMI (93.958)	0
MH FBG SED Child & Adolescent (93.958)	0
MH State Funds	<u>0</u>
TOTAL MH ONE-TIME FUNDS	0
TOTAL All MH FUNDS	16,425,986

FY 2012 Performance Contract Financial Summary

Exhibit A: Resources and Services

Developmental (DV) Services

Alexandria Community Services Board

Funding Sources	Funds
<u>FEES</u>	
DV Medicaid Fees	238,973
DV Medicaid ICF/MR	1,963,643
DV Fees: Other	470,383
Total DV Fees	2,672,999
DV Transfer Fees In/(Out)	0
DV NET FEES	2,672,999
<u>FEDERAL FUNDS</u>	
DV Other Federal - DBHDS	0
DV Other Federal - CSB	0
TOTAL DV FEDERAL FUNDS	0
<u>STATE FUNDS</u>	
DV State Funds	0
DV OBRA	0
Total DV Unrestricted State Funds	0
DV Crisis Stabilization (Restricted)	0
TOTAL DV STATE FUNDS	0
<u>OTHER FUNDS</u>	
DV Workshop Sales	34,000
DV Other Funds	0
DV State Retained Earnings	0
DV Other Retained Earnings	0
TOTAL DV OTHER FUNDS	34,000
<u>LOCAL MATCHING FUNDS</u>	
DV In-Kind	0
DV Contributions	0
DV Local Other	0
DV Local Government	4,576,197
TOTAL DV LOCAL FUNDS	4,576,197
TOTAL DV FUNDS	7,283,196
<u>ONE-TIME FUNDS</u>	
TOTAL ALL DV FUNDS	7,283,196

FY 2012 Performance Contract Financial Summary

Exhibit A: Resources and Services

Substance Abuse (SA) Services

Alexandria Community Services Board

Funding Sources	Funds
<u>FEES</u>	
SA Medicaid Fees	106,179
SA Fees: Other	648,649
Total SA Fees	754,828
SA Transfer Fees In/(Out)	0
SA NET FEES	754,828
<u>FEDERAL FUNDS</u>	
SA FBG Alcohol/Drug Trmt (93.959)	478,022
SA FBG SARPOS (93.959)	137,284
SA FBG Jail Services (93.959)	0
SA FBG Co-Occurring (93.959)	20,000
SA FBG New Directions (93.959)	0
SA FBG Recovery (93.959)	0
Total SA FBG A/D Trmt Funds	635,306
SA FBG Women (Includes LINK at 6 CSBs) (93.959)	50,929
SA FBG Prevention-Women (LINK) (93.959)	0
Total SA FBG Women Funds	50,929
SA FBG Prevention (93.959)	205,768
SA FBG Prev-Strengthening Families (93.959)	0
Total SA FBG Prevention Funds	205,768
SA Fed "Returning to Work" (93.243)	0
SA Other Federal - DBHDS	0
SA Other Federal - CSB	378,763
TOTAL SA FEDERAL FUNDS	1,270,766
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
SA Facility Reinvestment (Fiscal Agent)	0
SA Facility Reinvestment Transfer In/(Out)	0
SA Net Facility Reinvestment Funds	0
<u>Other State Funds</u>	
SA Women (Includes LINK at 4 CSBs) - Restricted	600
SA State Funds	1,110,871
SA Region V Residential	0
SA Jail Services/Juv Detention	138,799
SA MAT - Medically Assisted Treatment	0
SA SARPOS	29,645
SA Recovery	0
SA HIV/AIDS	62,776
Total Unrestricted SA Other State Funds	1,342,091
Total SA Other Funds	1,342,691
TOTAL SA STATE FUNDS	1,342,691
Report Date #Name?	AF-6

FY 2012 Performance Contract Financial Summary

Exhibit A: Resources and Services

Substance Abuse (SA) Services

Alexandria Community Services Board

Funding Sources	Funds
<u>OTHER FUNDS</u>	
SA Other Funds	63,769
SA Federal Retained Earnings	0
SA State Retained Earnings	0
SA State Retained Earnings-Regional Prog	0
SA Other Retained Earnings	0
TOTAL SA OTHER FUNDS	63,769
<u>LOCAL MATCHING FUNDS</u>	
SA In-Kind	0
SA Contributions	0
SA Local Other	0
SA Local Government	4,305,482
TOTAL SA LOCAL FUNDS	4,305,482
TOTAL SA FUNDS	7,737,536
<u>ONE TIME FUNDS</u>	
SA FBG Alcohol/Drug Trmt (93.959)	0
SA FBG Women (includes LINK at 6 CSBs) (93.959)	0
SA FBG Prevention (93.959)	0
SA State Funds	0
TOTAL ONE TIME SA FUNDS	0
TOTAL ALL SA FUNDS	7,737,536

FY 2012 Community Services Performance Contract

Exhibit A: Resources and Services

Local Government Tax Appropriations

Alexandria Community Services Board

City/County	Tax Appropriation
Alexandria City	18,179,435
Total Local Government Tax Funds:	18,179,435

FY 2012 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 100 Mental Health Services
Alexandria Community Services Board

Report for Form 11

Core Services Code	Costs
250 Acute Psychiatric or SA Inpatient Services	\$203,581
310 Outpatient Services	\$5,146,128
320 Case Management Services	\$2,228,206
410 Day Treatment/Partial Hospitalization	\$241,183
425 Rehabilitation or Habilitation	\$767,711
430 Sheltered Employment	\$27,551
460 Individual Supported Employment	\$156,568
521 Intensive Residential Services	\$2,002,222
551 Supervised Residential Services	\$2,553,748
581 Supportive Residential Services	\$290,629
610 Prevention Services	\$351,029
Total Costs	\$13,968,556

FY 2012 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 200 Developmental Services
Alexandria Community Services Board

Report for Form 21

Core Services Code	Costs
320 Case Management Services	\$785,666
425 Rehabilitation or Habilitation	\$1,218,942
465 Group Supported Employment	\$413,224
460 Individual Supported Employment	\$57,893
521 Intensive Residential Services	\$4,014,110
551 Supervised Residential Services	\$550,960
581 Supportive Residential Services	\$43,335
Total Costs	\$7,084,130

**FY 2012 Community Services Performance Contract
Exhibit A: Resources and Services**

Supplemental Information

Reconciliation of Projected Revenues and Core Services Costs by Program Area

Board: _____

	MH Services	DV Services	SA Services	SAOPA*	Total
Total All Funds (Page AF-1)					
Cost for MH, DV, SA, and SAOPA Services (Page AF-1)					
Difference					

*Services Available Outside of a Program Area

Difference results from
Explanation of Other in Table Above

Other: _____

FY 2012 Community Services Performance Contract

Exhibit A: Resources and Services

CSB 300 Substance Abuse Services

Alexandria Community Services Board

Report for Form 31

Core Services Code	Costs
310 Outpatient Services	\$1,478,415
335 Medication Assisted Treatment	\$1,090,057
320 Case Management Services	\$323,165
501 Highly Intensive Residential Services	\$804,500
521 Intensive Residential Services	\$2,183,019
551 Supervised Residential Services	\$573,699
610 Prevention Services	\$1,032,560
Total Costs	\$7,485,415

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FY 2012 Community Services Performance Contract
Exhibit A: Resources and Services
CSB 400 Services Available Outside of a Program Area
Alexandria Community Services Board

Report for Form 01

Core Services Code	Costs
100 Emergency Services	\$1,740,238
318 Motivational Treatment Services	\$225,260
390 Consumer Monitoring Services	\$145,607
720 Assessment and Evaluation Services	\$898,275
620 Early Intervention Services	\$102,818
Total Costs	\$3,112,198

Report Date #Name?

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FY 2012 Community Services Performance Contract Supplement
Table 1: Board of Directors Membership Characteristics

Name of CSB:	Alexandria Community Services Board				
Total Appointments:	16	Vacancies:	2	Filled Appointments:	14
Number of Consumers:	1	Number of Family Members:	4		

FY 2012 Community Services Performance Contract

Exhibit D: CSB Board of Directors Membership List

Alexandria Community Services Board

Name	Address	Phone Number	Start Date	End Date	Term No.
Acquanetta Cleckey	5911 Edsall Road #111 Alexandria, VA 22304	(703) 751-0624	7/1/2011	6/30/2014	1
Christine Comer	115 East Randolph St. Alexandria, VA 22301	(703) 684-8377	9/8/2009	9/8/2012	1
Thomas Craig	811 Bernard St. Alexandria, VA 22314	(703) 535-3181	11/23/2010	12/23/2013	1
Kathleen Dewey	3920 Colonel Ellis Ave. Alexandria, VA 22304	(703) 461-6776	5/3/2011	6/30/2014	1
Leslie Hagan	419 East Howell Avenue Alexandria, VA 22301	(703) 548-4665	2/8/2011	6/30/2012	1
Masharia Holman	3307 Coryell Lane Alexandria, VA 22302	(703) 998-1798	7/1/2009	6/30/2012	2
Kimberly Lewis	1308 Princess Street Alexandria, VA 22314	(703) 837-1568	2/22/2011	6/30/2013	1
Roberta New	105 West Masonic View Ave Alexandria, VA 22301	(703) 683-6955	7/1/2011	6/30/2013	2
Tiffeny Sanchez-Brown	2306 Cameron Mills Road Alexandria, VA 22302	(703) 684-7065	7/1/2011	6/30/2014	3
Douglas Schuler	11 Rolling Road Stafford, VA 22556	(540) 752-5773	1/11/2011	9/8/2012	1
Roy Richard Shannon, Jr.	313 E. Mason Ave. Alexandria, VA 22301	(703) 625-9168	6/22/2010	6/22/2013	1
Doris Stanley	501 Slaters Lane, #821 Alexandria, VA 22314	(703) 625-9168	6/22/2010	6/22/2013	1
Susan Thompson	902 Peele Place Alexandria, VA 22304	(703) 751-7943	7/1/2009	6/30/2012	1
Mary Anne Weber	124 Roberts Lane, #201 Alexandria, VA 22314	(703) 519-3682	6/22/2010	6/22/2013	3

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FY 2012 Community Services Performance Contract Supplement

Table 2: Board Management Salary Costs

Name of CSB: Alexandria Community Services Board	FY 2012			
Table 2a:	FY 2012	Salary Range	Budgeted Tot.	Tenure
Management Position Title	Beginning	Ending	Salary Cost	(yrs)
Administrative/Finance Director	\$72,254.00	\$125,119.00	\$125,119.00	6.00
Children and Youth Services Director	\$75,866.00	\$131,375.00	\$131,375.00	6.00
Executive Director	\$87,818.00	\$152,071.00	\$152,071.00	8.50
Human Resource Manager	\$62,592.00	\$108,388.00	\$62,592.00	0.00
Management Information System Director	\$65,715.00	\$113,796.00	\$113,796.00	3.50
Medical/Psychiatric Services Director	\$83,642.00	\$144,839.00	\$141,583.00	9.00
Quality Assurance Director	\$62,592.00	\$108,388.00	\$87,305.00	0.00
Reimbursement Director	\$56,774.00	\$98,314.00	\$56,774.00	0.00
Substance Abuse Services Director	\$65,715.00	\$113,796.00	\$108,734.00	3.00

FY 2012 Community Services Performance Contract Supplement

Alexandria Community Services Board

Table 2: Board Management Salary Costs

Explanations for Table 2a

Table 2b: Community Service Board Employees

1.	2.	3.	4.	5.	6.	7.
No. of FTE CSB Employees	MH	DV	SA	Srv Outside Pgm	ADMIN	TOTAL
Consumer Service FTEs	96.07	54.80	51.75	21.27		223.89
Peer Staff Service FTEs	1.50	0.00	0.00	0.00		1.50
Support Staff FTEs	25.27	8.85	28.11	3.85	35.00	101.08
TOTAL FTE CSB Employees	122.84	63.65	79.86	25.12	35.00	326.47

Report Date #Name?

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