

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes December 11, 2018

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, December 11, 2018 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Robert Bloxom
Ms. Gina Crockett
Mr. Andre Elliott
Mr. Richard Hubbard
Dr. John Ogram
Ms. Sandy Taylor
Ms. Gina Williams
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, III, Director of Finance and Administration
Ms. Kathleen O'Keefe, Developmental Services Program Director
Dr. Nicholas McClean-Rice, Medical Director
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.
Mr. Damien Greene, IT Director
Mrs. Sharon Sanderson, Human Resources Coordinator
Mr. Jerry Murphy, Accounting Manager
Ms. Barbara James, Office Services Specialist

Mr. Bloxom, Chairman, called the meeting to order at 9:01 am.

Approval of Minutes –

Mr. Elliott made a motion to approve the November 13, 2018 minutes with edits. Mrs. Crockett seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Ms. Wilson made a motion to approve the following policies with edits. Ms. Taylor seconded and they were approved by a voice vote.

- IT 002 Access Establishment and Modification
- IT 012 Log-in Monitoring
- IT 013 Password Management
- IT 016 Risk Analysis and Risk Management
- IT 022 Security Reminders
- IT 029 Automatic Logoff
- IT 038 Unique User Identification
- Computer Network Authorization Form
- Network Folder Setup Authorization Form
- Risk Assessment Form
- Risk Mitigation Plan Form
- Residual Risk and Acceptance Form
- HR 400 Orientation of Employees

Executive Director –

Ms. Sedjat referenced the board report that is appended herewith.

Ms. Sedjat stated as of December 4, 2018 we have a census of 5 at Eastern State Hospital.

Ms. Sedjat gave an update regarding the proposal from Dr. Melton regarding reorganization of CSBs into New Sub-regions and the recommendations regarding monitoring BMI.

Ms. Sedjat stated Mrs. Sanderson and her team had done a fantastic job in researching and revising the evaluation process.

Ms. Sedjat stated Mr. Dix had been working on the policy updates and learning the ESCSB system.

Ms. Sedjat stated ESCSB Electronic Health Record has the lowest number of unapproved services in Credible since 2014. This translates to the most billings submitted on a weekly basis.

Ms. Sedjat stated renovations on the Tasley building continue to be held up due to a special order windows that have been on order for 14 weeks.

Ms. Sedjat stated roof repair in the amount of \$1,500 was completed by Roof Enterprise and there may be more repair in the amount of \$15,000.

Ms. Sedjat stated they are still deciding what to do at the Franktown House with the outside deck, also replacing an interior door.

Ms. Sedjat received a thank you email from staff at the Wachapreague House for filling in the driveway.

Treasurer's Report –

Financial results are being reported through October. Since the last meeting, the months of September and October have been closed. Discussion will center primarily around that of the performance of October.

Credible billing for the month of October totaled \$597 thousand. This sum does exceed that of September by approximately \$98 thousand. We attribute this difference to the weather related shut down in September. Expenses are roughly comparable in both periods. Due to the additional service billings during the month of October, revenue exceeded expenses by that of approximately \$81 thousand.

Cash on hand at the Board increased by \$453 thousand to \$1.9 million during the month of October. During the spring and summer, personnel changes and Medicaid related reimbursement adjustments seemingly resulted in our accounts receivable balance increasing beyond historical norms. An acclimation to these changes has resulted in declines in receivables and a corresponding increase in cash. Additionally, accounts payable days on hand extended during the month which also had the effect on increasing cash balances. We expect a reduction in balances throughout the remainder of the calendar year due to the normal payroll and bonus cycle of the organization. Lastly, we do anticipate making a curtailment to our line of credit before the end of December.

We are managing Mendisadd to a cash flow neutral position until such time as the work to the Tasley property is complete.

We are in receipt of the Robinson, Farmer & Cox audit in which they provide the opinion that the financial statements present fairly, in all material aspects, the financial position of the business-type activities of the ESCSB. However, as it pertains to internal control over financial reporting, the auditors did note a material weakness related to necessary documentation to support employee use of credit cards. Management is required to submit a remediation plan to the auditors to remediate this issue.

The Finance department has varying initiatives under way to either ensure the accuracy and timeliness of our financial data or to make our operations more efficient. The final FY19 budget will be uploaded into our accounting software by the end of the month and be available for comparative purposes at the following board meeting. Finally, an update to the existing financial policies and procedures is under way.

Disability Program Reports-

Clinical Services and Quality Improvement –

Ms. Sedjat referenced the board report that is appended herewith.

Ms. Sedjat stated the DBHDS continues asking her when we are getting a Clinical Director. To date there have been eight applicants.

Prevention-

Mrs. Bulin referenced the board report that is appended herewith.

Mrs. Bulin stated 200 people had been trained on Adverse Childhood Experiences.

Mrs. Bulin stated the Prevention office had three scheduled on-site grant funder reviews: James Madison University/JMU (Vision of You Teen Health Project); Virginia Foundation for Health Youth/VFHY (AI's Pals; Kids Making Health Choices School-Based Program); VA Department of Behavioral Health and Developmental Services/DBHDS (Opioid State Targeted Response; Opioid Treatment Initiative).

Mrs. Bulin stated Jan. 16, 2019 Governor Northam, Sec. Brian Maran, Sec. Dan Kerry, Secretary of Health & Human Services, Medical Examiner of Virginia, and Dr. Ogram will be here for the Overdose Fatality Review Team meeting.

Medical Director-

Dr. McClean-Rice stated they are seeing more opioid patients.

Dr. McClean-Rice stated Dr. Henderson have cut his schedule back from three days to two days.

Developmental Services –

Ms. O'Keefe referenced the board report that is appended herewith. There was discussion.

Human Resources –

Mrs. Sanderson referenced the board report that is appended herewith.

Mrs. Sanderson stated a full-time Developmental Services Aide was hired for Residential and started December 3, 2018. A Developmental Services Aide was hired by Developmental Services and a part-time MH Facility Technician for ARC House. Both were no shows for orientation.

Mrs. Sanderson stated board members are welcome to attend the retreat Dec. 14, 2018, Oyster Farm, Cape Charles, 12:00.

Mrs. Wilson stated she enjoyed the Anniversary luncheon and said everyone there stated they loved their job.

Ms. Sedjat stated a board member would be welcome to attend the December 20, 2018 Anniversary luncheon.

Finance Director –

Mr. Dix referenced the financial report for the month ended October 31, 2018.

IT Director –

Mr. Greene referenced the board report that is appended herewith.

Mr. Greene stated a new form titled “Computer Network Authorization Form” has been created in order to establish or modify authorized access to the Board’s network and Electronic Health Record (EHR) System.

Old Business –

There was none.

New Business –

Mr. Bloxom thanked Mrs. Crockett for her nine years of work. Mrs. Eve Belote, Assistant Professor, Associate VP of Administration, Eastern Shore Community College, is awaiting approval from Accomack Board of Supervisors to be on ESCSB board and replacing Mrs. Crockett.

Mr. Bloxom stated Eastern Shore Community College just completed JLARC audit and there is a need for more workforce development on the Eastern Shore.

Ms. Bulin stated there is a Memo of Agreement with Eastern Shore Community College for MH First Aide and Adverse Childhood Experiences courses.

Mr. Hubbard made a motion to adjourn the meeting, and Dr. Ogram seconded. The motion was passed unanimously and the meeting adjourned at 11:02 am.

The next board meeting will be Tuesday, January 8, 2019 at 9:00 am.

Barbara James, Recording Secretary/Ms. Joan Wilson, Secretary
These minutes are subject to full Board Approval.