

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
January 8, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 8, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

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

Others Present: Absent:

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
Ms. Barbara James, Office Services Specialist

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

Mr. Bloxom welcomed Ms. Belote to the ESCSB Board and everyone introduced themselves.

Approval of Minutes –

Dr. Ogram made a motion to approve the December 11, 2018 minutes with edits. Ms. Taylor seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Hubbard nominated Mr. Elliott to serve as Treasurer, Ms. Wilson seconded the motion, and it was approved by a voice vote.

Ms. Taylor nominated Ms. Wilson to serve as Secretary, Dr. Ogram seconded the motion, and it was approved by a voice vote.

Mr. Elliott nominated Mr. Hubbard to serve as Vice-Chairman, Ms. Taylor seconded the motion, and it was approved by a voice vote.

Mr. Hubbard nominated Mr. Bloxom to serve as Chairman, Ms. Taylor seconded the motion, and it was approved by a voice vote.

Slate of Officers for 2019 are as follows:

Mr. Bloxom-Chairman
Mr. Hubbard-Vice-Chairman
Ms. Wilson-Secretary
Mr. Elliott-Treasurer

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

IT 014 Protection from Malicious Software
IT 018 Security Awareness and Training
IT 026 Access Controls
IT 027 Audit Controls
IT 030 Encryption
IT 031 Encryption and Decryption
IT 032 Integrity
IT 033 Integrity Controls
IT 039 Accountability
IT 044 Facility Access Controls
IT 045 Facility Security Plan
IT 046 Maintenance Records
IT 047 Media Re-Use
IT 048 Workstation Security
IT 049 Workstation Use

At Ms. Williams suggestion, Mr. Greene will look for ways to revamp or regroup ESCSB policies.

Executive Director –

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

Ms. Sedjat stated as of January 2, 2019 we have a census of 6 at Eastern State Hospital.

Ms. Sedjat stated the Management team has agreed on a new evaluation tool that will be utilized beginning in May, 2019. Thanks Ms. Sanderson for research regarding this tool.

Ms. Sedjat stated ESCSB is one of the first CSB's to begin the DLS-20 in accordance to the requested start date from the DBHDS.

Ms. Sedjat stated as part of adherence to new regulations, several key staff were sent to an Advance Directive training to ensure that the individuals we serve are made aware of how and why to complete an Advance Directive.

Ms. Sedjat stated as part of adherence to the new DBHDS regulations, we provided an all staff training regarding Serious Incident Reporting at the annual retreat.

Ms. Sedjat stated she and Dr. Ogram had a productive meeting with the Accomack County Jail staff on December 17, 2018.

Ms. Sedjat stated three employees will be going to a First Time Manager training in March and she and one other employee will attend Overcoming Negativity training in March.

Ms. Sedjat stated a Psychiatric Nurse Practitioner had been interviewed. Thank you Dr. Ogram for recommending her. She will be moving to the Eastern Shore this spring.

Ms. Sedjat stated windows were installed on January 2, 2019 at the Tasley building but encountered a small glitch. The correct ones will be installed later.

Ms. Sedjat stated as of January, 2019 we still don't have the results from the audit.

Ms. Sedjat stated Eastern Shore First newspaper published an advertisement on Stop the Stigma in January, 2019 edition.

Ms. Sedjat stated she and Ms. Bulin attended the Eggs & Issues meeting and met briefly with Dr. Daniel Carey, VA Secretary of Health and Human Services and discussed the ESCSB's Mobile Unit, Opioid Treatment Services and personally invited him to attend the Overdose Fatality review Team meeting scheduled for January 16, 2019.

Ms. Sedjat stated the glass has been replaced in the Franktown House and we are just waiting on corrections to an interior door and the rear deck before having the home re-inspected. Ms. Sedjat is going to meet with Mr. Outten, Northampton County, to discuss the Franktown House. There was discussion.

Treasurer's Report –

Financial results are being reported through November. FY19 budget data is now available for review in the MIP reporting package.

Financial performance in the month of November was primarily impacted by two factors: The expense of a three payroll cycle month and reclassification of the local tax appropriation from Northampton County. In effect, the additional pay cycle resulted in an incremental \$236 thousand in salary expense for the month, whereas the correction to revenue recognition resulted in a revenue decrease of approximately \$75 thousand during the month. When comparing the sum of these two figures to our November net deficit of approximately \$260 thousand you will note that the current operating trends remain largely in tact. On a year-to-date basis the CSB maintains a slight revenue surplus of \$54 thousand. In comparison, the CSB had accumulated a surplus of \$176 thousand through November 2017. The comparability of these figures is somewhat diminished due to the timing of the three payroll month the first of which occurred in December for FY18. Year-to-date comparisons will be more meaningful once the month of December is available for analysis.

While the CSB is thus far exceeding its FY19 budget on a bottom line basis, the geography of that outcome differs from initial expectations. The entity is operating with a reduced headcount including fewer clinicians than anticipated which has yielded both lower revenue and expenses.

Credible billing for the month of November totaled \$610 thousand which slightly exceeds that of October (\$597M) and also that of November 2017 (\$595M). Our reimbursement department has been more proactive in working with the field to ensure that billable services are captured in our system appropriately.

The balance sheet for the CSB remained largely stable during the month of November with no material shifts in asset or liability mix. We were able to curtail the principal balance of the line of credit by \$100 thousand during the month of December. The CSB is carrying a receivable from HUD in the amount of \$83 thousand which pertains to anticipated management fee income associated with the Arc House and Dogwood properties. Given the current occupancy levels and operating expenses associated with these entities, this is a general ledger item that merits additional scrutiny. A writedown of this asset may be warranted in December.

Mendisadd continues to defray the cost of improvements to its real estate assets with cash flow from operations but has thus far been unable to accumulate additional liquidity.

Other initiatives are under way to improve financial performance and improve the quality of our reporting. A grant tracking spreadsheet which had been formerly used to monitor expenditures against our various grant programs has been resuscitated and will be used when Jerry Murphy begins meeting with Program Directors to discuss financial performance later this month. The corrective action plan related to the collection of credit card receipts has been submitted to Robinson, Farmer & Cox and staff procedures have been revised and circulated internally. FY20 budget appropriation requests have been submitted to both Accomack and Northampton Counties.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

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

Mrs. Bulin referenced the Needs Assessment Data Update. Mrs. Bulin stated the SMART Recovery Family and Friends Groups met on Thursday, December 13, 2018.

Mrs. Bulin stated the ESCSB Mobile Unit will be here by January 31, 2019. There was discussion.

Mrs. Bulin stated Jan. 16, 2019 Governor Northam, Secretary of Health & Human Services, Medical Examiner of Virginia, Scott Wade, Eastern Shore Drug Task Force, and Dr. Ogram will be here for the Overdose Fatality Review Team meeting.

Medical Director-

Dr. McClean-Rice stated he sees 450 patients and first open date for appointment is January 31, 2019. Dr. Snead and Dr. Henderson see 350 patients. Dr. Snead's first open date for appointment is April 15, 2019.

Dr. McClean-Rice stated there are 30 people in the opioid program. Ms. Olsen is running the program and needs more help.

Developmental Services –

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

Ms. O'Keefe stated there are two case manager's on medical leave.

Ms. O'Keefe stated the leach field at Exmore House has been completed and the system works efficiently.

Ms. O'Keefe stated the state CSB Red Cap Survey is due at the end of January.

Ms. O'Keefe stated the soft release of the Developmental Disability Case Management manual was released on December 10, 2018. The complete manual is 932 pages. There was discussion.

Human Resources –

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

Mrs. Sanderson referenced the Satisfactory Survey questionnaire that was completed by staff at the retreat. There was discussion.

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.

Old Business –

There was none.

New Business –

There was none.

Mr. Elliott made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:10 am.

The next board meeting will be Tuesday, February 12, 2019 at 9:00 am.

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