

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
April 9, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, April 9, 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

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
Mr. Damien Greene, IT Director
Mrs. Sharon Sanderson, Human Resources Coordinator
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Joan Wilson
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.

Mr. Bloxom, Chairman, called the meeting to order at 9:02 am.

Approval of Minutes –

Dr. Ogram made a motion to approve the March 12, 2019 minutes with edits. Ms. Belote seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of ESCSB Policy HR 200-Classification
Approval of ESCSB Policy HR 210-Compensation (General Salary Adjustments).
Approval of ESCSB Policy HR 220-Compensation (Demotion)
Approval of ESCSB Policy HR 230-Compensation (Reallocation)
Approval of ESCSB Policy HR 240-Compensation (Position Abolishment and Establishment)
Approval of ESCSB Policy HR 250-Compensation (Re-Employment)
Approval of ESCSB Policy HR 612-Sick Leave Bank

There was discussion.

Mr. Elliott made a motion to approve with changes and Ms. Williams seconded. They were approved unanimously with a voice vote.

Approval of Financial & Reimbursement Policies and Procedures. Mr. Elliott made a motion to approve and Ms. Belote seconded. They were approved unanimously with a voice vote.

Executive Director –

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

Ms. Sedjat stated as of April 1, 2019, there is a census of 5 at Eastern State Hospital.

Ms. Sedjat stated the mobile unit arrived March 13, 2019 and all appropriate staff and supervisors were trained on the use of the vehicle.

Ms. Sedjat stated the CSB and the Northampton County Sheriff's Department will collaborate regarding their reentry program that is slated to begin in June, 2019.

Ms. Sedjat stated Barbara Young, supervisor of Transportation, attended a Positivity training from which she made a recommendation to boost morale.

Ms. Sedjat stated she and Ms. O'Keefe have been in collaboration and planning with Accomack County Schools for transition planning of special education students to better plan for their success after graduation.

Ms. Sedjat stated a Director of Clinical Services and Quality Improvement has been hired and will start April 29, 2019.

There was discussion on mailing the minutes. Ms. Williams, Ms. Taylor, Mr. Hubbard, and Ms. Wilson would like the minutes mailed.

Mendisadd, Inc.

Ms. Sedjat stated Mendisadd, Inc. has a donation of a building up to \$10,000 at Dogwood View Apartments from an ARC benefactor.

Ms. Sedjat stated there was a recent sewage problem at the administrative building.

Ms. Sedjat passed around a spreadsheet for Mendisadd, Inc. showing monthly expenditures.

Treasurer's Report –

The CSB's performance in February was bolstered by the receipt of federal funding in support of our opioid treatment and prevention efforts in addition to an adjustment to our sick leave accrual. At this point it is likely safe to say that the CSB was fortunate to have avoided weather related shut downs during the winter months. For the month of February, revenues exceeded expenses by approximately \$214 thousand, a total which results in increasing our year-to-date performance to that of a surplus of \$243 thousand.

The performance during the month was impacted by two accounting adjustments, the aforementioned change to the CSB's sick leave accrual of \$52 thousand and the write-off of a legacy Mendisadd asset in the amount of \$9 thousand.

Credible billing totaled \$544 thousand for the month of February. On a year-over-year basis, February Credible billings increased by \$28 thousand or 5%. Even after adjusting for billable days, we did however note a decline from January results. This data point will be monitored to determine if any trends are emerging with respect to service billing.

The CSB continues to exceed its FY19 budget on a bottom line basis. We do, however, expect our current surplus to be reduced during the month of May due to the additional pay period. The CSB's mid-year filing with DBHDS did reflect a YTD deficit and in a conversation with our Financial Analyst liaison it was noted that their expectation was to see an improvement in the back half of the fiscal year. I did agree with her sentiment and provide assurance that this would be the case.

The balance sheet for the CSB remained largely stable during the month of February with no material shifts in asset or liability mix. We were able to curtail the principal balance of the line of credit by \$75 thousand during the month. Since month end however, we have paid off the outstanding balance in its entirety. Doing so does not preclude us from utilizing the line in future periods.

It continues to be the case that Mendisadd is able 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. An appraisal of the Nassawadox real estate will be ordered to potentially serve as a basis for a listing price.

Renewal documentation of the CSB's health insurance plan has been filed with The Local Choice. The most notable change for the upcoming year is migrating our Key Advantage plan to that of the Key Advantage 250 plan – the primary difference being an increase in the deductible to \$250. In so doing, the CSB and its enrollees were able to realize a savings on monthly premiums of approximately 2%.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

There was discussion.

Prevention-

Mrs. Bulin was unable to attend. Ms. Sedjat referenced the board report that is appended herewith.

There was discussion.

Medical Director-

Dr. McClean-Rice stated the waiting list new patients for Dr. Snead is July 1, 2019 and July 11, 2019 for Dr. Nick for evaluations.

Dr. McClean-Rice stated there are 40 people in the MAT program.

Dr. McClean-Rice stated there has been some problems with Credible.

Dr. McClean-Rice stated the patient load is increasing. The medical department is doing well.

There was discussion.

Developmental Services –

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

Ms. O’Keefe stated there is a shift in the way individuals are being supported.

There was discussion.

Ms. O’Keefe stated the license for the Franktown House should be out by the end of the week.

Human Resources –

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

Finance Director –

Mr. Dix referenced the financial report for the month ended February 28, 2019.

IT Director –

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

Old Business –

Mr. Bloxom stated he delivered the Jefferson Cup and Resolution to Gina Crockett, former board member, and she thanked everyone and enjoyed working with them.

Mr. Bloxom stated if anyone is contacted by a current or former employee please let Ms. Sedjat know.

New Business –

Ms. Sedjat passed out information on the Strategic Planning meeting.

Ms. Sedjat stated if a parent has an eating disorder child, the ESCSB does not have services for them.

Mr. Elliott stated the YMCA has classes for water safety for Occohannock and Kiptopeake schools.

Mr. Hubbard made a motion to adjourn the meeting, and Ms. Taylor seconded. The motion was passed unanimously and the meeting adjourned at 11:05 am.

The next board meeting will be Tuesday, May 14, 2019 at 9:00 am.

Barbara James, Recording Secretary/Ms. Joan Wilson, Secretary

These minutes are subject to full Board Approval.