

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
February 12, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, February 12, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Hubbard
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
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Dr. John Ogram

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

Approval of Minutes –

Mr. Hubbard made a motion to approve the January 8, 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 –

There were none.

Executive Director –

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

Ms. Sedjat stated Alicia Rose, PNP, will begin providing services 1 day per week in March with the possibility to increase to 3 days in the near future. She will be able to assist Dr. McClean-Rice with Medication Assisted Treatment as well as provide other, much needed psychiatric services.

Ms. Sedjat stated the ESCSB mobile unit will be arriving mid March.

Ms. Sedjat stated there is wonderful collaboration among our clinical teams which leads to improved quality of care for the individuals we serve.

Ms. Sedjat stated she and Ms. O’Keefe are part of the newly formed ES Community College Health Care Committee.

Ms. Sedjat stated she received a letter from Nancy Stern, and ES Rural Health has decided to maintain their Franktown office and therefore will no longer be moving into the two offices designated for them in Tasley.

Ms. Sedjat stated Dennis Riddick, Licensing Specialist from DBHDS, made an unannounced visit on January 30, 2019 and added the Tasley location to our license.

Ms. Sedjat passed around “Making A Difference Across Virginia”, a comprehensive set of prevention strategies and programs.

Ms. Sedjat passed around VACSB Annual Report, which contained an article that focused on a local Peer Support Success story.

The DBHDS audit and the responses from the Board were reviewed and accepted.

Ms. Sedjat stated the moving date to the Tasley building is February 22, 2019.

Treasurer’s Report –

Seasonal trends are not favorable to financial performance in December. The prevalence of time off, the organization’s Winter Retreat and seasonal closures cumulatively have a meaningful impact on billing units generated during the month. With no corresponding declines in organizational expense, but rather an increase, in the form of the company-wide augmentation, the finances of the CSB are strained in December – evidenced by expenditures exceeding revenue by approximately \$59 thousand during the month.

An item which also weighed on performance of the month involves the reversal of an accrual related to an assumed management fee receivable relating to our Arc House property. The reversal resulted in an approximately \$80 thousand negative adjustment to the month's performance. We continue to review the balance sheet.

If one were to add back accounting adjustments, the CSB continues to exceed 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.

As noted above, billable service totals was diminished during the month. Credible billing totaled \$525 thousand which is less than both October and November totals which were \$597 thousand and \$610 thousand, respectively. Credible billing for December 2018 period equaled \$558 thousand. Our reimbursement department has been more proactive in working with the field to ensure that billable services are captured in our system appropriately. To that end, Carolyn Kelley and Stephen Hopkins conducted our first Credible users summit on January 30th which by all accounts was well received by the field.

The balance sheet for the CSB remained largely stable during the month of December 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. An additional payment of \$25 thousand was made this month.

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.

The Finance and Accounting Department continues to be very busy. We have just concluded analyses of our group residential living homes and overtime/holiday pay and will soon be in a position to recommended adjustments which may be beneficial to our organization's financial position. Jerry Murphy has begun meeting with program leaders to discuss financial performance. Our semi-annual financial filing to DBHDS will be submitted this week in advance of the February 15th deadline. Finally, remediating actions noted in the CSB's response to the Department's audit are underway.

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 stated they are still waiting on the ESCSB Mobile Unit.

Mrs. Bulin stated the Overdose Fatality Review Team had a meeting on January 16, 2019. The next meeting is April 24, 2019.

Mrs. Bulin stated there have been news and media releases.

There was discussion.

Medical Director-

Dr. McClean-Rice stated there are over 30 people in the opioid program.

Dr. McClean-Rice stated a Nurse PNP is coming in March.

Dr. McClean-Rice stated a child and adolescent psychiatrist from DC is interested in moving to the Eastern Shore.

Dr. McClean-Rice stated nurses have mentioned they may need to leave to earn more money. Not sure how comparable their salaries are with others in their field. Admin. may want to check, if they don't already know.

Dr. McClean-Rice stated the no show rate has gone up in the last six months.

Developmental Services –

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

Ms. O'Keefe stated Shorecrafts is now on the Eastern Shore Artisan Trail.
There was discussion.

Ms. O'Keefe stated the CSB Red Cap Survey has been finished.

Human Resources –

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

Mrs. Sanderson stated three hires had turned down the position because of pay.

Mrs. Sanderson stated annual OSHA forms were completed.

Mrs. Sanderson stated Randy Smith will be conducting all CPR/First Aide trainings for the ESCSB.

Mrs. Sanderson stated work is underway for the NHSC recertification for Dunne Avenue and Emergency Services locations.

Mrs. Sanderson stated written comments from the Employee Satisfaction Survey had been attached.

Mrs. Sanderson stated the newly revised performance evaluation form has been completed.

Finance Director –

Mr. Dix referenced the financial report for the month ended November 30, 2018.

IT Director –

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

Mr. Greene stated he is revamping and regrouping all policies.

Mr. Greene stated plans are underway to upgrade the Board's desktop computers and laptops to a version of Microsoft Windows 10.

Mr. Greene stated he may do a presentation next month on documentation.

Old Business –

There was none.

New Business –

Ms. Taylor stated Special Olympics work closely with the CSB. 90% bowl in Chincoteague and basketball at the YMCA. She suggested the ESCSB insurance policy be amended so board members can drive the vans. This will be looked into.

Ms. Taylor stated a brand new storage building has been donated and they need a place to put it and she will contact Kathy O'Keefe and Jeff Kelley.

Ms. Taylor made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:20 am.

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

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