

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
May 14, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, May 14, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Hubbard
Dr. John Ogram
Ms. Sandy Taylor
Ms. Joan Wilson

Others Present:

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

Absent:

Ms. Marva Annis
Ms. Eve Belote
Ms. Gina Williams

Mr. Bloxom, Chairman, called the meeting to order at 9:00 am.

Approval of Minutes –

Mr. Elliott made a motion to approve the April 9, 2019 minutes with edits. Ms. Taylor seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of ESCSB Policy CS 014-Gender Specific Services for Women with Substance Use Disorders

Approval of ESCSB Policy HR 800-Ethical Principles (hold until next month for clarification)

Approval of ESCSB HR 160-Probationary Period of New Employee

Approval of ESCSB QI 004-Monitoring and Evaluation of Medication Services

Approval of ESCSB QI 005-Privacy Officer

There was discussion.

Mrs. Wilson made a motion to approve with changes noted and Mr. Hubbard seconded. They were approved unanimously with a voice vote.

Approval of ESCSB HR 612-Sick Leave Bank. There was discussion.

Mr. Elliott made a motion to approve and Ms. Taylor seconded. It was approved unanimously with a voice vote.

Executive Director –

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

Ms. Sedjat introduced Mrs. Molly Walker, LCSW and welcomed her to the Eastern Shore Community Services Board as Clinical Director of Mental Health and Quality Improvement. Ms. Walker gave a short talk on her professional background.

Ms. Sedjat gave a short talk on the Eastern Shore Post article.

There was discussion.

Ms. Sedjat stated there is a census of 4 at Eastern State Hospital.

Ms. Sedjat stated there was discussion at the VACSB meeting regarding the denial of service units for Community Mental Health Rehabilitation Services by the MCO's (Managed Care Organizations).

Ms. Sedjat stated there are staffing issues and gave an example of a day in the life at Developmental Services. There was discussion.

Ms. Sedjat passed around an article on a MAT mobile unit in Baltimore, MD and discussion occurred on the ES CSB Mobile Unit.

Ms. Sedjat stated the Strategic Planning Meeting will be October 8, 2019.

Treasurer's Report –

The CSB's performance in March was bolstered by the receipt of federal funding in support of our opioid treatment and prevention efforts in addition to receipt of regional funding which will allow for an adjustment of Emergency Services on-call compensation and staffing needs. For the month of

March, revenues exceeded expenses by approximately \$214 thousand, a total which results in increasing our year-to-date performance to that of a surplus of nearly \$450 thousand. Given the multi-period nature of certain of these grants/warrants, we would expect to end the year with a modest surplus. The CSB continues to exceed its FY19 budget on a bottom line basis.

Credible billing totaled \$557 thousand for the month of March. On a year-over-year basis, March Credible billings have declined by 7%. Earlier in the month I attended a CFO roundtable at the VACSB conference and there was extended discussion surrounding the challenging billing environment experienced across the board. I do think this relationship with our MCO's is impacting our numbers in addition to the current staffing levels which have been discussed previously.

The balance sheet for the CSB remained largely stable during the month of March with no material shifts in asset or liability mix; cash balances increased modestly.

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. We have started to see Mendisadd account balances increasing modestly. Management will discuss a target liquidity balance after which point a certain amount of excess cash flow could be captured for debt service.

The CSB received its actuarial valuation report from the VRS' actuary, Cavanaugh Macdonald Consulting, LLC. The report indicates that the actuarial value of plan assets to be 94.13% of plan liabilities as of June 30, 2018 vs. 92.15% as of June 30, 2017. For context, it was indicated that 70% of VRS-participating political subdivision plans had a pension funded status of at least 90% with more than 40% of plans being greater than 100% funded.

The FY20 budget is in production and will be presented for review/approval at the June board meeting.

I have solicited donations from Coldwell Banker, Long and Foster and Weichert Realtors for monetary support in the form of a donation of a portion of the real estate commission to be earned with the sale of our Nassawadox real estate. Weichert has responded with a proposal to donate one half of its half of the 8% proposed commission. A representative of Long and Foster has indicated that they support the idea but have seen nothing in writing. Coldwell Banker has not responded. I expect an appraisal for each of the Nassawadox properties back from Kendall Bradley imminently. Lastly, we are waiting on a proposal from Riverside's attorneys to memorialize access to water and sewer.

Lastly, six of our mid-level managers will be participating in a one day healthcare leadership seminar based upon the book, *The Five Dysfunctions of a Team*. The event represents a coordinated effort on the part of local healthcare providers (Riverside, VDH, ESRH, ESCSB) to develop internal talent for future leadership positions.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

There was discussion.

Prevention-

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

Mrs. Bulin stated the Fatality Review Team will have a meeting on July 30, 2019.

Mrs. Bulin stated a total of 433 pre-k children received individual post-evaluations in the AI's Pals program.

Mrs. Bulin stated she and James Foley facilitated a book club style lunch and learn once a week for four weeks at Dunne Avenue for the MH/SA Outpatient staff.

Mrs. Bulin stated the Prevention department will sponsor, with Community Partners of the Eastern Shore, a strategic planning meeting on Wednesday, May 15, 2019/

Mrs. Bulin stated there will be an opioid medical symposium, with Dr. Steven Lloyd, on June 3 and June 4, 2019.

Mrs. Bulin stated there was a DBHDS site review recently.

Medical Director-

Dr. McClean-Rice stated there are more patients on the Eastern Shore than psychiatric staff can serve.

Dr. McClean-Rice stated discharge patients need to get in the system within two weeks.

Developmental Services –

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

There was discussion.

Ms. O'Keefe stated the Torch Run for the Eastern Shore is June 5, 2019.

Human Resources –

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

Mrs. Sanderson stated there are staffing issues.

Mrs. Sanderson stated evaluations are due May 31, 2019.

Mrs. Sanderson stated the revised ESCSB policy HR-210-Compensation (General Salary Adjustments) will be presented next month. There was discussion.

Finance Director –

Mr. Dix referenced the financial report for the month ended March 31, 2019.

IT Director –

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

Mr. Greene stated the Board's secondary data storage safe was delivered to the Tasley facility.

Mr. Greene stated he is working on the IT budget.

Old Business –

There was none.

New Business –

Ms. Sedjat stated Mrs. Kim Wilkerson, Patient Experience Coordinator, Riverside Shore Memorial Hospital, has applied to the Northampton County Board of Supervisors to replace Dr. John Ogram on the ESCSB board.

Ms. Sedjat stated Mr. Bloxom will attend the Anniversary Luncheon on Thursday, May 16, 2019 in Eastville, VA.

Mr. Bloxom stated they will discuss getting Ms. Sedjat's evaluation done in July, 2019.

Ms. Taylor stated proceeds from Special Olympics Law Enforcement Torch Run do not go to local areas. The funds go to the state organization where it is used for state events.

Ms. Wilson made a motion to adjourn the meeting, and Ms. Taylor seconded. The motion was passed unanimously and the meeting adjourned at 11:30 am.

The next board meeting will be Tuesday, June 11, 2019 at 9:00 am.

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