

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes July 9, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, July 9, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mrs. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Hubbard
Ms. Sandy Taylor
Ms. Gina Williams-Conference Call

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
Mr. Damien Greene, IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Ms. Joan Wilson

At 8:35am Chairman Bloxom convened the board in executive session for the purpose of holding a discussion of a personnel matter. In addition to Mr. Bloxom, board members present were Mr. Hubbard, Ms. Belote, Ms. Taylor and by phone, Ms. Williams. The executive session was adjourned at 9:08am. At 9:15am Chairman Bloxom convened the board in open session. A motion was made by Ms. Taylor to convene in open session and that a roll call vote be taken and recorded on this motion so that each member who voted in favor shall thereby certify compliance with all of the matters identified in Section 2.2-3712(D) of the Code of Virginia of 1950 as amended. The motion was seconded by Mr. Hubbard and Mr. Bloxom called for the vote per the motion. All board members present, Mr. Bloxom included, voted in the affirmative.

Mr. Bloxom, Chairman, called the meeting to order at 9:15 am.

Approval of Minutes –

Mr. Hubbard made a motion to approve the June 11, 2019 minutes with edits. Mrs. 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 MIS 060-Social Media Policy

Approval of ESCSB Policy HR 115-Employee Referral Bonus

Approval of ESCSB Policy HR 404-Emergency Preparedness and Recovery Plan Training

Approval of ESCSB Policy HR 424-Position Descriptions

Approval of ESCSB Policy HR 428-Chain of Command Protocol

Approval of ESCSB Policy HR 432-Grievance Procedure

Approval of ESCSB Policy HR 448-Resignation/Termination

Approval of ESCSB Policy HR 452-Drug-Free Workplace

Approval of ESCSB Policy HR 456-Tobacco Use

Approval of ESCSB Policy HR 480-Conflict of Interest (Membership on Boards of Local, Regional or State Agencies)

Approval of ESCSB Policy HR 484-Conflict of Interest (Contracts between ESCSB and Employees' Relatives)

Approval of ESCSB Policy HR 488-Professional Appearance

Approval of ESCSB Policy HR 494-Solicitation

Approval of ESCSB Policy HR 700-Personnel Records

Approval of ESCSB Policy HR 710-Release of Information

Approval of ESCSB Policy HR 720-Authorization for Employment Related References

Approval of ESCSB Policy HR 730-Retention of Personnel Files

There was discussion.

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

Executive Director –

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

Ms. Sedjat stated Dr. Nick McClean-Rice will be retiring September 30, 2019. There will be an interview tomorrow of a local candidate.

Ms. Sedjat thanked Bev Turner and Ellen Miles for volunteering at the Family Assistance Center in Virginia Beach after the shooting tragedy.

Ms. Sedjat has enclosed the JLARC study of STEP-VA.

Ms. Sedjat stated she has met with Dr. Nick and the medical team, Dr. Ogram and the jails concerning the Vivitrol grant last year. Dr. Nick was part of the decision making process. There was discussion

Ms. Sedjat stated a resident of Franktown sent an email inquiring as to who is moving in and when at the Franktown house. She sent an email thanking them for the inquiry and informing them that laws protect our residents' right to privacy. She further suggested they go knock on the door and introduce themselves to the new neighbors.

Ms. Sedjat stated Mrs. Wilson will attend the anniversary luncheon in July, Ms. Taylor in August, Mr. Hubbard in September, Mr. Bloxom in October, and Mr. Elliott in November.

Treasurer's Report –

May's financial performance was negatively impacted by timing surrounding the monthly payroll cycle. The additional expense of a third cycle during the month resulted in an incremental salaries expense of \$255 thousand. For the month of May, expenses exceeded revenue by approximately \$246 thousand, a total which results in a decrease of our year-to-date surplus to \$349 thousand. Given the multi-period nature of certain grants/warrants, we would expect to re-class significant revenue during June to that of a liability for expenditures and initiatives that will occur in FY20.

The CSB continues to exceed its FY19 budget on a bottom line basis.

Credible billing totaled \$572 thousand for the month of May. On a year-over-year basis, May Credible billings have declined by nearly 6% (4% in the prior month). The vast majority of this decline is contained within the Mental Health Skill Building segment. However, I note modest declines in both Developmental Services Day Support and Developmental Services Case

Management. Credible billing has declined by 1% from April. A decrease in Day Support services (from the highest monthly total during FY19) in the month led to this modest decrease.

The balance sheet for the CSB remained largely stable during the month of May with no material shifts in asset or liability mix. As was noted during the prior board meeting a reduction in cash balances associated with the third payroll cycle materialized. Accounts receivable did increase on a month-over-month and year-over-year basis.

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 – we do anticipate a brief reversal of this trend due to outstanding checks to satisfy property tax obligations. Management will discuss a target liquidity balance after which point a certain amount of excess cash flow could be captured for debt service. In the interim, we are applying an additional \$1,000/month to the principal balance of the Mendisadd term loan.

Regarding Mendisadd's real estate holdings, Andy Mason of Weichert Real Estate will be listing our properties in the very near future. He had been waiting to see the results of the auction of the Snyder/Gibb property to inform a point of view of the market but has been unable to ascertain this information. I have shared the appraisals performed of the properties.

Renewal documents for the BB&T line of credit have been signed and returned.

The budget exhibit to the Performance Contract has been submitted to DBHDS in advance of the pending deadline.

Our external audit team from Robinson Farmer Cox Associates is on site doing preliminary field work for the year-end audit.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Mrs. Walker stated they continue to tackle unapproved services with a deadline of July 9, 2019.

Mrs. Walker stated she will assist with completing PSR initial assessments in the month of August with a clinician shadowing her in an effort to follow up on referrals.

Mrs. Walker stated the Peer Recovery group will be taking the special exams.

Mrs. Walker stated there is a decrease in Psych-Social Rehab Services.

Prevention-

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

Mrs. Bulin thanked the Prevention staff as they have been helping the Achiever's Clubhouse with transportation four days a week. The Clubhouse staff is very grateful.

Mrs. Bulin stated she and her staff have been working on grants.

Mrs. Bulin stated there will be a site review on July 18, 2019.

Mrs. Bulin stated there will be articles in the Eastern Shore Post within a month.

Medical Director-

Dr. McClean-Rice stated he will be retiring September 30, 2019 and may work part-time in some capacity. There is an interview tomorrow for a Medical Director.

Dr. McClean-Rice stated there were thirty-six no shows in a month.

Dr. McClean-Rice stated they are getting plenty of supplies and visits from the Drug representatives.

Dr. McClean-Rice stated the Medical Department is running smoothly and has a great Nurse Manager.

Dr. McClean-Rice stated there are approximately ten patients coming here from Dr. Ogram's retiring.

Developmental Services –

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

Ms. O'Keefe stated the licensing specialist came to the Franktown House on June 20, 2019. There were some corrections to be made. Dogwood View and Day Support program visits were very positive results.

Ms. O'Keefe stated waiver slots have been allocated for the coming year. Ms. O'Keefe stated July 2, 2019 DBHDS changed waiver allocation services.

Human Resources & Finance Director –

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

Mr. Dix stated eligible employees would receive a merit base of 2.5% on July 26, 2019.

IT Director –

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

Old Business –

There was none.

New Business –

It was suggested Mr. Greene and Ms. Sedjat do some research with other boards on their email procedures.

Mr. Hubbard made a motion to adjourn the meeting, and Mr. Elliott seconded. The motion was passed unanimously and the meeting adjourned at 10.56 am.

The next board meeting will be Tuesday, August 13, 2019 at 9:00 am.

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