

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
November 12, 2019

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

Members Present:

Mr. Robert Bloxom
Mr. Richard Hubbard
Ms. Janice Langley
Ms. Sandy Taylor
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, III, Director of Finance and Administration
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.
Ms. Kathleen O'Keefe, Developmental Services Program Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Mrs. Eve Belote
Mr. Andre Elliott
Ms. Gina Williams
Mrs. Molly Walker, Director of Clinical Services & Quality Improvement
Mr. Damien Greene, IT Director

Visitors:

Mr. Randy Smith, Supervisor of Transitional Programs & Training/Crisis Stabilization Case Manager
Mr. Bill Baird

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

Approval of Minutes –

Mr. Hubbard made a motion to approve the October 8, 2019 minutes. Ms. Taylor seconded, and they were unanimously approved by a voice vote.

Public Comment –

Ms. Sedjat introduced Randy Smith and he provided information regarding the DBHDS Disaster Model.

Items Requiring Board Action –

Policies for Revision: HR 460-Workplace Harassment, HR 636-Personal Leave.

Policy for Deletion: HR 608-Annual and Sick Leave Conversion Options.

Ms. Wilson made a motion to approve these policies. Ms. Langley seconded, and they were unanimously approved by a voice vote.

Executive Director –

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

Ms. Sedjat stated as of November 1, 2019, the ESCSB had 0 safety net beds at Eastern State Hospital (ESH) for adults; and 2 safety net beds for adolescents to Commonwealth Center for Children & Adolescents (CCCA).

Ms. Sedjat passed out Step-VA goals and redesign.

Ms. Sedjat stated BB&T provided “community outreach” onsite at the Greenbush location on board their BB&T bus. They were able to talk to clients and staff about general banking information such as online banking, using ATM machines and balancing your account.

Ms. Sedjat stated the Mobile Unit launched October 30, 2019 in Chincoteague and should be in Cape Charles by the new year.

Ms. Sedjat stated contact your Senators to cosponsor S.2661, the National Suicide Hotline Designation Act.

Ms. Sedjat passed around an updated acronym list.

Ms. Sedjat stated Dr. McGlothlin works Monday-Thursday: 4, 10 hour days a week.

Ms. Sedjat stated Mr. Elliott will attend the November 21, 2019 Anniversary Luncheon.

Treasurer’s Report –

For the month of September, revenue exceeded expenses by approximately \$182 thousand, the YTD total stands at \$339 thousand. Credible billing totaled \$565 thousand for the month. Comparisons against the year-ago period are not as relevant (\$498 thousand) due to office closures associated with Hurricane Florence. Service revenue appears to be stabilizing at around this level as these are comparable figures to what was experienced during the month of August, (\$571 thousand).

Grant revenue was enhanced during the month due to the receipt of \$100 thousand of regional funding for the purposes of Emergency Services investment. Our intent is to utilize this funding for additional clinical support in ES. There were no material one-time items in state or federal funding streams during the month.

The balance sheet for the CSB remained largely stable during the month of June with no material shifts in asset or liability mix. The lump sum ES payment contributed to an increase in cash balances.

The federal balance report was filed with DBHDS. All funds were expended in accordance with respective end date requirements.

The first of two high top vans was received by Developmental Services on Friday November 1st.

We were able to obtain a 2% price increase for our NASA Wallops recycling contract, (\$30,287).

We are currently negotiating a MOA with ESRH to provide additional clinical hours at various ESRH locations. ESRH has been awarded approximately \$148 thousand for this initiative.

Accomack County has provided approval for the continuation of our \$500 thousand line of credit. I presented to the Northampton County Board of Supervisors during a working group session and await their response.

We are in receipt of the draft audit from Robinson, Farmer, Cox Associates. There were no findings related to FY19. Finding 2018-001 related to backup documentation for credit card purchasing was satisfactorily remediated according to RFC.

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. The only ongoing capital project of significance at this time is the replacement of the copper plumbing/sewage line at Bayside/Franktown. We are in very preliminary stages of exploring the cost of closing down our fuel pumping operations at PBHC.

Andy Mason of Weichert Realty indicates that the property has been shown twice in total. The buildings are also up on listing sites which has generated a modest amount of inquiries.

Thom Dix proposed a payment of \$500 for full-time and \$250 for part-time workers to be paid at the upcoming Winter Retreat. The following sensitivity analysis was provided. The motion was approved.

Employee Count as of 11/18/19

F/T Employees: 152

Augmentation	Gross Wages	Payroll Taxes	Total
400.00	\$ 60,800.00	\$ 4,651.20	\$ 65,451.20
450.00	\$ 68,400.00	\$ 5,232.60	\$ 73,632.60
500.00	\$ 76,000.00	\$ 5,814.00	\$ 81,814.00
550.00	\$ 83,600.00	\$ 6,395.40	\$ 89,995.40
600.00	\$ 91,200.00	\$ 6,976.80	\$ 98,176.80

P/T Employees: 27

Augmentation	Gross Wages	Payroll Taxes	Total
\$ 150.00	\$ 4,050.00	\$ 309.83	\$ 4,359.83
\$ 200.00	\$ 5,400.00	\$ 413.10	\$ 5,813.10
\$ 250.00	\$ 6,750.00	\$ 516.38	\$ 7,266.38
\$ 300.00	\$ 8,100.00	\$ 619.65	\$ 8,719.65
\$ 350.00	\$ 9,450.00	\$ 722.93	\$ 10,172.93

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Ms. Sedjat stated there were 96 intakes completed during the month of October.

Ms. Sedjat stated Barbara Brown continues to complete her internship hours with the MH Outpatient team.

Ms. Sedjat stated front desk collections continue to increase.

Prevention-

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

Mrs. Bulin stated Mr. Dix volunteered to drive the MAT Mobile Unit.

Mrs. Bulin stated she and Shenay Wharton met with Dr. Thom Hollandsworth of Eastern Shore Rural Health (ESRH), on October 11, 2019, to review and discuss collaboration and coordination efforts for the newly developed ESRH Medication Assisted Treatment (MAT) services.

Mrs. Bulin stated she is currently researching funding opportunities: Trauma & Violence Access, Behavioral Health, Children & Youth Services, Workforce Development, Health Literacy and Community Engagement. Funding sources include Rural Health, Office on National Drug Control Policy, Voices for Virginia's Children, and Annie E. Casey Foundation. Practical applications would address concerns of sustainability, organizational and community capacity.

Developmental Services –

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

Ms. O’Keefe stated the Franktown House is up and running.

Ms. O’Keefe stated day support and community engagement programs visited Shockley Farms pumpkin patch and corn maze.

Ms. O’Keefe stated housing vouchers are available to individuals with disabilities in order to assist with paying for independent housing when they want to live independently.

Ms. O’Keefe stated they are working through Medicaid waivers.

Ms. Wilson thanked the staff for Shore Crafts store.

Human Resources & Finance Director –

Mr. Dix referenced the financial report for the month ended September 30, 2019.

IT Director –

Mr. Greene was unable to attend. Ms. Sedjat referenced his report.

Old Business –

There was none.

New Business –

There will be a winter retreat December 6, 2019. Meeting in the morning at DS Complex-Exmore, 12:00 pm lunch, Island House Restaurant, Wachapreague.

Ms. O’Keefe stated the Rotary Party at DS Complex-Exmore will be December 13, 2019.

Dr. McGlothin stated he is filling in for Dr. McClean-Rice. He gave a short talk and everyone introduced themselves.

Ms. Wilson made a motion to adjourn the meeting, and Mr. Hubbard seconded. The motion was passed unanimously and the meeting adjourned at 10:39 am.

The next board meeting will be Tuesday, December 10, 2019 at 9:00 am.

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

These minutes are subject to full Board Approval.