

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
February 11, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, February 11, 2020 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. Janice Langley
Ms. Kim Wilkerson
Ms. Gina Williams
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, Director of Finance and Administration
Mrs. Molly Walker, Director of Clinical Services & Quality Improvement
Ms. Kathleen O'Keefe, Developmental Services Program Director
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.
Mr. Damien Greene, IT Director
Ms. Barbara James, Office Services Specialist

Visitors:

Mr. Richard Freeman

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

Approval of Minutes –

Mr. Elliott made a motion to approve the January 14, 2020 minutes. Mr. Hubbard seconded, and they were unanimously approved by a voice vote.

Public Comment –

Ms. Sedjat welcomed Mr. Richard Freeman. He gave a short talk and everyone introduced themselves.

Items Requiring Board Action –

Policies for Revision: HR 440-Office Closings: Inclement Weather/Emergencies

RM 005-Accounting of Disclosures of Protected Health Information

SRM 023-All Hazards Preparedness and Recovery Plan

HR 458-Alcohol and Other Drug Testing

HR 468-Employee Discipline

HR 628-Leave Without Pay

HR 660-Holidays and Religious Leave

Ms. Langley made a motion to approve these policies with addendums and edits that were deemed necessary. Ms. Wilson 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 February 1, 2020, the ESCSB had to utilize 1 safety net bed at Eastern State Hospital (ESH) for the month of January.

Ms. Sedjat passed around and reviewed the DBHDS Dashboard report.

Ms. Sedjat stated the Active Shooter Trainings will be March 6, 2020-Dunne Avenue office, March 27, 2020-Prevention office, and April 10, 2020-PBHC office. Randy Smith will be the trainer.

Ms. Sedjat stated Ms. Heather Fisher is the new facility director at Southeastern Virginia Training Center (SEVTC).

Ms. Sedjat stated she met with Kristi Trumbo, LPC, to discuss her providing the required annual QMHP training.

Ms. Sedjat stated the DBHDS Office of Internal Audit is conducting a follow-up audit of the ESCSB.

Ms. Sedjat passed around an updated acronym list.

Ms. Sedjat stated Mr. Rick Hubbard will attend the Anniversary Luncheon on February 20, 2020.

Ms. Sedjat read a thank you note from Shakira Miller stating how much she appreciates the ESCSB.

Ms. Sedjat passed around the sign up list for board members to attend the Anniversary Luncheon this year.

Treasurer's Report –

For the month of December revenue exceeded expenses by approximately \$45 thousand; on a YTD basis revenues have exceeded expenses by approximately \$601 thousand. This compares favorably to performance on both a MTD and YTD basis for comparable prior year periods, (losses of \$59 thousand and \$30 thousand, respectively).

Credible billing totaled \$563 thousand for the month. While we saw modest increases across the services areas, the reversion of Day Support numbers to trend has the most meaningful impact to our results. The MTD total is greater than December 2018's billing of \$525 thousand, FY20 and FY19 YTD totals are essentially unchanged, (\$3,382 vs. \$3,384). Sequentially speaking, December totals are less than that of October while exceeding those of November, \$582 thousand and \$524 thousand, respectively.

Levels of federal and state funding were of anticipated recurring amounts.

There was no material change to the balance sheet in the December period. Cash balances increased modestly as did accounts receivable.

FY21 budget requests have been submitted to each county. We have asked for an additional 2% for next fiscal year, (\$204 thousand from Accomack and \$78 thousand from Northampton). The totals approximate the proportional contribution of our consumer population. Despite several years of increases we remain below statutory contribution limits. MiMi is attending the Accomack County Board of Supervisors meeting on 2/5 to make a brief presentation on our behalf.

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 moved forward on the contract with Delmarva Petroleum. DP is currently in permitting phases of the project.

Royal Farm fleet cards have been obtained and are being distributed to vehicles. A procedural document is being distributed contemporaneously which will govern acceptable usage of the card.

We have received notice from DBHDS that they will perform some follow up work associated with our remediation efforts. Files are to be submitted for review by February 17th.

There has been no activity with regard to our Nassawadox real estate holdings since our last meeting.

The legal update was provided during executive session.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Ms. Walker stated Rosionka Tankard graduated successfully with a MSW on February 9, 2020.

Ms. Walker stated Joni White has 62 clients on her caseload and has a three week waiting list.

Ms. Walker stated Caitlin and Paige both passed their licensing exam and are now LCSW's.

Ms. Walker stated MH/SA Case Management have had an increase. This increase is attributed to one death, one transfer to a nursing home, and three moves out of state.

Ms. Walker stated they continue to transport migrants to medical appointments.

Ms. Wilson will send thank you notes to Onley Methodist Church for the coat closet and Food Bank for the monthly rations with the Clubhouse.

Prevention-

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

Mrs. Bulin stated the AI's Pals program is currently serving approximately 450 youths in both counties.

Mrs. Bulin stated the Prevention team has begun the merchant education and store audits for all local Tobacco Retailers as a part of the Federally Mandated Synar Program.

Mrs. Bulin stated the mobile unit is now scheduled at four sites in the community for MAT services.

Mrs. Bulin stated the Substance Abuse and Mental Health Services Administration (SAMHSA) grant application is now on the local Mental Health Docket with the local court system and would involve Peer Recovery Services.

Developmental Services –

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

Ms. O'Keefe stated the Franktown House welcomed a new housemate.

Ms. O'Keefe stated case managers completed the Support Coordinator Quality Review survey and submitted them to the Department of Behavioral Health and Developmental Services (DBHDS) for review.

Ms. O'Keefe stated recently the Department of Behavioral Health and Developmental Services (DBHDS) made some specific staff changes to the regional Community Resource Consultants.

Human Resources & Finance Director –

Mr. Dix stated open positions are MH/SA Clinician/ES Clinician, QMHP, MH Facility Technician, DD Aides, and DS Drivers.

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

IT Director –

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

Mr. Greene stated the retreat questionnaire was posted on ESCSB's website.

Ms. Angel Shrieves conducted HIPAA training for those in attendance. It was determined that such a session should be conducted on an annual basis.

Old Business –

Ms. Sedjat stated forty-nine employees responded to the retreat questionnaire. Responses were generally favorable.

New Business –

There was none.

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

The next board meeting will be Tuesday, March 10, 2020, at 9:00 am.

At 10:41am Mr. Elliott made a motion that the board convene a closed session for the purpose of holding a discussion of a personnel issue and also pending litigation, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia of 1950, as amended. The motion was seconded by Mr. Hubbard and all board members present voted in favor of the motion. A discussion followed. Ms. Williams left the meeting. At 10:49am Mr. Elliott made a motion that the board reconvene in open session and that a roll call vote be taken and recorded on the motion so that each member voting 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 Ms. Wilson. All members present voted in favor of the motion. Chairman Bloxom then polled those present as to compliance with the motion. Voting in favor were Mdmes. Langley, Wilkerson and Wilson and Messrs. Hubbard, Elliott and Bloxom (all board members present). At 10:52am Ms. Wilson made a motion to adjourn the open meeting. Mr. Hubbard seconded the motion and all members voted in the affirmative.

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

These minutes are subject to full Board Approval.