

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
January 14, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 14, 2020 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

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, III, Director of Finance and Administration
Mrs. Molly Walker, Director of Clinical Services & Quality Improvement
Ms. Kathleen O'Keefe, Developmental Services Program Director
Mr. Damien Greene, IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Mrs. Eve Belote
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.

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

Ms. Sedjat welcomed Ms. Kim Wilkerson, Northampton County Board Member. She gave a short talk and everyone introduced themselves.

Mr. Bloxom stated Ms. Annis's and Ms. Taylor's term on the board had expired on December 31, 2020.

Approval of Minutes –

Mr. Elliott made a motion to approve the December 10, 2019 minutes with edits. Ms. Langley seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Policies for Revision: HR 416-Identification Badges, HR 472-Conflict of Interest (Outside Employment).

Policy for Review: HR 476-Conflict of Interest (Employment or Supervision of an Employee's Spouse or Relative of the Same Household)

Ms. Wilson made a motion to approve these policies. Mr. Elliott 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 January 1, 2020, the ESCSB had to utilize 2 safety net beds at Eastern State Hospital (ESH) for the month of December.

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

Ms. Sedjat stated she would post the Independent Reviewer 15th report on the ESCSB website.

Ms. Sedjat passed around the proposed rates and new services.

Ms. Sedjat passed around the Virginia Premier Issue update.

Ms. Sedjat reviewed the Governor's Proposed Budget.

Ms. Sedjat passed around the VACSB Annual Report 2019 with a revised copy of page 54.

Ms. Sedjat stated there is a therapy dog in training on site.

Ms. Sedjat passed around an updated acronym list.

Ms. Sedjat stated Angel Shrieves will do a HIPAA training at the next board meeting.

Treasurer's Report –

For the month of November, expenses exceeded revenue by approximately \$273 thousand; however on a YTD basis revenues exceed expenses by approximately \$561 thousand. While we would expect a certain amount of softness in the monthly totals due to the three payroll month and holiday schedule, service related billing was particularly weak across the board. Credible billing totaled \$524 thousand for the month. This total is less than November 2018's billing of \$610 thousand, the larger variance in MTD totals does result in a reversal of YTD trend in that

we are now modestly behind the FY19 pace, (\$2,819 vs. \$2,859). As you would infer, November billing is less than that of September and October, \$565 thousand and \$582 thousand, respectively. Levels of federal and state funding were of anticipated recurring amounts.

The balance sheet is in a sound position to weather some seasonal slowness. Cash balances have increased by approximately \$1.4 million from the year ago period. It bears repeating that we could see current cash balances drift lower as lump sum federal funding , as well as certain ES related funds are expended according to budget.

The MOA with ESRH has been ratified. We will begin billing for clinician services immediately. Other recently signed MOA's include those with Little Hands Little Feet and the Eastern Shore Community College.

County approvals for our line of credit have been obtained and are now on file. 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.

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. There are three bids to remove fuel tanks from our Greenbush location.

- Jones & Frank: \$29,699
- MidAtlantic Petroleum: \$18,850
- Delmarva Petroleum \$9,662

All proposals are comparable in scope. Delmarva has recently completed a project at Doughty's Market in Melfa. We reached out to the owner of the site who was very pleased with the work product. It is our recommendation to proceed with Delmarva Petroleum.

There has been no activity with regard to our Nassawadox real estate holdings since our last meeting. Andy Mason indicates he has posted details of the listing to other online sites in an attempt to garner interest.

The legal update was provided during executive session.

Mr. Dix proposed to obtain Delmarva Petroleum to remove fuel tanks from Greenbush location. Mr. Elliott made a motion to approve. Mr. Hubbard seconded and it was unanimously approved by a voice vote.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

Mrs. Bulin was unable to attend.

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

Ms. Sedjat stated she and Mrs. Bulin met with the Sheriff's Department in reference to the services provided by Peer engagement specialists as well as other services that the CSB can provide on site.

Ms. Sedjat stated the mobile unit now has 4 sites to provide services in the community on a weekly basis.

Ms. Sedjat stated Mrs. Bulin and a contracted grant writer are working on a grant that is due January 24, 2020. The goal of the grant will be to begin a Mental Health Docket on the Shore.

Developmental Services –

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

Ms. O'Keefe passed around a Medicaid memo which was released on December 30th addressing the Medicaid issue throughout the state of Virginia.

Human Resources & Finance Director –

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

IT Director –

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

Old Business –

There was none.

New Business –

Mr. Bloxom stated there is a potential candidate to fill Ms. Annis's position on the Board from Accomack County. Accomack County Board of Supervisor's to approve.

Mr. Bloxom stated they needed to elect officers. Ms. Wilson has accepted Secretary, Mr. Hubbard has accepted Vice-Chairman, and Mr. Elliott has accepted Treasurer. Ms. Williams made a motion to approve officers, Ms. Langley seconded. The motion was passed unanimously by a voice vote.

Mr. Bloxom accepted the Chairman position for 2020. Mr. Elliott made a motion to approve, Ms. Wilson seconded. The motion was passed with a voice vote with Mr. Bloxom abstaining.

Slate of Officers for 2020 are as follows:

Mr. Bloxom-Chairman
Mr. Hubbard-Vice-Chairman
Ms. Wilson-Secretary
Mr. Elliott-Treasurer

Ms. Sedjat handed out copies of Financial Disclosure Statements that are due from Northampton County for Ms. Langley and Ms. Wilkerson.

Ms. Sedjat handed out the CD on Virginia Freedom Conflict Training for Ms. Langley and Ms. Wilkerson to review.

Ms. Sedjat passed around the signup list for the Anniversary Luncheon for 2020.

Ms. Sedjat stated the acronym list will be updated next month.

Mr. Bloxom will check with Northampton County Administrator to see if Ms. Taylor can be reinstated as a Board Member at Large.

Mr. Elliott 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 10:16 am.

The next board meeting will be Tuesday, February 11, 2020, at 9:00 am.

At 10:22am Ms. Williams made a motion that the board convene a closed session for the purpose of holding a discussion of pending litigation, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia of 1950, as amended. Ms. Wilson seconded the motion. The executive session was adjourned at 10:29am, at which time 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 who votes 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. Chairman Bloxom then called for the vote required in the motion. Voting in the affirmative were Mdmes. Wilson, Williams, Langley and Wilkerson and Messrs. Bloxom, Hubbard and Elliott, which represented all board members present. Ms. Wilson made a motion to adjourn the open meeting at 10:32am, which was seconded by Mr. Hubbard.

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