

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
March 10, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 10, 2020 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mrs. Eve Belote
Mr. Robert Bloxom
Mr. Richard Freeman
Mr. Richard Hubbard
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
Mr. Damien Greene, IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Andre Elliott
Ms. Janice Langley
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.

Mr. Bloxom, Chairman, called the meeting to order at 9:01 am.

Approval of Minutes –

Mr. Freeman made a motion to approve the February 11, 2020 minutes. Ms. Wilkerson seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Policy for Revision: HR 013-Consumer's Right to Access Medical Record

Mr. Freeman made a motion to approve this policy with 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 March 1, 2020, the ESCSB had to utilize 2 safety net beds at Eastern State Hospital (ESH) for the month of February.

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

Ms. Sedjat passed around and reviewed the Same Day Access report from the DBHDS.

Ms. Sedjat passed around the DOJ Stakeholder report.

Ms. Sedjat stated the winter retreat survey was overall very positive.

Ms. Sedjat passed around an updated acronym list.

Ms. Sedjat read thank you notes thanking Kelly Young and Kathy O’Keefe for all they do for the ESCSB.

Ms. Sedjat stated Accomack County Health Department, in collaboration with Community Partners, sent out a letter in regard to outbreak of COVID-19.

Ms. Sedjat stated she attended the Virginia Nursing Foundation meeting where they were tackling mental health issues.

Ms. Sedjat stated Randy Smith will be doing Active Shooter Training on March 6, 2020-Dunne Avenue office, March 27, 2020-Prevention office, and April 10, 2020-Parksley Behavioral Healthcare office.

Ms. Sedjat stated there will be an Executive Session following this meeting.

Ms. Sedjat stated Mr. Andre Elliott will attend the Anniversary Luncheon on March 19, 2020. Mrs. Belote will attend the April luncheon, Mr. Bloxom will attend the May luncheon, and Ms. Wilson will attend the June luncheon.

Treasurer’s Report –

For the month of January revenue exceeded expenses by approximately \$44 thousand; on a YTD basis revenues have exceed expenses by approximately \$627 thousand. This compares to MTD and YTD net revenue from the prior year period of \$60 thousand and \$30 thousand, respectively.

Credible billing totaled \$614 thousand for the month. On a sequential basis we saw modest increases across the services areas. On a divisional basis however, Developmental Services experienced increases in both Day Support and Residential; the combination of which having the most substantial impact to the total performance. The MTD total is roughly flat when in

comparison to January 2019, FY20 and FY19 YTD totals are essentially unchanged, (\$3,995 vs. \$4,000). Sequentially speaking, January billing exceeds that of any month in this current fiscal year.

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 were generally flat while accounts receivable experienced a modest increase.

We have received our renewal package from The Local Choice for renewal our company sponsored health insurance plan. The CSB is in the unenviable position of managing a proposed increase of 14.5% due to elevated claim volumes experienced in the prior period. Analysis and a recommendation is included herewith.

The CSB has submitted its renewal package to VACORP for its P&C insurance.

Royal Farm fleet cards have been obtained and are being distributed to vehicles. An employee acknowledgement is being obtained from all users prior to roll out.

DBHDS' follow up review of last year's Audit has been put on pause due to the unexpected extended absence of the senior reviewer.

The CSB's interim financial reporting was submitted to DBHDS in February.

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. Outside of the tank removal process (permitting phase), there are no capital projects currently underway.

An offer was presented for the purchase of Mendisadd's real estate assets in Nassawadox. The offer was approved pending inclusion of a kick out clause and a good faith effort to negotiate the down payment.

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 she has been meeting with peers and clinicians to troubleshoot any areas of concern.

Ms. Walker stated Shakira Miller has been assigned as the Functional Family Therapy clinician.

Ms. Walker stated there is a SDA meeting twice a month.

Ms. Walker stated she met with Marcus Riley, 4H representative, to discuss program and associated opportunities for individuals receiving services.

Ms. Walker stated there were 89 intakes completed during the month of February.

Ms. Walker stated Ms. Bailey's last day was March 5, 2020.

Ms. Walker stated Ms. Adair has continued to audit charts and has been following up on any outstanding documentation with staff on a regular basis.

Ms. Walker stated Ms. Wharton has been closing and transferring Ms. Olsen's caseload due to the regulatory changes.

Ms. Walker stated Ms. Wharton will be the clinician on the mobile unit.

Ms. Walker stated there is a census of 286 MH/SA Case Management clients with a target of 300. There was one reallocation out of state in January.

Ms. Walker passed around the calendar of Psych-Social Rehab Services.

Ms. Walker, Ms. Bulin, and Ms. Wharton met with Dr. Hollandsworth of Eastern Shore Rural Health to further discuss how they will be working collaboratively with the provision of MAT services on the Shore.

Everyone introduced themselves and told what department they worked in to Mr. Freeman.

Prevention-

Mrs. Bulin was unable to attend. Ms. Sedjat referenced her board report that is appended herewith.

Developmental Services –

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

Ms. O'Keefe stated residential services are continuing to shape services, supports, and sites to meet HCBS standards.

Ms. O'Keefe stated the case management team will be meeting with Department of Rehabilitation Services to discuss the success and continued oversight of individuals who have chosen to work on the Shore.

Ms. O'Keefe stated the state has shifted staffing oversight of Computerized Human Rights Information System.

Ms. O'Keefe stated they are monitoring coronavirus and flu prevention.

Ms. Wilson stated she sent thank you notes to Onley Methodist Church and Eastern Shore Food Bank.

Human Resources & Finance Director –

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

Mr. Dix referenced the financial report for the month ended January 31, 2020.

IT Director –

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

Old Business –

There was none.

New Business –

Mr. Bloxom stated they would work towards getting the supervisors evaluation form next month.

Ms. Belote 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 10:30 am.

The next board meeting will be Tuesday, April 14, 2020, at 9:00 am.

At 10:35am Chairman Bloxom called the open meeting back in session. Ms. Belote made a motion that the board convene a closed session for the purpose of holding a discussion of pending litigation and a personnel issue, pursuant to Section 2.2-3711(A)(1) of the code of Virginia of 1950 as amended. Ms. Wilson seconded that motion. A discussion followed. At 10:46am Ms. Belote 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 the affirmative 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. That motion was also seconded by Ms. Wilson. Chairman Bloxom then polled the board as required by the motion and all members present responded in the affirmative. At 10:48am Mr. Hubbard made a motion that to adjourn which was seconded by Mr. Freeman. All board members voted to adjourn the meeting.

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