

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**June 16, 2020**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 16, 2020 at the Administration office, 24233 Lankford Highway, Tasley, VA, 23441.

**Members Present:**

Mrs. Eve Belote-Conference call  
Mr. Robert Bloxom  
Mr. Andre Elliott  
Mr. Richard Freeman  
Mr. Richard Hubbard  
Ms. Janice Langley-Conference call  
Ms. Kim Wilkerson-Conference call  
Ms. Gina Williams-Conference call  
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. 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

Mr. Bloxom, Chairman, called the meeting to order at 9:03 am.

Ms. Wilson stated she sent cards to the employees that were out ill due to COVID-19. The ESCSB was expressing appreciation for their work and praying for them a speedy recovery. She had also inquired if coping skill literature or healing measures to handle anxiety be sent to the COVID-19 victims and families of Perdue and Tyson's Poultry Plants.

**Approval of Minutes –**

Mr. Elliott made a motion to approve the March 10, 2020 minutes. Mr. Hubbard seconded, and they were unanimously approved by a voice vote.

**Public Comment –**

There was none.

## Items Requiring Board Action –

Approval of ESCSB P&P QI 003-Monitoring and Evaluation of Service Quality

Policies for Revision:

Approval of ESCSB P&P revised HR-408-Initial and Annual In-Service Trainings

Approval of ESCSB P&P revised HR 640-Bereavement Leave

There was discussion.

Ms. Wilson made a motion to approve these policies with edits that were deemed necessary. Mr. Freeman seconded, and they were approved by a voice vote with one opposing vote.

## Executive Director –

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

Ms. Sedjat gave an update on pending litigation.

## Treasurer's Report –

For the month of April expenses have exceeded revenue by approximately \$51 thousand; on a YTD basis revenues have exceed expenses by approximately \$760 thousand. This compares to MTD and YTD net revenue from the prior year period of \$146 thousand and \$595 thousand, respectively.

Credible services totaled \$476 thousand for the month. On a sequential basis we have experienced declines across nearly all programs.

|                  | April   |         |        |
|------------------|---------|---------|--------|
|                  | 2020    | 2019    | % Var. |
| AssessEval Total | 4,588   | 9,448   | -51%   |
| CMonitor Total   | 146     | -       | -      |
| CRISISTAB Total  | 6,966   | 11,826  | -41%   |
| DS CMGMT Total   | 51,587  | 50,608  | 2%     |
| DS DAYSUP Total  | 34,921  | 113,114 | -69%   |
| DS INTRES Total  | 143,278 | 137,006 | 5%     |
| DS SUPPORT Total | -       | 5,865   | -100%  |
| DS SUPRES Total  | 38,740  | 36,695  | 6%     |
| ES Total         | 4,280   | 8,728   | -51%   |
| MED SERV Total   | 27,619  | 29,470  | -6%    |
| MH CMGMT Total   | 87,502  | 85,543  | 2%     |
| MH PSYCH Total   | 21,637  | 27,816  | -22%   |
| MHOP Total       | 45,177  | 38,323  | 18%    |
| MHSB Total       | 3,984   | 4,399   | -9%    |
| SA CMGMT Total   | 1,848   | 2,175   | -15%   |
| SAOP Total       | 8,614   | 11,276  | -24%   |
|                  | 480,887 | 572,291 | -16%   |

*Note: variances may arise in totals based upon dynamic nature of Credible reporting*

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

In conjunction with the cessation of or declines in our PSR and Group Day programs we have experienced a reduction in transportation related revenue. April's total was partially offset by an accounting adjustment.

Significant declines in revenue have forced the CSB to take active measures to preserve its financial position. The following actions have been implemented:

- Layoffs/furloughs
- OT prohibition
- Mendisadd rent reduction

Between these active measures and that of passive savings, e.g., fuel expense, etc., we anticipate having taken in excess of \$100 thousand of monthly run rate expense out of the CSB.

The balance sheet of the CSB remains in a satisfactory condition. Cash balances have trended up slightly as A/R has declined. We do anticipate liquidity levels to move down moderately.

VACORP has renewed the CSB's P&C and WC policies at comparable cost to FY20. DBHDS' follow up review of last year's Audit has been assigned to a new individual.

The CSB's FY21 budget is due for submission through the CARS reporting software by 6/24.

The CSB is providing weekly financial reporting to DBHDS to allow for system wide tracking of financial health.

We have submitted the fourth analysis of Medicaid expansion to DBHDS which is to be compiled and presented to the state legislature.

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 there are no capital projects currently underway.

The entity associated with the purchase contract continues to move forward with inspections of the property. Fundraising is ongoing and we do not expect closing the transaction by 6/30. We anticipate request for an extension and I would support this action.

Budget – The FY21 budget was put forth for approval and approved as presented to include merit increases at the end of Q1 subject to management's concurrence of the sufficiency of improvement in financial performance of the CSB to absorb the incremental cost thereof.

### **Disability Program Reports-**

### **Clinical Services and Quality Improvement –**

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

Mrs. Walker stated she received unfortunate news of Jeannie Adair's passing. She will be missed and was a valued member of ESCSB. She will be remembered for her professionalism, humor, and positive attitude.

Mrs. Walker stated she coordinated with the program supervisors regarding tentative plan for reopening post COVID-19.

Mrs. Walker stated she initiated bi weekly staffings with clinicians with one focused on administrative supervision and the other focused on clinical supervision.

Mrs. Walker stated she processed with clinicians the importance of managing caseloads and discharge planning.

Mrs. Walker stated she revised discharge letter for consumers.

Mrs. Walker stated she developed with Mrs. Bulin and Mr. Dix a grant fund request form and process to follow when requesting funds.

Mrs. Walker stated she, Ms. Wharton, and Ms. Adair met with Ms. Sedjat on May 12, 2020 to discuss the Dashboard report from DBHDS.

Mrs. Walker stated there is a census of 309 MH/SA Case Management clients.

#### **Prevention-**

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

Mrs. Bulin stated the ESCSB Prevention office continues to modify service delivery strategies to engage consumers due to COVID-19.

Mrs. Bulin stated new service strategies include the Community Youth Art Contest.

Mrs. Bulin stated the ESCSB had applied for eight grants and two had been denied.

#### **Developmental Services –**

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

Ms. O'Keefe stated the day program location in Exmore has been renovated.

Ms. O'Keefe stated there will be changes to the PCP/ISP in WaMs effective July 1, 2020.

#### **Human Resources & Finance Director –**

Mr. Dix referenced the financial report for the month ended April 30, 2020.

#### **IT Director –**

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

Mr. Greene stated proposals for the migration of the agency's premise-based Microsoft Exchange email system over to Microsoft's 365 Premium Business email system will occur sometime after July 1, 2020.

Mr. Greene stated the Universal Service Administrative Company has provided Funding Commitment letters for 4 telecom circuits.

**Old Business –**

There was none.

**New Business –**

Mr. Bloxom stated board members please send Ms. Sedjat's evaluation to him by the end of the month.

Mr. Freeman made a motion to adjourn the meeting and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:31 am.

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

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