

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
July 14, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, July 14, 2020 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

Members Present:

Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Freeman
Mr. Richard Hubbard
Ms. Janice Langley-Conference call
Ms. Kim Wilkerson-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

Absent:

Mrs. Eve Belote
Ms. Gina Williams

Mr. Bloxom, Chairman, called the meeting to order at 9:05 am.

Ms. Wilson passed around a thank you card from Ms. Langley.

Approval of Minutes –

Mr. Freeman made a motion to approve the June 16, 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 Financial & Reimbursement P&P FR 044-Unclaimed Property

Approval of ESCSB Financial & Reimbursement P&P FR 045-Investments

Mr. Elliott made a motion to approve these policies. Mr. Freeman seconded, and they were unanimously approved by a voice vote.

Mr. Dix gave an update on pending litigation.

Executive Director –

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

Ms. Sedjat passed around the Outreach message for July, 2020, Expectation-setting needed on the DOJ Settlement Agreement.

Ms. Sedjat passed around the letter and response on the VOSH employee complaint.

Ms. Sedjat passed around the DBHDS financial audit results.

Ms. Sedjat stated the banner was very much appreciated and is sending a clear and positive message.

Ms. Sedjat passed around the audit from the DBHDS on SDA during COVID-19.

Ms. Sedjat reviewed the DBHDS Dashboard report.

Treasurer's Report –

For the month of May expenses have exceeded revenue by approximately \$160 thousand; on a YTD basis revenues have exceed expenses by approximately \$665 thousand. This compares to MTD and YTD net loss from the prior year period of \$246 thousand and YTD net revenue of \$349 thousand, respectively.

Credible services totaled \$469 thousand for the month. Programs which continue to experience the most severe declines in reimbursement include Day Support, MH Psych Social and Med Services.

Levels of state funding were of anticipated recurring amounts. We received an increase in allocation of \$42,378 for the Children's Mental Health Block Grant which is reflected in an increase in Federal receipts for the month.

In conjunction with the cessation of or declines in our PSR and Group Day programs we have experienced a reduction in transportation related revenue. You will note these declines in May's revenue totals. The individual who manages Logisticare billing on behalf of CSB will be retiring at the end of August. Given the collapse in transportation revenue, we intend to consolidate transportation billing into a single individual currently operating out of BHC until such time as reimbursable levels revert to prior volume.

The balance sheet of the CSB remains in a satisfactory condition. We have entered the phase in the cash conversion cycle where lower levels of reimbursable service activity are being collected; as a result we have experienced a modest decline in liquidity during the month.

DBHDS' follow up review of last year's Audit has been completed. Their review indicated management has implemented all but one corrective action plan. The Unclaimed Property Policies and Procedures had not been updated, but the CSB updated the policy during the course of this follow-up process and will present it for Board approval at the July 2020 meeting. The follow up review indicated a corrective action plan was not complete for one of 16 findings.

External audit staff from Robinson, Farmer, Cox & Associates is on site (7/13-14) doing preliminary fieldwork for the FY20 audit.

The CSB's FY21 budget has been submitted to, and accepted by DBHDS.

The CSB continues to provide weekly financial reporting to DBHDS to allow for system wide tracking of financial health.

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. Tank removal is complete; we are fulfilling certain reporting obligations to DEQ for final closure. The entity associated with the purchase contract continues to move forward with inspections of the property. We have extended the contract through 7/31.

The legal update will be provided during executive session.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Mrs. Walker welcomed Kristee Trumbo, MH/SA Outpatient Services Coordinator.

Mrs. Walker stated there will be DLA-20 training from September to November. Ms. Trumbo and Mrs. Walker will attend.

Mrs. Walker stated she conducted case review with DDS, Therapeutic Interventions, and ESCSB staff.

Mrs. Walker stated there are currently 312 MH/SA Case Management clients.

Mrs. Walker referenced the SA outpatient services in the dashboard report.

Mrs. Walker stated the psycho-social rehab services regular programming stopped March 27, 2020.

Mrs. Walker stated the Emergency Services Dept. offered a support group to the Northampton Sheriff's department.

Mrs. Walker stated Ms. Sedjat, Ms. Shrieves, Mr. Smith and she attended an RCA quarterly review meeting on June 8, 2020.

Prevention-

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

Mrs. Bulin stated on June 25, 2020 the ESCSB Prevention Office hosted a parking lot ACEs Parent and Family Nutrition Workshop. More than 50 adults attended.

Mrs. Bulin stated the Prevention staff promoted the Family Wellness Youth Art Contest. Over 10 submissions were received and the winners will be announced July 15, 2020.

Mrs. Bulin stated both Accomack and Northampton schools would be reopening in the fall. Accomack County staff will be trained on the pandemic.

Mrs. Bulin stated the HRSA Network, and the SAMHSA Covid-19 emergency response Suicide Prevention grant had been awarded.

Mrs. Bulin stated there have been 100 shows for ESCSB on WESR radio.

Mrs. Bulin stated the mobile unit may be coming back in September.

Developmental Services –

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

Ms. O’Keefe stated two residence’s would open next week.

Ms. O’Keefe passed around the On-Site Visit Tool, the Annual Risk Awareness Tool, and the Crisis Risk Assessment Tool.

Ms. O’Keefe stated there were two audits last month and another coming up.

Human Resources & Finance Director –

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

IT Director –

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

Mr. Greene went over the Microsoft 365 Email Status, Ethernet Switch Replacement in the Agency’s Data Center, Credit Performance Issues, Avaya System Support Renewal, and Windows System Patches.

Mr. Bloxom thanked everyone for their reports.

Old Business –

The board members met to go over Ms. Sedjat's evaluation and goals for the upcoming year.

New Business –

There was none.

Mr. Elliott made a motion to adjourn the meeting and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:37 am.

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

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