

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
October 13, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 13, 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-Conference call
Ms. Janice Langley-Conference call
Ms. Kim Wilkerson
Ms. Gina Williams-Conference call

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. Joan Wilson

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

Approval of Minutes –

Ms. Wilkerson made a motion to approve the September 15, 2020 minutes with edits.
Mr. Elliott seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

There was none.

Executive Director –

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

Treasurer's Report –

For the month of August revenues exceeded expenses by approximately \$171 thousand. As a point of comparison, the revenue surplus resulting from August 2019 operations equaled \$28 thousand. The YTD revenue surplus for FY21 versus FY20 equals \$316 thousand and \$139 thousand, respectively.

Credible services totaled \$490 thousand for the month which is generally in line with budget expectations.

Levels of state funding were of anticipated recurring amounts during the month. Receipts were bolstered by the receipt of \$150 thousand of regional funding associated with ES and expense reimbursement.

The balance sheet of the CSB remains in a satisfactory condition. Cash balances have drifted up and have exceeded \$3 million. We would expect a modest decline in this total given the purchase of Nutanix servers, merit increases and a three payroll cycle month in October.

The CSB will be submitting its Federal Balance Report to DBHDS this week. The reporting will calculate spent/unspent dollars by fund type to coincide with the Federal fiscal year end.

The CSB will file an unclaimed property report with the state by month end which resolves the last outstanding issue associated with the 2018 DBHDS internal audit.

It continues to be the case that Mendisadd is able to defray the cost of improvements to its real estate assets despite reduced cash flow from operations. We have however amended inter-entity leases to reinstate normalized lease expense – effective October 1st.

The entity associated with the purchase contract of our Nassawadox real estate is pursuing a dual track of preparing a financial package for review while continuing to explore fundraising efforts.

The next capital project taking shape appears to be the roof of Prevention. We solicited four bids, two declined to quote the job. The prevailing contractor offered four different solutions.

Regarding HVAC, Jeff and I met with our HVAC contractor discuss a plan of action regarding pending equipment needs, filter upgrades to comply with new DOLI guidelines and inclusion of UV light into certain air handling units. We are currently compiling this output.

The ESCSB awaits outcome of the initial motion in re: the Oreze matter.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

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

Developmental Services –

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

Human Resources & Finance Director –

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

IT Director –

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

Mr. Bloxom announced they would go into the Strategic Planning Meeting. A session ensued whereby progress was measured against the existing plan with certain new initiatives included for the upcoming year.

Old Business –

There was none.

New Business –

Mr. Freeman made a motion to approve the Board Diversity Statement and Mr. Elliott seconded. The motion was passed unanimously by a voice vote.

Mr. Elliott made a motion to adjourn the meeting and Mr. Freeman seconded. The motion was passed unanimously and the meeting adjourned at 11:20 am.

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

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