

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
September 15, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, September 15, 2020 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

Members Present:

Mrs. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Freeman
Mr. Richard Hubbard-Conference call
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:

Ms. Gina Williams

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

Approval of Minutes –

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

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Dix and Mrs. Sanderson presented the following policies for approval:

Approval of ESCSB P&P HR 444-Diasters

Approval of ESCSB P&P SRM 028-Infectious Disease

Approval of ESCSB Infectious Disease (COVID-19) Preparedness and Response Plan

There was discussion.

Ms. Belote made a motion to approve these policies. Mr. Freeman 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 she was unable to review the DBHDS Dashboard report because the DBHDS did not send their report.

Ms. Sedjat reviewed the Interim Facility Director DBHDS Announcements.

Ms. Sedjat reviewed the VACSB Annual Report.

Ms. Sedjat stated she and John Konkel met with Caroline Bott, Constituent Services Representative for Congresswoman Elaine Luria to discuss concerns regarding the situation that Emergency Services staff face due to the hospital bed shortages statewide.

Ms. Sedjat reviewed the brief talking points on Executive Order 70.

Ms. Sedjat stated there will be a Strategic Plan update at the October 13, 2020 meeting. There was discussion.

Ms. Sedjat passed around licensing regulations and proposed changes.

Treasurer's Report –

For the month of July revenue exceeded expenses by approximately \$145 thousand; given the fact that July represents the first fiscal month of FY21 the YTD total will be equivalent to July's results. As a point of comparison, the revenue surplus resulting from July 2019 operations equaled \$112 thousand. Management has moved forward with the merit based increases to be effective with payroll period beginning 9/27.

Credible services totaled \$561 thousand for the month. The CSB received favorable treatment from DMAS in that we were able to bill for retainer payments for certain Day Support consumers – this total equated to \$84 thousand. We do not have further guidance

at this time as to any continuation of this support payment.

Levels of state funding were of anticipated recurring amounts during the month.

The balance sheet of the CSB remains in a satisfactory condition.

External audit staff from Robinson, Farmer, Cox & Associates (RFC) was on site for two days in September to complete field work for their FY20 auditing efforts.

In addition to RFC we have completed audit work for both workers' compensation and HUD during the month of September.

The CSB's EOY CARS filing was submitted to DBHDS in advance of the 8/31 deadline. The frequency of other reporting (liquidity, operational, COVID expense) has been reduced to that of a monthly requirement.

There are positive developments to report regarding staffing. Both open positions (Reimbursement/Accounts Payable) have been filled.

It continues to be the case that Mendisadd is able to defray the cost of improvements to its real estate assets with reduced cash flow from operations. We do however resolve to normalize rent between CSB and Mendisadd by the end of Q1 – subject to satisfactory financial performance. The entity associated with the purchase contract continues to move forward with inspections of the property. The next capital project taking shape appears to be the roof at Prevention. We are in the process of reaching out to contractors. One bid has been received while we await another. John Castagna is currently reviewing HVAC systems and is preparing a replacement schedule in addition to a maintenance plan to maintain compliance with Governor Northam's emergency workplace standards.

The proposed purchaser of our real estate in Nassawadox has revised his proposal to include seller financing. The Board of Directors instructed The Director of Finance to seek out more information about the buyer.

Stewart Hall, Deputy Administrator Public Works & Facilities for Accomack County has requested that Mendisadd house temporary signage (think VDOT trailer sign) notifying residents that the voter registration office has been moved to the location at Sawmill Park.

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

Mr. Freeman stated on behalf of the board he would like to give special recognition to Mr. Dix and staff for all their hard work with the auditors.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Mrs. Walker stated she, Ms. Trumbo, and Ms. Farlow were trained to complete DLS 20.

Mrs. Walker stated intakes were up to 71 compared to 80 last August.

Mrs. Walker will include a diversity and race table next month.

Prevention-

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

Mrs. Bulin stated the prevention program is back in the Accomack and Northampton schools and Head Start and also 200 students in the virtual lessons.

Mrs. Bulin stated the mobile unit is back at the jail and Chincoteague and is developing Perdue and Tyson sites that may be up by November.

Mrs. Bulin stated the ESCSB received a \$115,000 opioid prevention grant monitoring alcohol, tobacco, and trauma and are working on a new trauma prevention grant for children and families.

Mrs. Bulin stated September is Suicide Prevention Awareness month and have distributed 15,000 posters on the Eastern Shore.

Developmental Services –

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

Ms. O’Keefe reviewed the list of services provided through waiver. There are 2 community living waivers, 4 other waivers. There were 14 and has been increased to 23 that need to be reviewed.

Ms. O’Keefe stated if anyone knows of any qualified Developmental Disabilities Aides, please have them apply. There is not enough staff to fill the shifts.

Ms. O’Keefe stated the day support program has 25 individuals.

Human Resources & Finance Director –

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

Mr. Dix referenced the ESBSB recruitment.

Mr. Dix stated there would be a merit 2% overall increase for eligible individuals and 3% for those who received a rating of Exceeds on their annual evaluation.

IT Director –

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

Mr. Greene reviewed the Nutanix update.

Mr. Greene reviewed the Ethernet Switch Replacement in the agency's data center.

Mr. Greene went over the Outlook 2013 conversion.

Mr. Greene stated credible issues have gotten better and improved significantly upgrades.

Old Business –

There was none.

New Business –

Mr. Bloxom stated would everyone bring one item for the Strategic Planning Meeting to discuss next month.

Mr. Bloxom passed around the DBHDS Division of Community Services position statement on Racism, Race-based Trauma and Behavioral Health, and Diversity Statement. There was discussion and whether the employees need to receive it. There will be edits next month.

Mr. Elliott made a motion to adjourn the meeting and Mr. Freeman seconded. The motion was passed unanimously and the meeting adjourned at 10:47 am.

The next board meeting will be Tuesday, October 13, 2020, at 9:00 am.

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