

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
November 10, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 10, 2020 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

Members Present:

Mrs. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Ms. Janice Langley-Conference call
Ms. Kim Wilkerson
Ms. Gina Williams-Conference call
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, Director of Finance and Administration
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:

Mr. Richard Freeman
Mr. Richard Hubbard
Mrs. Molly Walker, Director of Clinical Services & Quality Improvement

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

Approval of Minutes –

Mr. Elliott made a motion to approve the October 13, 2020 minutes with edits. Ms. Wilson seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of ESCSB P&P SRM-030-Root Cause Analysis.

Mrs. Belote made a motion to approve this policy with one change. Ms. Wilkerson seconded, and it was unanimously approved by a voice vote.

Executive Director –

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

Ms. Sedjat reviewed the ESCSB Employee Satisfaction Survey 2020. There was discussion.

Ms. Sedjat passed around an article that featured Cotina Strand, employee at ARC House, in the October Eastern Shore First.

Ms. Sedjat passed around an article that mentioned CIT in an edition of the Eastern Shore Post.

Ms. Sedjat read an email from a previous client of Diane Farlow.

Ms. Sedjat stated the end of year Retreat will be virtual on December 11, 2020 beginning at 8:30 am.

Ms. Sedjat stated please pass along to our local and state decision makers the following message: Effective and available community services for individuals with behavioral health and developmental disability needs prevent crisis and make healthy and productive community living possible. Investing in these services mean healthier, more vibrant communities.

Ms. Sedjat reviewed the letter from the DBHDS to Ms. O’Keefe regarding the Support Coordinator/Case Management quality review submissions in which our CSB scored 100%.

Treasurer’s Report –

The CSB generated a net operating deficit of close to \$9 thousand for the month of September. As a point of comparison, the revenue surplus resulting from September 2019 operations equaled \$182 thousand. The contrast in operating performance is not as stark

as the bottom line may lend you to believe. The timing of receipt of certain regional funds in FY20 contributed to this variance. The YTD revenue surplus for FY21 versus FY20 equals \$335 thousand and \$339 thousand respectively.

Credible services totaled \$468 thousand for the month which is somewhat soft as we consider the budget forecast. Mental health outpatient and Medical services are operating at less than 70% of budgeted volume. Given the outlay of personnel expense associated with these departments, this merits monitoring.

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

We expect our MOA with ESRH to run through May of 2021. This agreement compensates the CSB for clinical hours CSB clinicians spend on site at RH in addition to up to two hours per week of consulting psychiatric staff.

The MOA with NASA has been put on hold indefinitely until such time as COVID related conditions permit access to the site.

The balance sheet of the CSB remains in a satisfactory condition. Liquidity balances remain adequate.

The CSB filed its unclaimed property with the State during the month.

The annual budget request for Accomack County is due by November 27th. We expect to file our submission this week in advance of the deadline. We anticipate requesting a 2% increase. Funding was held constant for FY21 despite our request for an increase due to COVID related budget concerns.

We are in possession of a draft version of our FY 20 audit and would expect to receive the final draft at any time. I anticipate distributing hard copies at the next board meeting.

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 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 pursue fundraising efforts. Our current contract extension runs through November 30th. We may wish to discuss inhabiting the space to meet spatial requirements associated with additional clinical staff.

The legal update will be provided in executive session.

Mr. Dix stated Ms. Sanderson, Human Resources Coordinator, is retiring mid-December.

Ms. Belote made a motion that the board convene a closed session for the purpose of holding a discussion of pending litigation, pursuant to Section 2.2-3711(A) (1) of the code of Virginia of 1950 as amended. Ms. Wilkerson seconded that motion. A discussion followed. 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.

Disability Program Reports-

Clinical Services and Quality Improvement –

Mrs. Walker was unable to attend.

Ms. Sedjat 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 September 30, 2020.

IT Director –

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

Old Business –

There was none.

New Business –

There was none.

Ms. Wilson made a motion to adjourn the meeting and Mrs. Belote seconded. The

motion was passed unanimously and the meeting adjourned at 10:49 am.

The next board meeting will be Tuesday, December 8, 2020, at 9:00 am.

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