

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
December 8, 2020

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, December 8, 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. 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

Absent:

Mrs. Eve Belote
Ms. Kim Wilkerson

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

Approval of Minutes –

Mr. Freeman made a motion to approve the November 10, 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.

Ms. Sedjat stated the ESCSB utilized 0 safety net beds for the month of November.

Ms. Sedjat reviewed the DBHDS Dashboard reports for July and September, 2020.

Ms. Sedjat stated staff were informed that augmentations will be given to all employees that have worked from July 1, 2020 to present. Full time employees will receive \$500 and part time employees will receive \$250, in their December 11, 2020 paycheck.

Ms. Sedjat stated retainer payments for Day Support were approved by the General Assembly from August 1 through December 31, 2020.

Ms. Sedjat stated the Pine Avenue location will be added back to Outpatient license.

Ms. Sedjat stated Directors are being diligent regarding sending out reminder emails about PPE and other safety protocol during the pandemic.

Ms. Sedjat stated two hand sanitation stands have been installed that also check temperatures. If these perform well, we will order for all of our buildings.

Ms. Sedjat reviewed the major accomplishments of the CSB in the recent past.

Ms. Sedjat stated the end of the year Retreat will begin at 8:30 am Friday, December 11, 2020 and will be all virtual. Due to the diversity training component, presented by Dr. Shon Smith, attendance is required.

There was discussion regarding what month each Director will be present for 2021 board meeting.

There was a follow up discussion on the ESCSB Employee Satisfaction Survey 2020 sent out to employees this month.

Treasurer's Report –

The CSB generated a net operating deficit of \$144 thousand for the month of October. As a point of comparison, the revenue surplus resulting from October 2019 operations

equaled \$493 thousand.

The contrast in operating performance is not as stark as the bottom line may lead you to believe. The timing of receipt of certain SOR related federal funds (\$435 thousand) in FY20 in addition to the timing of expense associated with three pay cycles in FY21 (\$224 thousand) contributed to this variance. On a like-for-like basis, operational results for the month were comparable. The YTD revenue surplus for FY21 versus FY20 equals \$191 thousand and \$832 thousand respectively.

Credible services totaled \$508 thousand for the month which represents improvement over September and a reversion to a more budget oriented total. Mental health outpatient and Medical services both experienced increases in October.

Levels of state funding were of anticipated recurring amounts during the month. We anticipate receipt of SOR funding prior to year-end. An application has been submitted to DMAS for additional Day Support retainer payments (not-budgeted). Lastly, there has been discussion regarding reimbursement of CSB's COVID related expense.

The balance sheet of the CSB remains in a satisfactory condition. Liquidity balances remain adequate. We are pleased to offer the budgeted holiday augmentation at our upcoming Winter Retreat.

The CSB has received its FY20 audit from Robinson Farmer Cox and has distributed the document digitally to the Board of Directors.

The FY22 budget request for Accomack County has been submitted. We have received correspondence from Northampton County and will submit a request prior to the deadline of January 7th.

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. October represented the first month of normalized lease income since the onset of the pandemic.

Facilities:

- Prevention roof project complete
- Lobby areas of Dunne/PBHC to be updated with new paint, carpeting and furniture
- MERV 13 HVAC filters on order to comply with updated DOL standards

The Mendisadd board elected not to proceed with the proposal to provide seller financing of its facilities in Nassawadox.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Mrs. Walker stated she, Kristie Trumbo, and Diane Farlow were trained for the DLA-20.

Mrs. Walker stated she monitored HRSA Grant status.

Mrs. Walker stated there is a census of 367 MH/SA Case Management clients.

Prevention-

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

Developmental Services –

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

Ms. O’Keefe presented note cards to Ms. Wilson.

Ms. O’Keefe passed around a flyer stating Day Support Committee is having a Coat Drive.

Ms. Wilson sent a thank you note to Denny’s in Fruitland, MD for the meal they sent for individuals and staff at each residence on Thanksgiving Day.

Human Resources & Finance Director –

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

Mr. Dix stated Heather Savage will be the Human Resources Coordinator.

IT Director –

Mr. Greene referenced the board report that is appended herewith

Old Business –

There was discussion on the legal matter.

New Business –

Mr. Bloxom presented Ms. Wilson with a plaque and on behalf of the ESCSB thanked her for her years of service as a board member. Mr. Bloxom stated there is a potential candidate, Mrs. Peggy Shaeffer, and he will approach Accomack County Board of Supervisors to fill Ms. Wilson's seat on the board.

Ms. Sedjat will check with Riverside Shore Memorial Hospital, Eastern Shore Rural Health, and other CSB's on what they are proposing with the vaccine.

Ms. Wilson thanked everyone for everything and will miss the ESCSB.

Ms. Wilson made a motion to adjourn the meeting and Mr. Elliott seconded. The motion was passed unanimously and the meeting adjourned at 10:48 am.

The next board meeting will be Tuesday, January 12, 2021, at 9:00 am.

Barbara James, Recording Secretary
These minutes are subject to full Board Approval.