

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
February 9, 2021

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, February 9, 2021 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

Members Present:

Ms. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Hubbard
Dr. Peggy Shaeffer-Conference call
Ms. Kim Wilkerson
Ms. Gina Williams-Conference call

Others Present:

Ms. Lisa Sedjat, Executive Director
Mrs. Kelly Bulin, Dir. Of Program Dev., Planning & Prevention Services
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Richard Freeman
Ms. Janice Langley

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

Approval of Minutes –

Mr. Hubbard made a motion to approve the January 12, 2021 minutes. Ms. Belote seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of ESCSB P&P MS-005-Disposal of Medications. There was discussion. Ms.

Wilkerson made a motion to approve with attachments and updates. Ms. Belote seconded, and it was approved unanimously by a voice vote.

Approval of Infectious Disease (COVID-19) Preparedness and Response Plan. There was discussion. Mr. Hubbard made a motion to approve with edits and Mr. Elliott seconded, and it was approved unanimously by a voice vote.

Executive Director –

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

Ms. Sedjat stated the DBHDS did not send a dashboard report this month.

Ms. Sedjat went over several positive employee email vaccination stories that they were willing to share with ESCSB employees.

Ms. Sedjat went over the ESCSB COVID vaccine survey 2021.

Ms. Sedjat gave an update on the Dunne Avenue fire.

Ms. Sedjat went over the Faith Fridays ways to spread the word and not the virus.

Ms. Sedjat gave thanks to Cotina Strand for recommending the ESCC nursing students for assisting with injections at the Parksley Behavioral Healthcare Center.

Ms. Sedjat stated her plan is to welcome new employees within their first month of employment.

Ms. Sedjat stated she had sent an email to all employees honoring Martin Luther King, Jr.

Treasurer's Report –

The CSB generated a net operating surplus of \$534 thousand for the month of December. As a point of comparison, the revenue surplus resulting from December 2019 operations equaled \$45 thousand. The primary drivers of this differentiation include timing related to the receipt of Federal SOR in addition to rounds two and three of CARES Act funding. The CSB's YTD operating surplus is \$940 thousand vs. a YTD surplus of \$601 thousand for the comparable period in FY20.

Credible services totaled \$500 thousand for the month which is comparable to our experience in November which represents an additional data point indicating a reversion to a more budget oriented figure. Nearly all departments are performing in accordance with forecast.

Levels of state funding were of anticipated recurring amounts during the month. SOR funding and CARES Act funds were received in December. DBHDS is now reimbursing the CSB for COVID related expenses which are reported on a monthly basis.

The balance sheet of the CSB remains in a satisfactory condition. Liquidity balances have increased approximately 33% on a year-over-year basis.

Work has begun to complete our semi-annual reporting to DBHDS in the form of CARS reporting which is due on or before February 19th.

The FY22 P&C policy application for the CSB has been submitted to VACORP.

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.

Facilities:

- Dunne and PBHC lobby area refresh in process; estimated completion in two weeks
- Dunne smoke/fire remediation; installation of electrical panel
- Pine Avenue move-in ready pending IT and furniture acquisition for expanded outpatient clinical team
- Prevention siding repair

Disability Program Reports-

Clinical Services and Quality Improvement –

Mrs. Walker was not in attendance.

Prevention-

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

Mrs. Bulin went over why prevention matters, our community at-a-glance, prevention 2019-2020 strategies, preventing suicide through lock & talk efforts, promoting mental health and preventing suicide, raising awareness to address adverse childhood experiences, preventing youth tobacco use, suicide prevention awareness, and grant funding.

Developmental Services –

Ms. O’Keefe was not in attendance. Ms. Sedjat stated she is on an extended leave out of the state and she is ok.

Human Resources & Finance Director –

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

Mr. Dix stated Shenay Wharton is retiring March, 2021 after 30 plus years with the ESCSB.

On behalf of the Board of Directors Mr. Bloxom thanked Mr. Dix on all his hard work and will miss him. Ms. Sedjat stated she appreciated working with him at ESCSB for the past two years.

Ms. Sedjat stated the legal litigation is still ongoing. Eight people were supposed to give a disposition yesterday, but they only had time for four.

IT Director –

Mr. Greene was not in attendance.

Old Business –

There was none.

New Business –

Mr. Bloxom announced there will be no July, 2021 meeting.

Ms. Belote made a motion to adjourn the meeting and Mr. Elliott seconded. The motion was passed unanimously and the meeting adjourned at 10:17 am.

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

Barbara James, Recording Secretary, Kim Wilkerson, Secretary

These minutes are subject to full Board Approval.