

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**August 11, 2020**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 11, 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. Wilkerson

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

**Approval of Minutes –**

Mr. Freeman made a motion to approve the July 14, 2020 minutes. Mr. Elliott seconded, and they were unanimously approved by a voice vote.

**Public Comment –**

Judy Sayers, Developmental Services Program Development Specialist, from DS Complex - Exmore acknowledged several employees; Kathy O'Keefe, Developmental

Services Director, Debra Weatherley, Developmental Services Coordinator, and Ernest Upshur, Residential Services Supervisor. She stated that they worked needed shifts resulting from COVID related worker shortages and went above and beyond the call of duty. She also stated: “I’ve been here 37 years and I’ve never seen a director as hands-on and wonderful with the clients. She (Kathy O’Keefe) handles it calmly and cool.”

**Items Requiring Board Action –**

Approval of ESCSB P&P SRM-023-All Hazards Preparedness and Recovery Plan.

Mr. Hubbard made a motion to approve this policy with one change. Ms. Wilson seconded, and it was unanimously approved by a voice vote.

**Executive Director –**

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

Ms. Sedjat stated the ESCSB had to utilize one safety net bed for the month of July.

Ms. Sedjat reviewed the DBHDS Dashboard report.

Ms. Sedjat stated that, in accordance with her objectives, she is registered for the Interactive Online Workshop on Race, Racism, and Implicit Bias in Behavioral Healthcare by DBHDS’ Partnership for Equity Advisory Committee.

Ms. Sedjat stated thanks for the great teamwork of Carmela Shrieves, Susie Atkinson, Brenda Collins, and Angel Shrieves for the overall benefit of the CSB for cleaning up the area next to the copier and hallway at PBHC.

Ms. Sedjat stated veteran’s services to include the Virginia’s Identify, Screen for Suicide Risk, and Refer for Services (VISR) Pilot will end in September. 100% of our clinicians and mental health case managers have completed the required training.

Ms. Sedjat confirmed the next board meeting has been moved from September 8, 2020 to September 15, 2020.

Ms. Sedjat reviewed COVID-19 Response from DMAS Behavioral Health Providers and Stakeholders.

Ms. Sedjat reviewed Talking Points For Use in Requesting CARES Act Funding Distributed to local Governments from the State.

**Treasurer’s Report –**

Mr. Dix prefaced his remarks by noting that all financials discussed herein are

preliminary and subject to change as a component of the year-end close.

For the month of June expenses have exceeded revenue by approximately \$318 thousand; on a YTD basis revenues have exceed expenses by approximately \$998 thousand. This compares to MTD and YTD net loss from the prior year period of \$308 thousand and YTD net revenue of \$657 thousand, respectively.

Credible services totaled \$734 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. These payments were retroactive to mid-March and out of period payments recognized during the month of June exceeded \$260 thousand.

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

In conjunction with year end, we have begun to go through the general ledger and are cleaning up certain revenue line items. You will note debit balances (unfavorable) for both the DAP, Misc. Revenue and Logisticare Receivable. Also of note is a credit entry (favorable) in the amount of \$43 thousand for bad debt expense to right size the allowance for doubtful accounts to 151+ days outstanding receivables.

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

External audit staff from Robinson, Farmer, Cox & Associates was on site for two days in July for preliminary year-end audit work.

The CSB's EOY CARS filing is due to DBHDS by 8/31. The CSB continues to provide weekly financial reporting to DBHDS to allow for system wide tracking of financial health and has been expanded to include the following:

- Liquidity (weekly)
- Headcount (weekly)
- COVID related expenditures (monthly)

Staffing – The Finance department is managing through two planned retirements and an unplanned departure. Our current thinking is to consolidate the departing transportation and reimbursement positions until such time that transportation demands rebounds from current levels.

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. It would be my intention 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. We have extended the contract through 9/30 in exchange for a non-refundable deposit of \$1,000. The tank removal project is now complete. The next capital project taking shape appears to be the roof of Prevention. We are in the process of reaching out to contractors now. An HVAC contractor 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.

As it pertains to legal matters, preliminary motions are in front of the Judge for consideration.

### **Disability Program Reports-**

#### **Clinical Services and Quality Improvement –**

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

Mrs. Walker stated the updated intake revisions were completed.

Mrs. Walker stated she participated in training on co-occurring SUD and MH diagnoses on July 14, 2020.

Mrs. Walker discussed the need for EHR training with Stephen Hopkins for new hires. Kristee Trumbo was the first trainee and it proved to be beneficial.

Mrs. Walker stated there were 58 intakes during July, 2020.

Mrs. Walker stated there is currently a census of 337 MH/SA Case Management clients with a target of 300.

Mrs. Walker stated Clubhouse regular programming partially re-opened with about 10 members attending daily beginning July 27, 2020. They will be gradually expanding services to 15 - 20 individuals.

### **Prevention-**

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

Mrs. Bulin stated the delivery of Adult Mental Health First Aid training has resumed.

Mrs. Bulin stated Accomack, Northampton County Public Schools, and Project Head Start will be returning to provide classroom-based AI's Pals programming to all enrolled Pre-K youth. There will be some modifications based on COVID-19 protocols.

Mrs. Bulin stated she and James Foley have been working with DBHDS to develop the logic model mandated for Substance Abuse Prevention Block Grant funds.

Mrs. Bulin stated a Grants Management Specialist was hired last month.

Mrs. Bulin stated the ESCSB has partnered with Eastern Shore Community College on a small grant award.

Mrs. Bulin stated the 100'th WESR 103.3 radio show will be Monday, August 31, 2020, at 9:30 am.

Mrs. Bulin stated the mobile unit will be coming back on September 9, 2020.

### **Developmental Services –**

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

Ms. O'Keefe stated day support program site in Exmore has been renovated.

Ms. O'Keefe stated developmental services across the state are addressing simultaneous audits and reviews of services and case management. There was discussion.

### **Human Resources & Finance Director –**

Mr. Dix referenced the financial report for the month ended June 30, 2020.

### **IT Director –**

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

Mr. Greene went over the Microsoft 365 Email Status.

Mr. Greene went over the Nutanix Server Hardware replacement data center. There had been seven bids.

Mr. Greene went over Credible performance issues. Nothing significant has been reported.

Mr. Greene went over the Windows system patches. Monthly securing patches.

Mr. Greene showed an overview of the Nutanix replacement proposal. There was discussion. Mr. Elliott made a motion to purchase the Nutanix equipment and Ms. Wilson seconded. The motion was passed unanimously with a voice vote.

### **Old Business –**

Mr. Bloxom passed around ESCSB organizational chart for review.

**New Business –**

Mr. Bloxom stated the board members would like to see in a training program the following: Mission of the organization, major aspects of the organization, Eastern Shore clients served, future opportunities, Mendisadd overview of the properties, board responsibilities and advocacy role.

Mr. Bloxom stated the board is creating a Diversity and Inclusion policy.

Mr. Hubbard made a motion to adjourn the meeting and Mr. Freeman seconded. The motion was passed unanimously and the meeting adjourned at 11:28 am.

The next board meeting will be Tuesday, September 15, 2020, at 9:00 am.

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