

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
March 12, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 12, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Hubbard
Dr. John Ogram
Ms. Sandy Taylor
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, III, Director of Finance and Administration
Ms. Kathleen O'Keefe, Developmental Services Program Director
Dr. Nicholas McClean-Rice, Medical Director
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.
Mr. Damien Greene, IT Director
Mrs. Sharon Sanderson, Human Resources Coordinator
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Ms. Gina Williams

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

Approval of Minutes –

Ms. Belote made a motion to approve the February 12, 2019 minutes with edits. Mr. Elliott seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of ESCSB Policy Administrative SafeGuards-IT 001.

Approval of ESCSB Policy Physical SafeGuards-IT 002.

Approval of ESCSB Policy Technical SafeGuards-IT 003.

Mr. Elliott made a motion to approve as a package and Ms. Wilson seconded. They were approved unanimously with a voice vote.

Executive Director –

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

Ms. Sedjat stated as of March 5, 2019, there is a census of 4 at Eastern State Hospital

Ms. Sedjat stated as a follow up to the conversation last month regarding the use of our vehicles, after conversations with DBHDS, our insurance carrier and our attorney, management recommends that CSB vehicles and drivers be used only to transport our clients during times where they are being provided CSB services. She recommended discussing the possibility of the CSB donating a van that is being rotated out of the fleet for the Special Olympics to use.

Ms. Sedjat stated the mobile unit will arrive March 13, 2019. The prevention team, Nurse Practitioner, Nurse, IT, Case Management, and Peer will be trained

Ms. Sedjat stated the Administration and Emergency Services location moved on February 22, 2019.

Ms. Sedjat stated Family Preservation is closing March 31, 2019.

Ms. Sedjat stated the Essentials Magazine from the Chamber of Commerce has an ad for ESCSB.

Ms. Sedjat stated she and Ms. O’Keefe attended a seminar on “Overcoming Negativity” yesterday. There was discussion.

Ms. Sedjat stated Gillis Gilkerson will have the windows at the Tasley building done by the end of March.

Treasurer’s Report –

Mr. Dix referenced his board report. He stated January, 2019 was a good month for the board.

Mr. Dix went over the renewal of employee health insurance. There was discussion.

Mr. Dix stated the ESCSB has rented two vans from Enterprise and will get two additional vans.

The CSB's performance in January benefitted from a return to normalcy. The entity was able to avoid costly weather related shut downs (January 2018) and was not impacted by a robust holiday schedule (December 2018) which permitted a full month of service billing activity. Accordingly, Credible billings reflect increases over both January 2018 and December 2018 of 21% and 17% respectively. Given the reasonably fixed nature of the CSB's cost structure this generally translates into an improvement in financial performance. For the month of January, revenues exceeded expenses by approximately \$60 thousand, a total which results in returning year-to-date performance to that of a surplus of nearly \$30 thousand.

The performance during the month was not impacted by accounting adjustments. It is anticipated that an adjustment to the liability associated with accrued sick leave during the month of March to conform to current policy will act as an offset to expense during the period.

As noted above, billable service totals rebounded during the month. Credible billing totaled \$616 thousand which exceeds that of both January 2018 and December 2018 totals which were \$510 thousand and \$525 thousand, respectively. The reimbursement department has been more proactive in working with the field to ensure that billable services are captured in our system appropriately. Programs with the most significant increases in billing revenue from the prior month include Day Support, Mental Health Outpatient, Mental Health Med. Services and Psych. Social Rehab.

The CSB continues to exceed its FY19 budget on a bottom line basis, the geography of that outcome differs from initial expectations. The entity is operating with a reduced headcount including fewer clinicians than anticipated which has yielded both lower revenue and expenses.

The balance sheet for the CSB remained largely stable during the month of December with no material shifts in asset or liability mix. We were able to curtail the principal balance of the line of credit by \$75 thousand during the month of February. Cumulative principal payments against the credit line exceed \$175 thousand; the balance outstanding approximates \$123 thousand.

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 but has thus far been unable to accumulate additional liquidity. The schedule of Mendisadd capital assets has been reviewed. Based on that analysis it is estimated that the book value of Nassawadox real estate totals \$139 thousand. It would appear that an adjustment of \$9 thousand is required to write off the residual value of Cheriton real estate.

In other news, the Finance and Human Resource teams have completed the relocation process and functioning at normalized levels. We have taken delivery of two high top vans under our master lease agreement with Enterprise to assist with movement of our consumers. We expect delivery of two additional minivans before pausing to better assess our overall transportation needs. A renewal proposal of our health insurance plan has been received and we are awaiting our renewal proposal from VACORP.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Ms. Sedjat stated they are still looking for a Director of Clinical Services and Clinicians. There was discussion.

Prevention-

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

Mrs. Bulin stated there is a collaborative agreement between the ESCSB and the Virginia State Police Eastern Shore Drug Task Force to distribute Naloxone to local law enforcement and provide Naloxone Administration training (REVIVE). There was a training on March 5 & 6, 2019.

Mrs. Bulin stated she had been contacted by the CBBT to come provide Mental Health First Aide to their employees.

Mrs. Bulin stated the two billboards, one in Accomack County, one in Northampton County, are up for renewal.

Mrs. Bulin stated they are working on setting up a Facebook page and Instagram page. There was discussion.

Medical Director-

Dr. McClean-Rice stated the mobile unit will be here tomorrow.

Dr. McClean-Rice stated a PNP started last week.

Dr. McClean-Rice stated there are 40 people in the MAT program.

Dr. McClean-Rice stated there is a new anti-depressant nasal spray.

Developmental Services –

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

Ms. O'Keefe stated she, Ms. Sedjat, and Mr. Dix met with the building inspector regarding the Franktown House. There are two things to address. There was discussion.

Ms. O'Keefe went over the Developmental Disabilities caseload graph. There are four applicants for Developmental Disabilities Aides. One Developmental Services Case Manager recommended for hire.

Ms. O'Keefe stated there was a very positive QLARANT audit done recently.

Ms. O'Keefe stated there is a training this Friday, March 15, 2019 at Prevention on regulation changes.

Human Resources –

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

Mrs. Sanderson referenced the attached Recruitment Report and Newsletter.

Mrs. Sanderson stated the evaluation process will be starting soon.

Finance Director –

Mr. Dix referenced the financial report for the month ended November 30, 2018.

IT Director –

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

Mr. Greene stated page 6 of Policy IT 02 is mislabeled.

Old Business –

There was none.

New Business –

Dr. Ogram asked Ms. Sedjat to add to Mental Health report on the number of released inmates seen at Same Day Access each month.

Ms. Sedjat stated we provide transportation to several migrants and have a contract with Eastern Shore Rural Health.

Mr. Elliott made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 10:44 am.

The next board meeting will be Tuesday, April 9, 2019 at 9:00 am.

At 10:46am Sandra Taylor moved that the board convene a closed session for the purpose of holding a discussion of a personnel issue pursuant to Section 2.2-3711(A)(1) of the Code of

Virginia of 1950, as amended. The motion was seconded by Eve Belote and all members present voted in the affirmative.

At 11:35am Joan Wilson made a motion to close the executive session and that motion received a second from Richard Hubbard. All members present voted in the affirmative.

At 11:36am Chairman Bloxom reconvened the board in open session. A roll call vote was taken and recorded so that each member who voted in favor thereby certified compliance with all of the matters identified in Section 2.2-3712(D) of the Code of Virginia of 1950 as amended. Voting in the affirmative were board members Wilson, Hubbard, Elliott, Belote, Taylor, Bloxom and Ogram. There were no dissenting votes.

At 11:37am Richard Hubbard made a motion to adjourn the meeting. Andre Elliott seconded the motion and all board members voted in favor.

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