

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
October 8, 2019

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 8, 2019 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mrs. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Hubbard
Ms. Janice Langley
Ms. Sandy Taylor
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, III, 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:

Ms. Marva Annis
Ms. Gina Williams
Mrs. Molly Walker, Director of Clinical Services & Quality Improvement

Mr. Bloxom, Chairman, called the meeting to order at 9:00 am.

Approval of Minutes –

Mr. Hubbard made a motion to approve the September 10, 2019 minutes. Mrs. Belote seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Policies for Review: HR 191-Volunteers, HR 260-Compensation (reinstatement Non-military)
Policies for Revision: HR 100-Equal Employment Opportunity, HR 270-Layoff, HR 310-Evaluation of Contractors Providing Direct Care Services, HR 320-Executive Director Performance Evaluation
New Policy: HR 470-Service Animals
ESCSB Conflict of Interest Policy

Mr. Elliott made a motion to approve these policies. Ms. Wilson seconded, and they were unanimously approved by a voice vote.

Executive Director –

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

Ms. Sedjat stated this had been a busy month with successful recruitment in all areas.

Ms. Sedjat stated she had a positive and productive conference call with Bay Rivers Telehealth Alliance and telehealth should be implemented within six months.

Ms. Sedjat stated we have a census of 5 at Eastern State Hospital and 1 Safety Net bed at Southwestern State Hospital.

Ms. Sedjat passed around a list of acronyms for the ESCSB.

Ms. Sedjat stated Mr. Bloxom will attend the October Anniversary luncheon.

Treasurer's Report –

For the month of August, revenue exceeded expenses by approximately \$28 thousand. Credible billing totaled \$571 thousand for the month. This is roughly unchanged from the year ago period. Preliminarily, service revenue appears to be stabilizing at around this level as these are comparable figures to what was experienced during the month of July, (\$577 thousand).

State revenue during the month of August was enhanced by the receipt of \$32 thousand for MH SMI purposes. This represents restricted funding for the purposes of facilitating mental health outpatient treatment.

The balance sheet for the CSB remained largely stable during the month of June with no material shifts in asset or liability mix. There was an increase in cash balances largely attributable to the receipt of our annual tax appropriations from each of the counties.

We have been working with DBHDS to validate assumptions which led to the reductions in our unrestricted general funding as it relates to Medicaid expansion in Virginia. Our most recent submission covered services completed by CSB from January 1 – June 30. The analysis would

indicate that our reduction in general funding was more than offset by incremental services billing recognized through Medicaid expansion.

We anticipate receipt of two high top vans obtained through Enterprise Leasing during the month of October. Both vehicles will be utilized to transport DS consumers.

With the assistance of Kathy O’Keefe and Veronica Raines we have submitted a proposal to renew our recycling contract with NASA Wallops.

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. We have started to see Mendisadd account balances increasing modestly. We will re-amortize the inter-affiliate loan between CSB and Mendisadd in order to increase cash flow to CSB.

The only ongoing capital project of significance at this time is the replacement of the kitchen floor at our PSR building in Parksley. We are in very preliminary stages of exploring the cost of closing down our fuel pumping operations at PBHC.

Andy Mason indicates that one interested party has inspected our former location in Nassawadox three times and is giving consideration to making an offer.

One of our tower tenants, Eastern Shore Communications has been acquired by the parent company of Neubeam, Declaration Networks Group. We have finalized a new lease with this tenant.

Disability Program Reports-

Clinical Services and Quality Improvement –

Mrs. Walker was unable to attend, as she is out on maternity leave.

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

Prevention-

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

Mrs. Bulin stated the Prevention office will be showing a movie “The Public”, which addresses homelessness, mental illness and addictions disorders and a community’s response to supporting these issues on Thursday, October 10, 2019, 11:00 am-2:30 pm. Also, on October 28, 2019, Prevention office will be hosting the Virginia Department of Social Services, 2:00 pm-3:30 pm, lead a discussion on “Linking Systems of Care”.

Mrs. Bulin stated grant awards of the following:

State Opioid Response Prevention Services, \$85,000.00

Family Wellness Funding, \$97,742.00
Suicide Prevention, \$125,000.00
SOR Recovery, \$100,000.00
SOR Treatment, \$250,000.00

Mrs. Bulin stated the mobile unit services should begin by the 30th of the month. Chincoteague has signed the agreement and she and Ms. Sedjat met with the Eastern Shore Community College. There will be a mock run in the next couple of weeks. Mrs. Bulin is working with community partners such as Food Bank, Housing office, Veteran's Services, and Eastern Shore Coalition Against Domestic Violence to join the ESCSB Mobile to offer their services where the mobile unit is scheduled.

Developmental Services –

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

Ms. O'Keefe stated she and Ms. Sedjat will be meeting with the Community Resource Consultants with the DBHDS on Thursday to discuss housing plan.

Ms. O'Keefe passed around a picture of the shelter at Dogwood View Apartments.

Ms. O'Keefe stated maybe next week people should be moving in the Franktown House.

Human Resources & Finance Director –

Mr. Dix stated the ESCSB should be fully staffed by May.

Mr. Dix referenced the financial report for the month ended August 31, 2019.

IT Director –

Mr. Greene referenced his board report.

Mr. Greene passed out the Employee Satisfaction Survey. There was discussion.

Old Business –

There was none.

New Business –

Ms. Taylor stated she was happy to hear positive comments from the employees on the Employee Satisfaction Survey.

Ms. Taylor stated there will be an Oyster Roast Clams & BBQ benefiting Law Enforcement Torch Run and Special Olympics 19 on October 26, 2019, Scott Farms Gradershed Bash, Townsend, VA, from 5:00 pm-11:00 pm, \$40 per ticket. There was discussion.

Mr. Hubbard made a motion to allow Ms. Sedjat and Mr. Dix to sign the resolution for Enterprise to lease cars on behalf of the ESCSB. Ms. Wilson seconded, and it was approved unanimously with a voice vote.

Mr. Bloxom stated everyone would adjourn to Strategic Planning Session at 10:04 am.

Mr. Hubbard made a motion to adjourn the meeting, and Mr. Elliott seconded. The motion was passed unanimously and the meeting adjourned at 11:24 am.

The next board meeting will be Tuesday, November 12, 2019 at 9:00 am.

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