

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes April 14, 2015**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, April 14, 2015 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

#### **Members Present:**

Ms. Marva Annis  
Ms. Gina Crockett  
Ms. Sallye Dukes  
Mr. Dee Fitch  
Mr. Richard Hubbard-Chairman  
Dr. John Ogram  
Ms. Sandy Taylor  
Ms. Joan Wilson

#### **Others Present:**

Ms. Lisa Sedjat, Executive Director  
Dr. Nicholas McClean-Rice-Medical Director  
Ms. Sharon Parker, Director of Clinical Services  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Mrs. Lynier Linton, Finance Director  
Mr. Mike Leahy, Developmental Services Program Director  
Mr. Damien Greene, Acting IT Director  
Ms. Barbara James, Office Services Specialist

#### **Absent:**

Mr. Travis Bradley  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention

#### **Visitors:**

Dorie Arthur and four special Olympic individuals.

The meeting convened at 9:00 am, and Mr. Hubbard asked for a motion to go into Executive Session. Ms. Wilson made the motion, Mr. Fitch seconded, and it was unanimously approved. It was announced that pursuant to Virginia Code Section, 2:2-3711 (A) (1), the Board would enter into Executive Session for the discussion of personnel issues.

Present: Mr. Hubbard, Ms. Taylor, Ms. Dukes, Dr. Ogram, Mr. Fitch, Ms. Wilson, Mrs. Crockett, Ms. Annis, Mrs. Kellam, and Ms. Sedjat.

Absent: Mr. Bradley.

The board came out of closed session at 9:26 am. A polling by voice of all present certified nothing other than personnel matters were discussed during the closed session.

### **Approval of Minutes –**

Mr. Fitch made a motion to approve the March 10, 2015 minutes, Dr. Ogram seconded, and it was unanimously approved by a voice vote.

### **Public Comment –**

Dorie Arthur, Instructor, and four individuals from Day Support gave a short talk on Special Olympics. Ms. Arthur stated Burton's Bayside Farm Benefit Trail Ride will be held May 8-10 in Cheriton and a regional Track and Field event at Northampton High School in Eastville will be held May 30.

### **Items Requiring Board Action –**

Mr. Fitch made a motion to approve revised ESCSB Policy HR 602-“Annual Leave (Part time Employees)”. Ms. Wilson seconded the motion, and it was unanimously approved by a voice vote.

### **Treasurer's Report –**

Mrs. Linton referenced the February 28, 2015 report, and there was discussion on the last five years of the financial condition of the ESCSB.

### **Disability Program Reports-**

#### **Clinical Services –**

Ms. Parker referenced her board report that is appended herewith.

#### **Medical Director-**

Dr. McClean-Rice brought and explained the Dictaphone device he's started using on Dragon software.

Dr. McClean-Rice stated he and Dr. Ogram attended the “Addiction panel” meeting on Friday, April 3, 2015, at the Eastern Shore Community College. Psychiatrists and individuals from both sheriff's departments were in attendance.

### **Prevention and Quality Improvement –**

Mrs. Wharton was unable to attend.

### **Developmental Services –**

Mr. Leahy referenced his board report that is appended herewith.

### **Human Resources –**

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

Mrs. Kellam stated an employment offer is being considered by a Senior Clinician. Mrs. Kellam stated advertisement has begun for a Director of Human Resources.

Mrs. Kellam stated that the Eastern Shore Community College will be sending RN students for a clinical rotation, and medical students from EVMS may also be placed at the ESCSB in the near future.

Mrs. Kellam got clarity on the research the Board wants her to do in order to compare the ESCSB's leave accruals and carry over and pay out amounts. She has begun to gather the information and will bring it to the Board in summary form.

### **Finance Director –**

Mrs. Linton referenced her board report ending February 23, 2015.

### **Acting IT Director –**

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

### **Executive Director –**

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

Ms. Sedjat stated the ARC celebration will be Wednesday, April 15, 2015 at the Vocational Center at 12:00 pm. Board members are invited to attend.

Ms. Sedjat gave kudos to Debbie Olsen for all her work with Juvenile Probation. The Department of Juvenile Justice wants the Eastern Shore Community Services Board to have a partnership with them.

Ms. Sedjat stated she is checking into whether real estate taxes can be exempt on ESCSB buildings.

Ms. Sedjat stated the landscaping contract is being discontinued, and ESCSB building and grounds staff will do the work.

**Old Business –**

There was none.

**New Business –**

There was none.

Mr. Hubbard announced the next board meeting will be May 12, 2015.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 12:13 pm.

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