

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**December 9, 2014**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, December 9, 2014 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

Mr. Travis Bradley-Chairman  
Ms. Sallye Dukes  
Mr. Dee Fitch  
Mr. Richard Hubbard  
Dr. John Ogram  
Ms. Sandy Taylor  
Ms. Joan Wilson

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Mr. Mike Leahy, Developmental Services Program Director  
Dr. Nicholas McClean-Rice-Medical Director  
Ms. Sharon Parker, Director of Clinical Services  
Mrs. Lynier Linton, Finance Director  
Mr. Damien Greene, Acting IT Director  
Mr. Gregory Davis, Senior Accountant  
Ms. Barbara James, Office Services Specialist  
Mr. Michael Childers, Network Support Technician

**Absent:**

Ms. Marva Annis  
Ms. Gina Crockett

Mr. Bradley, Chairman, called the meeting to order at 10:04 am.

**Approval of Minutes –**

Mr. Hubbard made a motion to approve the November 11, 2014 minutes,

Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

### **Public Comment –**

There was none.

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

Mr. Fitch made a motion to approve revised ESCSB Policy HR 320-“Executive Director Performance Evaluation”. Mr. Hubbard seconded the motion, and it was unanimously approved by a hand vote.

Mr. Fitch made a motion to approve revised ESCSB Policy HR 496-“Travel and On-the-Job Expense” and FR012-“Travel Reimbursements”. Ms. Wilson seconded the motion, and it was unanimously approved by a hand vote.

### **Treasurer’s Report –**

Mr. Fitch referenced his Treasurer’s report for the month ending October 31, 2014.

### **Disability Program Reports-**

#### **Clinical Services –**

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

Ms. Parker stated the ESCSB has entered into an effective partnership with Eastern Shore Master Gardeners to assist clients and staff in planting a garden in Parksley behind the ESCSB offices for the growing season March through November.

Ms. Parker stated recommendations from the Governor’s Taskforce on improving mental health services and crisis response are: expand crisis intervention teams, expand telepsychiatry, have mental health first aid in schools, and encourage problem solving in drug court, veteran court, and mental health court.

#### **Medical Director-**

Dr. McClean-Rice stated he is pleased with the software implementation.

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

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

Mrs. Wharton presented corrected ESCSB Policy & Procedure HIM 007-Facsimile (Fax) Transmission of Protected Health Information. Mrs. Wharton stated there was a training with twenty staff present on the policy & procedure on fax transmission. Ms. Dukes made a motion to approve the changes, Dr. Ogram seconded, and the motion was approved unanimously.

Mrs. Wharton stated there was a mental health first aid training for emergency technicians and first responders.

### **Developmental Services –**

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

Mr. Leahy stated the Critical and Complex Consultation Team (CCCT) has been created. The CCCT will be convened when community resources have been exhausted and an immediate resolution to a crisis or other urgent need has not been met for individuals diagnosed with ID/DD. It is hoped this newly formed resource will be beneficial in true emergencies that go beyond the scope of REACH services.

Mr. Leahy stated the new proposed rate structure for Day/Residential services was discussed. January, 2016 is the target date for the new rate structure to begin. He presented DBHDS information regarding the SIS, the new assessment levels and individualized budget allocations.

### **Human Resources –**

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

Mrs. Kellam stated the Financial Disclosure Statement for board members is due to the counties by December 15, 2014.

Mrs. Kellam stated the ESCSB By-Laws need to be revised every two years per the performance contract. Mrs. Kellam will work on these with suggestions or things that may be out of date and bring them back to the January meeting for discussion.

Mrs. Kellam presented the draft of the board member position description for review. This needs to be adopted, per the performance contract, but the by-laws need to be revised first in order to parallel the job description.

### **Finance Director –**

Mrs. Linton referenced her board report for the month ending October 31, 2014 that is appended herewith.

Mrs. Linton stated the audit had been completed by November 30, 2014, and she should receive it in the mail soon and will mail it to the board members.

### **Acting IT Director –**

Mr. Greene introduced Mr. Childers, Network Support Technician, and gave a short informative resume on his background.

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

Mr. Greene stated an alternative telephone system to replace the Board's hosted Voice over Internet (VOIP) systems in Parksley and Nassawadox is being researched through selected telephone vendors whom have been contacted. Select vendors have been asked to provide quotes/specifications, and comparisons will be made once all quotes are received.

Mr. Greene stated the email system (Yahoo Small Business) for the Board's users is being evaluated.

### **Executive Director –**

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

Ms. Sedjat stated there are changes coming in the ID/DD world and Mr. Leahy had presented items of concern. Case management expanding to DD case management. The ESCSB would be the first CSB to do so. She presented the Virginia Balancing Incentive Payment Conflict Free CM.

Ms. Sedjat met with the Executive Director from the Wounded Warrior Program. Results from a survey the VACSB distributed to providers and families were shared, and it is evident that families are in need of and desire more training and tools regarding dealing with their family members in need of services. First responders need to better handle situations involving individuals with mental health and intellectual disabilities.

Ms. Sedjat stated with Credible Mrs. Thornes can shadow and work with staff when issues arise. She is the contact person for Credible.

Ms. Sedjat stated she is focusing on rebuilding relationships with various community partners and teaching them about ESCSB services that can be provided on the Shore.

Ms. Sedjat stated there is work toward the implementation of a CIT team on the Shore. One staff (ESCSB) will be our lead and she is working with Michelle Hallett with Northampton County Sheriff's department for them to do the same. Two slots have been registered in January for the initial 40 hour training. She has also met with Accomack County Sheriff to get them on board. Ms. Sedjat stated the Clubhouse and Vocational Center had wonderful holiday lunches.

Ms. Sedjat stated she, Mrs. Linton, and Mr. Leahy are working on the billing for Dogwood and high intensity.

Ms. Sedjat stated she spoke with WTCSB and the equipment for the telemedicine won't be here for six weeks.

Ms. Sedjat stated she signed up the ESCSB for "Our Care Direct" which is a HIPPA complaint, web based way to connect individuals to services they need as well as a way to generate referrals that have been screened and fit our criteria.

Ms. Sedjat stated she spoke to Ms. Hartmann, PhD, from EVMS, who is a professor who completes assessments on and provides feedback to children and families affected by autism. She would like to contract with the ESCSB one day a week as she states that families travel from the Shore to be evaluated.

Ms. Sedjat stated she is diligently working to create a culture of better customer service.

Ms. Sedjat stated she will be attending the Eggs & Issues breakfast on December 18, 2014, at ESY&CC.

Ms. Sedjat passed out the State 2014 Budget Outlook.

Ms. Sedjat passed out the State Quarterly Annual Review of 2014.

Ms. Sedjat stated the retreat is Friday, December 12, 2014 and board members are welcome to come at 12:00 noon at the ESY&CC.

**Old Business –**

There was none.

**New Business –**

There was none.

Mr. Fitch made a motion to adjourn the meeting, and Mr. Hubbard seconded. The motion was passed unanimously and the meeting adjourned at 11:32 am.

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