

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**February 21, 2017**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, February 21, 2017 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

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

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Mrs. Lynier Linton, Director of Finance and Administration  
Ms. Sarah Lewis, Clinical Director of MH & QI  
Mrs. Sharon Sanderson, Human Resources Coordinator  
Mr. Damien Greene, IT Director  
Mr. Jerry Murphy, Senior Accountant  
Ms. Barbara James, Office Services Specialist

**Absent:**

Ms. Gina Williams  
Dr. Nicholas McClean-Rice, Medical Director  
Ms. Kathleen O'Keefe, Developmental Services Program Director  
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs

Mr. Hubbard, Chairman, called the meeting to order at 10:02 am.

**Approval of Minutes –**

Mr. Fitch made a motion to approve the January 24, 2017 minutes, Ms. Wilson seconded, and it was unanimously approved by a voice vote.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

There was none.

**Treasurer’s Report –**

Mr. Fitch referenced the treasurer’s report ending December 31, 2016. There was discussion.

**Disability Program Reports-**

**Clinical Services and Quality Improvement –**

Ms. Lewis referenced the board report that is appended herewith. There was discussion.

**Prevention-**

Ms. Bulin was unable to attend.

**Medical Director-**

Dr. McClean-Rice was unable to attend.

**Developmental Services –**

Ms. O’Keefe was unable to attend. Ms. Sedjat referenced the board report that is appended herewith.

**Human Resources –**

Mrs. Sanderson referenced the board report that is appended herewith. There was discussion.

**Finance Director –**

Mrs. Linton referenced the financial report ending December 31, 2016.

**IT Director –**

Mr. Greene referenced the board report that is appended herewith. There was discussion.

**Executive Director –**

Ms. Sedjat referenced her board report that is appended herewith. There was discussion.

**Old Business –**

There was none.

**New Business –**

There was discussion on ESCSB policy HR 602 Annual Leave (Part-time) to revise to effective July 1, 2017 no new hire part-time leave.

There was discussion on ESCSB policy HR 608 Annual and Sick Leave Conversion to change to five days per year.

There was discussion on ESCSB policy HR 636 Personal Leave to change VRS Hybrid Plan employees to 48 hours, same as VRS Plan 1 and Plan 2 full-time employees.

The next board meeting will be Tuesday, March 14, 2017 at 10:00 am.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Taylor seconded. The motion was passed unanimously and the meeting adjourned at 12:04 pm.

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