

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
January 12, 2016

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 12, 2016 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Robert Bloxom
Ms. Gina Crockett
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
Mr. Damien Greene, IT Director
Dr. Nicholas McClean-Rice, Medical Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis

Mr. Hubbard, Chairman, called the meeting to order at 10:03 am.

Approval of Minutes –

Ms. Wilson stated she was unable to attend last meeting and will, in conjunction with the SA division, write a letter to state legislature, Accomack and Northampton Board of Supervisors, and Accomack and Northampton County jails, asking for their support regarding medical treatment of patients with substance abuse opiate addiction. Ms. Wilson stated the letter has been put on hold until the various supervisors have reported.

Mr. Fitch made a motion to approve the December 8, 2015 minutes, Ms. Wilson seconded, and it was unanimously approved by a voice vote.

Mr. Hubbard asked for nominations for the election of officers. Mr. Bloxom nominated Mr. Hubbard for Chairman, Dr. Ogram moved the nominations be closed, and Mr. Fitch seconded the motion, and it was approved by six voice votes. Mr. Hubbard will be the Chairman. Ms. Wilson nominated Mr. Bloxom for Vice Chairman. Mr. Fitch moved the nominations be closed, and Ms. Taylor seconded the motion, and it was approved by six voice votes. Mr. Bloxom will be the Vice-Chair. Ms. Wilson nominated Mr. Fitch for Treasurer. Mrs. Crocket seconded the motion, and moved the nominations be closed and it was approved by six voice votes. Mr. Fitch will be the Treasurer. Ms. Taylor nominated Ms. Wilson for Secretary, Mr. Bloxom seconded the motion, and moved the nominations be closed, and it was approved by six voice votes. Ms. Wilson will be the Secretary.

New slate of officers for 2016 are as follows:

Mr. Hubbard-Chairman
Mr. Bloxom-Vice-Chair
Mr. Fitch-Treasurer
Ms. Wilson-Secretary

Public Comment –

There was none.

Items Requiring Board Action –

There was none.

Treasurer’s Report –

Mrs. Linton referenced the treasurer’s report.

Disability Program Reports-

Clinical Services and Quality Improvement -

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

Ms. Lewis referenced the outpatient opiate clients report that is appended herewith.

Prevention-

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

Medical Director-

Dr. McClean-Rice stated as of January 1, 2016 they have to check the Physician's monitoring program on line to check prescription controlled drugs from other doctors, and peer reviews of electronic blood work and consent form being signed to take medicine.

Developmental Services –

Ms. Sedjat referenced the board report that is appended herewith.
There was discussion on mandated services versus non-mandated services.

There was discussion on the Intellectual Disability department and Intellectual Aides schedules.

Ms. Sedjat stated someone from the DBHDS came yesterday to train ID Case Managers.

Human Resources –

Ms. Sedjat stated that a Human Resources Coordinator position has been created and was offered and accepted. There was discussion on the Human Resources department.

Ms. Sedjat stated two clinicians had been hired. There will be three Mental Health/Substance Abuse Case Manager interviews on January 15, 2016 and four more next week. There were three new hires in ID Aides, and are still in need of the ID Director, IID Case Manager, and a finalization of the Lead Community Integration Instructor. Still in need of Mental Health Skill Building Specialist and Mental Health Case Manager.

Finance Director –

Mrs. Linton referenced the financial reports for November 30, 2015.

IT Director –

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

Mr. Greene passed out ESCSB phone extension list.

Mr. Greene stated in mid December Microsoft Exchange 2013 Enterprise was successfully deployed as the Board's new onsite email system.

Mr. Greene stated that tele-quality would enable funding to be released to the agency.

Executive Director –

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

Ms. Sedjat passed out thank you notes from the staff for the bonus and the retreat.

Ms. Sedjat stated the drain system has been repaired at Behavioral Healthcare Center in Parksley and part of the roof is being repaired at the Administration building in Nassawadox. The Emergency Services building tile work should be completed by next week.

Ms. Sedjat passed out the CIT article that was in the local newspaper. There should be a CIT team by mid-year.

Ms. Lewis stated she is meeting with Accomack County sheriff's department today concerning the safety of the ESCSB buildings. They will do security check inspections. Also, Ms. Sedjat will check on training in case of active shooter.

Old Business –

Ms. Taylor thanked the board for the retreat.

Ms. Sedjat stated there is an appointment needed for the board from Chincoteague and a letter has been sent. There have been some prospects.

New Business –

Mr. Fitch made a motion to adjourn the meeting, and Mrs. Crockett seconded. The motion was passed unanimously and the meeting adjourned at 11:58 am.

Mr. Hubbard announced the next board meeting will be February 9, 2016.

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