

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes**

**January 24, 2017**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 24, 2017 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

#### **Members Present:**

Mr. Robert Bloxom  
Mr. Dee Fitch  
Mr. Richard Hubbard-Chairman  
Ms. Sandy Taylor  
Ms. Joan Wilson  
Ms. Gina Williams

#### **Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sarah Lewis, Clinical Director of MH & QI  
Ms. Kathleen O'Keefe, Developmental Services Program Director  
Mrs. Sharon Sanderson, Human Resources Coordinator  
Mr. Damien Greene, IT Director  
Mr. Jerry Murphy, Senior Accountant  
Ms. Barbara James, Office Services Specialist

#### **Absent:**

Ms. Marva Annis  
Ms. Gina Crockett  
Dr. John Ogram  
Dr. Nicholas McClean-Rice, Medical Director  
Mrs. Lynier Linton, Director of Finance and Administration  
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs

Mr. Hubbard, Chairman, called the meeting to order at 10:01 am.

#### **Approval of Minutes –**

Mr. Bloxom made a motion to approve the December 13, 2016 minutes, Ms. Taylor seconded, and it was unanimously approved by a voice vote.

Mr. Hubbard asked for nominations for the election of officers and asked Mr. Fitch if he would continue to serve as Treasurer and he accepted. Mr. Hubbard asked Ms. Wilson if she would continue to serve as Secretary and she accepted. Mr. Hubbard asked Mr. Bloxom if he would

serve as Vice-Chair and he accepted. Mr. Hubbard agreed to continue to serve as Chairman. Mr. Fitch made a motion to accept the nominations, Mr. Bloxom seconded the motion, and they were approved by a voice vote.

Slate of officers for 2017 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 –**

Mr. Fitch made a motion to approve revised ESCSB Policy MIS 059 “Internet Usage Policy”, Ms. Wilson seconded, and it was unanimously approved by a voice vote.

Mr. Fitch made a motion to approve revised ESCSB Policy SRM 023 “All Hazards Preparedness and Recovery Plan”, Ms. Wilson seconded, and it was unanimously approved by a voice vote.

**Treasurer’s Report –**

Mr. Fitch referenced the treasurer’s report ending November 30, 2016.

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

**Medical Director-**

Dr. McClean-Rice was unable to attend.

**Developmental Services –**

Ms. O’Keefe referenced the board report that is appended herewith. There was discussion.

**Human Resources –**

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

**Finance Director –**

Mrs. Linton was unable to attend.

**IT Director –**

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

**Executive Director –**

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

Ms. Sedjat stated there are four bids from contractors to renovate the Tasley property. A decision will be made February 2, 2017.

Ms. Sedjat stated the grant from the Chesapeake Bay Foundation has been approved.

**Old Business –**

There was none.

**New Business –**

Mr. Hubbard stated the next board meeting has been tentatively set for Tuesday, February 21, 2017, at 10:00 am.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:00 am.

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