

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
September 13, 2016

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, September 13, 2016 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
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
Ms. Kathleen O'Keefe, Intellectual Disabilities Director
Mr. Damien Greene, IT Director
Ms. Barbara James, Office Services Specialist
Mrs. Sharon Sanderson, Human Resources Coordinator

Absent:

Ms. Gina Williams
Dr. Nicholas McClean-Rice, Medical Director

Mr. Hubbard announced that pursuant to Virginia Code Section, 2:2-3711 (A) (1), the Board would enter into Executive Session to discuss personnel matters at 10:01 am. Mr. Fitch made a motion, Mr. Bloxom seconded.

Mr. Hubbard, Chairman, called the meeting to order at 10:18 am.

At 10:18 a roll call voice vote was taken, and all board members certified nothing other than personnel matters were discussed during the closed session.

Approval of Minutes –

Mr. Fitch made a motion to approve the August 9, 2016 minutes with corrections of “Dr. Nick stated we are looking into adding additional Doc time, in the future, and are considering telepsych and part time Doctors to fulfill this need”, “Ms. Linton suggested there may be a personnel salary augmentation for employees”, and “Mr. Fitch and Mrs. Linton did not submit a report due to year end report not finalized”. Dr. Ogram seconded, and they were unanimously approved by a voice vote as corrected.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to approve revised ESCSB Policy HR 436 “Work Hours”, and the draft of the Social Media Policy consensus of the board was put on hold until next meeting, Ms. Wilson seconded, and it was unanimously approved by a hand vote.

Treasurer’s Report –

Mr. Fitch referenced the treasurer’s report ending June 30, 2016 and July 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. Sedjat referenced the board report that is appended herewith.

There was discussion.

Medical Director-

Dr. McClean-Rice was unable to attend.

Developmental Services –

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

Ms. Taylor stated the ARC Fish Fry and Chicken BBQ was very successful.

There was discussion.

Human Resources –

Mrs. Sanderson referenced the board report that is appended herewith.

Mr. Fitch made a motion to approve revised ESCSB Policy HR 468 “Employee Discipline” with corrections, Ms. Taylor seconded, and it was unanimously approved by a hand vote.

Mrs. Sanderson stated Equal Employment Opportunity Assurances and Service Delivery Programs Nondiscrimination Assurances need to be signed by the Board Chairman and Executive Director.

Finance Director –

Mrs. Linton referenced the financial reports ending June 30, 2016 and July 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.

Ms. Sedjat stated plans have been approved and bids for the Accomack County building are being accepted from contractors.

Ms. Sedjat stated the Walk to Fight Suicide will be September 24, 2016, Cape Charles Beach, 2:00 pm.

Ms. Sedjat stated board reports were emailed and copied and mailed a week before the meeting and the board consensus would like to continue doing this next month.

Ms. Sedjat stated that in the two years she has been the Executive Director, cash had increased, as well as positive collaboration with other agencies such as Juvenile Probation & Parole, E.S. Rural Health, Adult Probation and Parole and direct service to clients to include increased productivity and quality of work has also been an area of improvement.

Old Business –

Ms. Annis offered to write thank you notes to the Broadwater students and faculty members for their help with the ARC Fish Fry and Chicken BBQ.

New Business –

Mr. Hubbard stated the next board meeting will be Tuesday, October 11, 2016, 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 11:48 am.

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