

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes**

**September 8, 2015**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, September 8, 2015 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

#### **Members Present:**

Ms. Gina Crockett  
Ms. Sallye Dukes  
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  
Mr. Mike Leahy, Developmental Services Program Director  
Mr. Tom Nelson, Director of Human Resources  
Mr. Damien Greene, IT Director  
Ms. Barbara James, Office Services Specialist  
Mrs. Rebecca Cowling, MH Day Support Supervisor

#### **Absent:**

Ms. Marva Annis  
Mr. Robert Bloxom  
Dr. Nicholas McClean-Rice, Medical Director

Mr. Hubbard asked for a motion to go into Executive Session. Mr. Fitch made the motion, and it was seconded by Ms. Dukes. It was announced that pursuant to Virginia Code Section, 2:2-3711 (A) (1), the Board would enter into Executive Session at 10:00 am. At 10:35 am a roll call voice vote was taken, and all board members certified nothing other than personnel matters were discussed during the closed session.

Mr. Hubbard, Chairman, called the meeting to order at 10:35 am.

### **Approval of Minutes –**

Mr. Fitch made a motion to approve the August 11, 2015 minutes, Dr. Ogram seconded, and it was unanimously approved by a voice vote.

### **Public Comment –**

Mrs. Cowling, MH Day Support Supervisor, gave a short talk on the “2015 Out of Darkness” walk, Saturday, September 12, 2015, presented by the American Foundation for Suicide Prevention, 8:30 am, Mount Trashmore, Virginia Beach, VA. Donations will be received until December.

[www.sos-walk.org](http://www.sos-walk.org)

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

There was none.

### **Treasurer’s Report –**

Mrs. Linton stated there is still no report and they are continuing to work on the financial reports for the month of June, 2015. Hopefully they will be ready soon.

Mrs. Linton introduced Jerry Murphy, Senior Account. He stated he is looking forward to working with Eastern Shore Community Services Board.

There was discussion on the financial system of the ESCSB.

### **Disability Program Reports-**

#### **Clinical Services –**

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

#### **Prevention and Quality Improvement-**

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

Ms. Sedjat stated Dennis Riddick, Licensing Specialist, made a visit to the ESCSB on August 5, 2015 and made several recommendations.

Ms. Sedjat stated the ESCSB license was renewed for three years.

#### **Medical Director-**

Dr. McClean-Rice was unable to attend.

### **Developmental Services –**

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

### **Human Resources –**

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

Mr. Nelson stated Jerry Murphy, Senior Accountant, Sarah Lewis, Clinical Director of MH and QI, Amanda Wessells and Lisa Russell, MH/SA Case Managers, had been hired.

Mr. Nelson stated the on-line applicant tracking system initialization is in progress.

Mr. Nelson stated the EEOC case has been closed.

### **Finance Director –**

Mrs. Linton stated there will be a report next month.

### **IT Director –**

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

Mr. Greene stated the new phone system is being installed.

### **Executive Director –**

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

Ms. Sedjat stated the ESCSB has been awarded a CIT grant for the development of a team.

Ms. Sedjat stated Relay for Life will be held September 12 & 13, 2015, Nandua High School.

Ms. Sedjat stated there will be a Mental Health First Aide Training, Friday, September 25, 2015, 8:00 am, presented by Kelly Bulin, ESCC, Melfa, VA

### **Old Business –**

Ms. Taylor stated the Vocational Center Complex, in Exmore, is still in need of a total overall of painting and new furniture.

### **New Business –**

There was none.

Mr. Hubbard announced the next board meeting will be October 13, 2015.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Dukes seconded. The motion was passed unanimously and the meeting adjourned at 11:50 am.

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