

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes September 9, 2014**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, September 9, 2014 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

#### **Members Present:**

Ms. Marva Annis  
Mr. Travis Bradley-Chairman  
Ms. Gina Crockett  
Ms. Sallye Dukes  
Mr. Dee Fitch  
Mr. Richard Hubbard  
Dr. John Ogram  
Ms. Sandy Taylor  
Ms. Joan Wilson

#### **Others Present:**

Ms. Lisa Sedjat, Executive Director  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Mr. Mike Leahy, Developmental Services Program Director  
Dr. Nicholas McClean-Rice-Medical Director  
Mrs. Lynier Linton, Finance Director  
Mr. Damien Greene, Acting IT Director  
Mr. Gregory Davis, Senior Accountant  
Ms. Barbara James, Office Services Specialist

#### **Absent:**

Ms. Sharon Parker, Director of Clinical Services  
Mr. Bradley, Chairman, called the meeting to order at 10:05 am. Mr. Bradley welcomed Executive Director, Lisa "Mimi" Sedjat.

#### **Approval of Minutes –**

Mr. Bradley stated the Mendisadd, Inc. minutes should be separate from Eastern Shore Community Services Board minutes. Mr. Fitch made the motion, Mr. Hubbard seconded the motion, and the ESCSB & Mendisadd minutes were unanimously approved by a hand vote.

### **Public Comment –**

There was none.

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

There were none.

### **Treasurer's Report –**

Mr. Fitch referenced his Treasurer's report for the month ending July 31, 2014.

### **Disability Program Reports- Clinical Services –**

Ms. Parker was unable to attend.

Ms. Sedjat stated she is researching what the CSB needs to do to add the following services; SA day treatment for pregnant women, a PACT and an Opiate Clinic.

Ms. Sedjat stated the Crisis stabilization project seems to be an ongoing service.

Ms. Sedjat is checking into getting a PACT Team on the shore.

Dr. Ogram thanked the emergency services staff and asked that they be recognized for the work they do. The Executive Director will follow up on this.

### **Medical Director-**

Dr. McClean-Rice stated he met with Western Tidewater CSB on Credible med checks. They are thinking of going from one half hour to forty minutes. The software has new coding. Everything is going to be changing.

Dr. McClean-Rice stated he sees 400 patients, Dr. Henderson 150 patients, and Dr. Snead 150 patients.

Dr. McClean-Rice stated he, Ms. Sedjat, Ms. Parker, and Mrs. Wharton met, and they are adding new billing codes.

### **Prevention and Quality Improvement –**

Mrs. Wharton referenced her board report that is appended herewith.

Mrs. Wharton stated there was an audit last month conducted by the Department of Behavioral Health and Developmental Services Office of Licensing.

Mrs. Wharton stated voter registration has been offered to consumers and in response to a Board member request, she will have information relative to the voter registration put on the ESCSB website.

### **Developmental Services –**

Mr. Leahy welcomed Ms. Sedjat.

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

Mr. Leahy stated he had not received a response from the Assistive Technology (AT), Environmental Modifications (EM) and Personal Emergency Response System (PERS) desk audit billings for individuals receiving ID Waiver services.

Mr. Leahy stated he attended the DS Council meeting and it was recommended that CSB Waiver slot assignments be determined regionally. This process may hinder smaller boards that don't have extensive lists from receiving slots.

Mr. Leahy stated there is a major deficit to the FY 2014 & FY 2015 budget.

Mr. Leahy stated he received a note from the coach and players from Broadwater stating that it was a most successful fish fry.

Mr. Leahy stated he, Ms. Sedjat, and Mrs. Tankard are planning a field trip across the bay to get consumers involved in other projects.

Mr. Leahy stated the ESCSB is organizing a Food Drive for the elderly. There are boxes located at Parksley Behavioral Healthcare Center, Vocational Center, and Administration.

### **Human Resources –**

Mrs. Kellam referenced her board report that is appended herewith.

Mrs. Kellam stated she is coordinating with the Eastern Shore Chamber of Commerce to have a Business After Hours open house on Wednesday, September 17, 2014. 5-7 pm, Exmore Vocational Developmental Complex, to introduce new Executive Director, Lisa "Mimi" Sedjat.

Mrs. Kellam stated John Anzivino has submitted a proposal relative to revising the Executive Director evaluation process. A personnel committee consisting of Ms. Annis, Mr. Fitch, Mrs. Crockett, Ms. Wilson, and Mrs. Kellam will be meeting on September 19, 2014, 1:30 pm, Vocational Center to discuss the evaluation form and process. The meeting will be advertised on the ESCSB's website. Mr. Bradley will reply to Mr. Anzivino.

### **Finance Director –**

Mrs. Linton referenced her board report that is appended herewith.

Mrs. Linton stated the auditors had been here last month.

Mrs. Linton stated the budget has been received.

Mrs. Linton stated there is still a lot of work to be able to go live with Credible.

**Acting IT Director –**

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

Mr. Greene stated he is looking into the feasibility of instituting touch screen laptops or iPads for the Board's Credible mobile users.

Mr. Greene stated he is still looking into the cost and reasonable solutions to the Voice Over Internet Protocol (VOIP) telephone system.

**Executive Director –**

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

Ms. Sedjat stated she attended the Regional Leadership team meeting on September 8, 2014. There are more revisions to the 2015 and 2016 Performance Contract and she will be reviewing those changes with Mrs. Kellam and Mrs. Linton.

Ms. Sedjat stated the Credible live date is November 1, 2014.

Ms. Sedjat stated tele psychiatry is still at a stand still. There is a signed contract copy with Western Tidewater CSB, and she hopes to have an answer soon relative to implementation.

Ms. Sedjat stated she met with Dr. McClean-Rice, Dr. Henderson, Ms. Parker, and Mrs. Wharton regarding a change with Dr. Henderson signing off on requests for services for Early Periodic Screening Diagnostic and Treatment services.

Ms. Sedjat stated during her first two weeks she has been able to see the majority of the sites and plan on seeing all of them by the end of September.

Ms. Sedjat stated licensure made an unannounced visit on August 24 and August 28. Mr. Riddick bragged on the leadership team on how organized and professional they were.

Ms. Sedjat stated Parksley Behavioral Healthcare Center appears to need a new roof based on water damage in some of the offices.

Ms. Sedjat stated she is researching what the CSB needs to do to add the following services; substance abuse day treatment for pregnant women, a PACT and an Opiate Clinic. She wants to add them methodically and in a clinically sound manner.

Ms. Sedjat stated she and Mr. Greene have had several conversations about what is needed to update our IT systems and that process is already in the works.

Ms. Sedjat stated should would like to arrange a field trip for those Board Members who would like to see ESCSB sites.

Ms. Sedjat passed out a copy of the faxing policy from other boards for the ESCSB to consider.

Ms. Sedjat thanked everyone for believing in her and appreciates the opportunity to make positive changes for the ESCSB and the overall community. She's enjoying meeting other people and attending the business meetings.

**Old Business –**

There was none.

**New Business –**

Ms. Sedjat stated there is a Medicaid meeting that she, Mrs. Kelley, and Mrs. Linton will be attending.

Mr. Bradley asked for a motion to go into Executive Session at 11:50 am. Mr. Fitch made the motion, Mrs. Crockett seconded, and it was unanimously approved by a hand vote. It was announced that pursuant to Virginia Code Section, 2:2:3711 (A) (1), the Board would enter into Executive Session for the discussion of personnel issues.

The board came out of closed session. A roll call vote was taken, and all board members certified nothing other than personnel matters were discussed during the closed session.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 12:20 pm.

Barbara James, Recording Secretary/Ms. Marva Annis, Secretary

**These minutes are subject to full Board Approval.**