

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes**

**November 8, 2016**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 8, 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. Gina Williams

#### **Others Present:**

Ms. Lisa Sedjat, Executive Director  
Mrs. Lynier Linton, Director of Finance and Administration  
Ms. Sarah Lewis, Clinical Director of MH & QI  
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.  
Ms. Kathleen O'Keefe, Intellectual Disabilities 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. Joan Wilson  
Dr. Nicholas McClean-Rice, Medical Director

Mr. Hubbard, Chairman, called the meeting to order at 10:04 am.

#### **Approval of Minutes –**

Mr. Fitch made a motion to approve the October 11, 2016 minutes, Ms. Annis seconded, and it was unanimously approved by a voice vote.

#### **Public Comment –**

There was none.

**Items Requiring Board Action –**

There was none.

**Treasurer’s Report –**

Mr. Fitch referenced the treasurer’s report ending September 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 referenced the board report that is appended herewith.

Mrs. Bulin passed out a draft of the Social Media Policy and ESCSB Office of Prevention Services: Summary Highlights. 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.

**Human Resources –**

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

**Finance Director –**

Mrs. Linton referenced the financial report ending September 30, 2016. There was discussion.

**IT Director –**

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

**Executive Director –**

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

Ms. Sedjat reminded everyone the retreat will be Dec. 2, 2016, The Oyster Farm Event Center, Cape Charles, 12:00 noon.

Mr. Fitch made a motion to give all employees an augmentation of \$400 Full-time and \$200 Part-time. Mr. Bloxom seconded and it was approved unanimously by a voice vote.

Ms. Sedjat passed out a brochure from VACSB “Leading the way to Success”.

There was discussion on Mendisadd, Inc.

**Old Business –**

There was none.

**New Business –**

Mr. Bloxom stated the next board meeting will be Tuesday, December 13, 2016, at 10:00 am.

Mr. Fitch made a motion to adjourn the meeting, and Dr. Ogram seconded. The motion was passed unanimously and the meeting adjourned at 11:05 am.

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