

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
October 16, 2018

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 16, 2018 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Robert Bloxom
Ms. Gina Crockett
Mr. Richard Hubbard
Dr. John Ogram
Ms. Sandy Taylor
Ms. Gina Williams
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mrs. Lynier Linton, Director of Finance and Administration
Ms. Kathleen O'Keefe, Developmental Services Program Director
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs.
Mr. Damien Greene, IT Director
Mrs. Sharon Sanderson, Human Resources Coordinator
Mr. Jerry Murphy, Accounting Manager
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Andre Elliott
Dr. Nicholas McClean-Rice, Medical Director

Mr. Bloxom, Chairman, called the meeting to order at 9:05 am.

Approval of Minutes –

Mr. Hubbard made a motion to approve the September 11, 2018 minutes with edits. Ms. Wilson seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Hubbard made a motion to approve ESCSB Policy MIS 007 “Access Authorization”. Ms. Taylor seconded, and it was unanimously approved by a voice vote.

Executive Director –

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

Ms. Sedjat stated DBHDS auditors will be here the week of October 29 through November 2, 2018. Also, Robinson, Farmer, and Cox Associates will be here November 1 & 2, 2018.

Ms. Sedjat stated five applicants have applied for the Director of Finance and Administration position, two have been interviewed, one more interview, and hope to make a decision on Friday, October 19, 2018.

Ms. Sedjat stated we are still awaiting the Certificate of Occupancy for the Franktown house. Several small items need to be approved.

Ms. Sedjat proposed the end of the year party for ESCSB employees be Friday, December 14, 2018 and the board agreed.

Ms. Sedjat thanked everyone for their support with the luncheon. She stated there are no Board members assigned to the October, November, or December luncheons. Ms. Wilson will attend the November luncheon.

Treasurer’s Report –

Mrs. Linton referenced the report that is appended herewith.

Mrs. Linton stated DBHDS auditors will be here the week of October 29 through November 2, 2018.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Ms. Sedjat stated Governor Northam had to cancel the Opioid Awareness program on the Eastern Shore scheduled last week because of the weather and it will be rescheduled.

Ms. Sedjat stated the offer made to the Director of Clinical Services applicant was accepted then rescinded and she will not be taking the position.

Ms. Sedjat stated effective Monday, October 29, 2018 we will stop taking new patient referrals in the Mental Health and SUD outpatient programs for children. We will be losing one day of Dr. Henderson's time and one FT child clinician. We will work to refer children elsewhere and offer Case Management, when they come in for Same Day Access (SDA).

Ms. Sedjat referenced Emergency Services and CIT reports.

Prevention-

Mrs. Bulin 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.

Ms. Taylor stated everyone should try to go by the Shore Crafts store in Exmore which is open Tuesday, Wednesday, and Friday, from 10:00 am to 3:00 pm. They are working to get the store on the Artisans trail on the Eastern Shore.

Human Resources –

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

Finance Director –

Mrs. Linton referenced the financial report for the month ended July 31, 2018.

IT Director –

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

Old Business –

Mr. Bloxom stated the board would go over the Board of Directors position description next month.

New Business –

Ms. Sedjat and Dr. Ogram will attempt to arrange a meeting with jail personnel to discuss those individuals discharged from jail.

Mr. Hubbard made a motion to adjourn the meeting, and Mrs. Crockett seconded. The motion was passed unanimously and the meeting adjourned at 10:10 am.

Ms. Wilson made a motion to enter into Executive Session at 10:25 am and the motion was seconded by Ms. Taylor, with all present voting in favor. At 12:08 pm Ms. Wilson made a motion to adjourn the Executive Session and that motion was seconded by Ms. Taylor and approved by all present (Dr. Ogram had since exited the meeting). At 12:09 the board reconvened in open session. Mr. Bloxom polled the board via voice vote to affirm that under Virginia Code Section, 2:2-3711 (A) (1), only personnel matters were discussed in Executive Session. All present responded in the affirmative. Ms. Taylor made a motion to approve a 2.5% COLA for all employees that have been on board for six months, payable as of the first payroll in January and the motion was seconded by Ms. Annis. The motion was unanimously approved by Ms. Annis, Ms. Wilson, Ms. Williams, Ms. Taylor, Mrs. Crockett, and Mr. Hubbard. Ms. Wilson then made a motion that staff would be tasked with developing a merit-based incentive policy, structure and evaluation, to be implemented with the May performance reviews. The motion was seconded by Mrs. Crockett and unanimously approved by Ms. Annis, Ms. Wilson, Ms. Williams, Ms. Taylor, Mrs. Crockett, and Mr. Hubbard. The meeting was adjourned at 12:14 pm.

The next board meeting will be Tuesday, November 13, 2018 at 9:00 am.

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