

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
June 8, 2021

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 8, 2021 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

Members Present:

Ms. Eve Belote
Mr. Robert Bloxom
Mr. Andre Elliott
Mr. Richard Freeman
Ms. Janice Langley-Conference call
Dr. Peggy Shaeffer
Ms. Kim Wilkerson
Ms. Gina Williams-Conference call

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Michael Chandler, Director of Finance and Administration
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Rick Hubbard

Mr. Bloxom, Chairman, called the meeting to order at 9:21 am.

Ms. Belote made a motion that the board had convened a closed session for the purpose of finalizing the Executive Director's evaluation, pursuant to Section 2.2-3711(A) of the Code of Virginia of 1950, as amended. The motion was seconded by Mr. Freeman.

Mr. Bloxom called the open meeting to order and polled the board members present according to the motion and it was unanimously approved by a voice vote.

Approval of Minutes –

Mr. Freeman made a motion to approve the May 11, 2021 minutes. Mr. Elliott seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Ms. Sejat and Ms. Savage presented the following policies for approval:

1. Approval of ESCSB P&P RM 015-Minimum Necessary Requirements
2. Approval of ESCSB P&P HR 412-Required Bloodborne Pathogens Training
3. Approval of ESCSB P&P HR 604-Sick Leave
4. Approval of ESCSB P&P HR616-Compensatory Time Accrual and Use
5. Approval of ESCSB P&P HR 624-Family and Medical Leave
6. Approval of ESCSB P&P HR 632-Non-Medical Conditional Leave of Absence
7. Approval of ESCSB P&P HR 633-Medical Conditional Leave of Absence
8. Approval of ESCSB P&P HR 644-Military Leave-Reserve, National Guard or Naval Militia Duty
9. Approval of ESCSB P&P HR 656-Transitional Duty for Non-Worker's Compensation Medical Condition
10. Approval of ESCSB P&P-Appendix B-Bloodborne Pathogens Exposure Control Plan
11. Approval of ESCSB P&P-Appendix A-Driver Requirements for Employment and Retention
12. Approval of ESCSB P&P HR 810-Consumer Individual Relations
13. Approval of ESCSB P&P HR 464-Aggressive/Violent Behavior in the Workplace
14. Approval of ESCSB P&P HR 652-Workers' Compensation

Mr. Freeman made a motion to approve all with some small edits and ESCSB P&P HR 604-Sick Leave (to be reviewed by ESCSB attorney). Ms. Wilkerson seconded the motion and they were unanimously approved by a voice vote.

Executive Director –

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

Ms. Sedjat stated as of May 31, 2021 the ESCSB utilized two safety net beds for the month of May.

Ms. Sedjat stated the DBHDS has not provided the dashboard report and she was not able to report on the percentages this month.

Ms. Sedjat stated the DBHDS announced the May 15, 2021 deadline for licensing

requirements.

Ms. Sedjat went over the Earned Wage Access. There was discussion.

Ms. Sedjat reminded all that masks continue to be required, as the CSB is considered a Healthcare facility, until further notice by the CDC and the Governor.

Ms. Sedjat reported the required repairs to the Administrative office will be complete June 18, 2021.

Ms. Sedjat stated a Psychiatric Mental Health Nurse Practitioner (PMHNP) will be starting on July 6, 2021.

Ms. Sedjat went over the Region 5 accomplishments in FY21.

Ms. Sedjat presented the letter of good standing from DBHDS regarding the financial audit of 2017.

Ms. Sedjat stated due to the majority of ARC house staff resigning on Memorial Day weekend, ARC House will be closing as of June 30, 2021.

Treasurer's Report –

Mr. Chandler referenced the board report and the FY 22 ESCSB budget that is appended herewith.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

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

Ms. Sedjat stated there is an article in the First Edition newspaper.

Developmental Services –

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

Human Resources & Finance Director –

Human Resources report attached.

IT Director –

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

Old Business –

Ms. Wilkerson stated business cards are needed for board members.

New Business –

Ms. Belote made a motion to appropriate \$25,000 to create a pool for bonuses to be paid to the Executive Management team employed as of March 31, 2021. Mr. Freeman seconded the motion. Mr. Bloxom also suggested the board would like to treat the Senior Management team to a dinner at a later date.

Mr. Freeman made a motion to adjourn the meeting, and Ms. Wilkerson seconded. The motion was passed unanimously and the meeting adjourned at 10:55 am.

There will be no July meeting.

The next board meeting will be Tuesday, August 10, 2021

Barbara James, Recording Secretary, Kim Wilkerson, Secretary
These minutes are subject to full Board Approval.