

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**February 8, 2022**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, February 8, 2022 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

**Members Present:**

Ms. Eve Belote  
Mr. Robert Bloxom-Conference call  
Mr. Andre Elliott  
Mr. Richard Freeman  
Mr. Rick Hubbard  
Dr. Peggy Shaeffer  
Ms. Kim Wilkerson-Conference call

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sharon Jones, Director of Finance and Administration  
Mr. Damien Greene, IT Director  
Ms. Barbara James, Office Services Specialist

**Absent:**

Ms. Gina Williams

Ms. Belote, Chair, called the meeting to order at 9:03 am.

**Approval of Minutes –**

Mr. Freeman made a motion to approve the January 11, 2022 minutes. Mr. Hubbard seconded, and they were unanimously approved by a voice vote.

**Finance Director's Report –**

Ms. Jones referenced the board report that is appended herewith. There was discussion.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

There was none.

**Executive Director –**

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

Ms. Sedjat stated as of January 31, 2022 the ESCSB utilized zero safety net beds. There was discussion.

Ms. Sedjat stated John Littel had been named Secretary of Health and Human Resources and Nelson Smith had been named Commissioner of Virginia Department Behavioral Health and Developmental Services.

Ms. Sedjat gave an update regarding a temporary pause in services and restructuring. She stated Exmore House, Hartman House, and Dogwood View would be consolidated until fully staffed.

Ms. Sedjat stated the ESCSB reached out to two families significantly impacted by tragedy.

Ms. Sedjat stated a Senior Fiscal Services Specialist had been hired for the Finance Department.

Ms. Sedjat stated she received an email thanking her for the Subway Birthday Gift card.

Ms. Sedjat stated Ms. Jones has done a wonderful job at motivating her team and promoting a cohesive and supportive work environment.

Ms. Sedjat went over the Mental Health Statistics Improvement Program (MHSIP) survey and parents or guardians of children receive the Youth Services Survey for Families (YSS-F).

Ms. Sedjat requested that each Board member speak to our Legislators about the VACSB Budget Priorities for 2022-2024 Biennium. She passed out a copy of budget amendment SB 30 related to Certified Prescreener Clinicians and a copy of a letter to Mr. Bloxom and Mr. Lewis from Mr. Millward, Emergency Services Clinician.

**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.

**Developmental Services –**

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

**Human Resources –**

Human Resources report attached.

Ms. Sedjat stated that Ms. Wessells, Human Resources Assistant, has done a wonderful job on the monthly newsletter.

**IT Director –**

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

Mr. Greene stated USAC has given Evergreen status to ENA telecom/data contracts through 2024 under the HealthCare Connect Fund (HCF) program. Funding through the HCF program covers up to 65 percent of expenses for eligible equipment and data services. The awarded funding amounts and expenses for FY 2021 (July 1, 2021 to June 30, 2022) will be reviewed during the next board meeting.

Mr. Greene stated the new Citrix environment was pilot tested during the month of November with positive results but was paused during December 2021 and January 2022 due to unplanned events. Pilot testing is scheduled to resume in February, 2022.

Mr. Greene stated as per his phone discussion with Department of Environmental Quality (DEQ) on February 1, 2022, the ESCSB is awaiting final closure documentation from DEQ for the Parksley Behavioral Greenbush site gas tanks.

Mr. Greene stated Microsoft and system patches for the agency's computers, laptops, and other devices have been applied. These are the monthly security patches released from Microsoft and other third-party vendors.

**Old Business –**

Ms. Sedjat reminded everyone to please send in Financial Disclosure Statements.

**New Business –**

Ms. Belote stated the ESCSB website looks great.

Mr. Freeman made a motion that the board convene a closed session for the purpose of holding a discussion of a personnel issue, pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia of 1950, as amended. Mr. Hubbard seconded and the motion was approved unanimously by a voice vote.

Mr. Freeman made a motion the board reconvene in open session and that a roll call vote be taken and recorded on this motion so that each member who votes in favor shall thereby certify compliance with all the matters identified in Section 2.2-3711 (D) of the Code of Virginia of 1950 as amended. Mr. Elliott seconded and the motion was approved by a roll call vote. Mr. Hubbard, Mr. Elliott, Mr. Freeman, Dr. Shaeffer, Mr. Bloxom and Ms. Belote stated only legal and monetary matters were discussed in the closed session.

Dr. Shaeffer made a motion to adjourn the meeting and Mr. Freeman seconded. The motion was passed unanimously and the meeting adjourned at 10:33 am.

The next board meeting will be Tuesday, March 8, 2022, at 9:00 am.

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