

**EASTERN SHORE COMMUNITY SERVICES BOARD**

**Minutes  
August 10, 2021**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 10, 2021 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

**Members Present:**

Mr. Robert Bloxom  
Mr. Andre Elliott  
Mr. Rick Hubbard-Conference call  
Ms. Janice Langley-Conference call  
Ms. Kim Wilkerson  
Ms. Gina Williams-Conference call

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Mrs. Molly Walker, Director of Clinical Services & QI  
Mr. Michael Chandler, Director of Finance and Administration  
Ms. Barbara James, Office Services Specialist

**Absent:**

Ms. Eve Belote  
Mr. Richard Freeman  
Dr. Peggy Shaeffer

Mr. Bloxom, Chairman, called the meeting to order at 9:02 am.

**Approval of Minutes –**

Mr. Elliott made a motion to approve the June 8, 2021 and June 25, 2021 minutes. Ms. Wilkerson seconded, and they were unanimously approved by a voice vote.

**Public Comment –**

There was none.

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

Approval of ESCSB P&P-HR 458 Alcohol and Other Drug Testing and ESCSB P&P HR-452 Drug-Free Workplace. There was discussion. Ms. Langley made a motion to approve. Mr. Elliott seconded, and they were approved unanimously by a voice vote.

### **Executive Director –**

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

Ms. Sedjat stated as of July 31, 2021 the ESCSB utilized 0 (zero) safety net beds for the month of June.

Ms. Sedjat reviewed the Dashboard report for the month of May, 2021.

Ms. Sedjat went over the State Hospital Bed Census and DBHDS Initiatives.

Ms. Sedjat went over the preliminary DBHDS Budget Document presented to the General Assembly.

Ms. Sedjat stated the ESCSB has been diligent in referring staff to EAP in the past year and this has resulted in a significant increase over past years.

Ms. Sedjat went over the ESCSB Satisfaction Survey 2020 and ESCSB Satisfaction Survey 2021.

Ms. Sedjat stated that signage is being ordered for all ESCSB buildings.

Ms. Sedjat stated upcoming board meeting presentation regarding Earned Wage Access (September) and Self Funded Insurance (October).

### **Treasurer's Report –**

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

Mr. Chandler stated the two Pine Avenue lots had been appraised and there is a buyer. Mr. Elliott made a motion to sell the properties at the appraised price. Mr. Hubbard seconded, and the motion was unanimously approved by a voice vote.

Ms. Sedjat gave an update on ARC House.

### **Disability Program Reports-**

### **Clinical Services and Quality Improvement –**

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

Ms. Walker stated the audit was completed by DBHDS on MH/SA Case Management, ACS, ES, PSR, MH/SA Outpatient, MHSB programs.

Ms. Walker stated Katie Isdell had been promoted to Health Information Management and Administrative Supervisor.

Ms. Walker stated she had met with Eastern Shore Rural Health to discuss MAT program, agreement, and ways to improve coordination efforts.

Ms. Walker stated HRSA end of year report (PIMS) had been completed.

Ms. Walker stated Cait Ford is now SA Outpatient Supervisor.

Ms. Walker went over Psychosocial Rehabilitative Services, Emergency Services, Partners for Health Program, and Health Information Management programs.

**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 & Finance Director –**

Human Resources report attached.

Mr. Chandler stated there have been three interviews and one tomorrow for the position of Human Resources Assistant.

**IT Director –**

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

**Old Business –**

Ms. Sedjat passed out ESCSB Board Member cards for each board member to hand out.

Ms. Sedjat “The Role of Adult Protective Services: Abuse, Neglect, and Financial Exploitation” will be presented at Commonwealth Senior Living at the Eastern Shore,

Tuesday, August 31, 2021, 10-11:00 am.

Ms. Sedjat stated “Sweet Memories Caregivers Support Group” will meet the second Tuesday of the month, 10:00 until 10:45 am, Commonwealth Senior Living at the Eastern Shore.

Ms. Sedjat stated they would be discussing more next month on having the board meetings in person.

**New Business –**

Mr. Bloxom presented the proposed draft of Lisa Sedjat, Executive Director, contract for the next three years. Mr. Elliott made a motion to accept. Mr. Hubbard seconded, and it was approved unanimously by a voice vote.

At 10:45am, Ms. Wilkerson 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. The motion was seconded by Mr. Elliott. Discussion followed. at 10:55am, Ms. Wilkerson made a motion that the board reconvene in open session and that a roll call vote be taken and recorded on the motion so that each member voting in favor shall hereby certify compliance with all of the matters identified in Section 2.2-3712(D) of the Code of Virginia of 1950, as amended. The motion was seconded by Mr. Elliott. Mr. Bloxom then called the open meeting to order and polled the board members present according to the motion. Those voting affirmatively were Ms. Langley, Mr. Elliott, Ms. Wilkerson, Mr. Hubbard, Ms. Williams and Mr. Bloxom (all board members present). At 11:02 am, Mr. Elliott made a motion to adjourn the open meeting, which was seconded by Ms. Wilkerson. All board members voted in favor of adjournment and Mr. Bloxom adjourned the meeting.

The next board meeting will be Tuesday, September 14, 2021, at 9:00 am.

Barbara James, Recording Secretary, Kim Wilkerson, Secretary

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