

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
August 15, 2017

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 15 2017 at the Eastern Shore Community College in Melfa, 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. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mrs. Lynier Linton, Director of Finance and Administration
Ms. Sarah Lewis, Clinical Director of MH & QI
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
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Gina Williams
Dr. Nicholas McClean-Rice, Medical Director
Mr. Jerry Murphy, Senior Accountant

Mr. Hubbard, Chairman, called the meeting to order at 9:00 am.

Approval of Minutes –

Mr. Fitch made a motion to approve the June 13, 2017 minutes, Mr. Bloxom seconded, and they were unanimously approved by a voice vote.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to approve revised ESCSB Policy HR 110 “Filling Position Vacancies”, ESCSB Policy HR 140 Documentation of Recruitment and Selection”, ESCSB Policy HR 300 “Employee Performance Evaluation”, ESCSB Policy HR 820 “Protection of Consumers and Their Rights”, and ESCSB Policy HR 500 “Benefits”. After discussion Ms. Wilson seconded, and they were unanimously approved by a voice vote.

Treasurer’s Report –

Mr. Fitch referenced the treasurer’s report ending May 31, 2017.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

Ms. 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.

Human Resources –

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

Finance Director –

Mrs. Linton referenced the financial report ending May 31, 2017. There was discussion.

IT Director –

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

Executive Director –

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

Ms. Sedjat thanked Mr. Greene for all his hard work.

Ms. Sedjat thanked Ms. Bulin and the Prevention team for providing breakfast for today's meeting, and for contacting WESR radio and doing spots of who the Eastern Shore Community Services Board is in the next few months.

Ms. Sedjat stated all remodeling of 5 Center Street, Wachapreague, VA has been completed and the license to "add a location" has been submitted.

Ms. Sedjat stated the manager's meeting has been revamped and will meet the first and last Thursday of each month.

Ms. Sedjat stated the roof on the Parksley building had been repaired but there are still leaks. They are coming back to fix it.

Ms. Sedjat stated they are trying to figure out the Tasley building and what it can be licensed for.

Old Business –

There was none.

New Business –

There was none.

The next board meeting will be Tuesday, September 12, 2017 at 10:00 am.

Mr. Hubbard announced that pursuant to Virginia Code Section, 2:2-3711 (A) (1), the Board would enter into Executive Session to discuss Executive Director's Evaluation at 9:53 am. Mr. Fitch made a motion, and Mr. Bloxom seconded. The motion was passed unanimously.

The rest of the day was spent in strategic planning session and adjourned at 4:00 pm.

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