

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**December 8, 2015**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, December 8, 2015 at the Eastern Shore Behavioral Healthcare Center in Parksley, 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

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sarah Lewis, Clinical Director of MH & QI  
Mr. Jerry Murphy, Senior Accountant  
Ms. Barbara James, Office Services Specialist

**Absent:**

Ms. Joan Wilson  
Mrs. Lynier Linton, Director of Finance and Administration  
Dr. Nicholas McClean-Rice, Medical Director  
Mr. Damien Greene, IT Director

Mr. Hubbard, Chairman, stated there would be a moment of silence for the passing of Ms. Sallye Dukes on November 29, 2015.

Mr. Hubbard, Chairman, called the meeting to order at 10:01 am.

**Approval of Minutes –**

Dr. Ogram stated the minutes should be corrected to read “There was substantial discussion of patients with substance abuse opiate addiction. It was recommended that Ms. Wilson, in conjunction with the SA division, write a letter to state legislature, Accomack and Northampton Board of Supervisors, and Accomack and Northampton County jails, asking for their support regarding medical treatment of these patients.” Mr. Fitch made a motion to approve the November 10, 2015 minutes with corrections. Mrs. Crockett seconded, and it was unanimously approved by a voice vote.

### **Public Comment –**

Five consumers from Day Support passed out painted sea shells and gifts to the Board members.

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

Mr. Fitch made a motion to grant full time employees a bonus of \$400 and part time employees \$200. There was discussion and the board may rethink whether to give a bonus in the future. Ms. Taylor seconded and it was unanimously approved by a voice vote.

### **Treasurer's Report –**

Mr. Murphy referenced the treasurer's report.

### **Disability Program Reports-**

#### **Clinical Services and Quality Improvement -**

Ms. Lewis referenced the board report that is appended herewith. Ms. Lewis stated Mr. Evans is now working with juvenile and people placed on probation with the court services unit for three days per week.

#### **Prevention-**

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

#### **Medical Director-**

Dr. McClean-Rice was unable to attend.

### **Developmental Services –**

Ms. Sedjat stated seven applications for Developmental Services Program Director had been received.

Ms. Sedjat stated the waiver redesign continues toward managed care.

Ms. Sedjat stated an offer for the Intellectual Aides positions had been offered to four out of five interviewed. The other one will be interviewed for a driver position.

Ms. Sedjat stated the Lead Community Integration Instructor position had one interview and will have one more interview. The group interviewed seven applicants.

Ms. Sedjat stated there was a grant awarded for one ipad for a client and are awaiting three others.

### **Human Resources –**

Ms. Sedjat stated she is finalizing the proposed job description for a Human Resources position.

Ms. Sedjat stated one clinician had been interviewed and one more will be interviewed..

Ms. Sedjat stated a Mental Health Skill Building Supervisor would be starting December 14, 2015.

Ms. Sedjat stated she had received applications for Mental Health Case Manager and Developmental Services Case Manager.

### **Finance Director –**

Mrs. Linton was unable to attend.

Mr. Murphy referenced the financial report for October 31, 2015.

### **IT Director –**

Mr. Greene was unable to attend.

Ms. Sedjat stated Universal Service Administrative Company (USAC) funding for the Board's new data lines has been approved.

Ms. Sedjat stated the board will be sent a list of phone extensions.

Ms. Sedjat stated five boards now have Credible and hoping all 9 boards will come on board so they can share data and talk to each other and hospitals.

### **Executive Director –**

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

Ms. Sedjat stated work has begun on the Emergency Services building.

Ms. Sedjat stated of getting advice or a consultant to go over gun control in the ESCSB workplace. She passed around recommendations from the DBHDS.

### **Old Business –**

There was none.

**New Business –**

Mrs. Crockett thanked the board for the lovely flowers and card she received in the passing of her sister.

Dr. Ogram asked for clarification on mandated versus non mandated services and what are the payor sources.

Ms. Taylor stated the Special Olympics team won a trophy in the Christmas parade in Chincoteague.

The winter retreat is December 11, 2015. The morning session will include workers comp training, customer service relations, and how to make a better workplace. Eastern Shore Yacht & Country Club, Melfa, VA., 12:00 noon. All board members are invited to attend.

Mr. Hubbard announced the next board meeting will be January 12, 2016.

Mr. Fitch made a motion to adjourn the meeting, and Mr. Bloxom seconded. The motion was passed unanimously and the meeting adjourned at 11:21 am.

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