

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
June 14, 2016

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 14, 2016 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
Ms. Gina Williams

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, Intellectual Disabilities Director
Dr. Nicholas McClean-Rice, Medical Director
Mr. Damien Greene, IT Director
Mr. Jerry Murphy, Senior Accountant
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Joan Wilson

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

Mr. Hubbard announced the Board needs to go into Executive Session to discuss Mendisadd, Inc. real estate matters. Mr. Fitch made the motion, Mr. Bloxom seconded and the Board entered into Executive Session at 10:02 am. The Board came out of Executive Session at 10:22 am and a roll call vote was taken with each individual board member verifying that only Mendisadd, Inc. real estate matters were discussed during the closed session.

Mr. Hubbard announced there would be a moment of silence for the Orlando tragedy.

Approval of Minutes –

Mr. Fitch made a motion to approve the May 10 2016 minutes with several typos-Page 2 vote, Page 3-Ogram & applicants, Page 4-Apples & recommended. Mrs. Crockett seconded, and it was unanimously approved by a voice vote. Mr. Fitch stated a copy of the Treasurer's report should be attached to the minutes when they are mailed.

Mr. Bloxom made a motion to purchase the real estate property under Mendisadd, Inc., Mr. Fitch seconded, and it was 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 DSCM 014-“Conflict Free Case Management”. Mr. Bloxom seconded, and it was unanimously approved by a hand vote.

Under the revised ESCSB Policy SRM 013-“Transportation of Consumers” add under Policy “Any deviation from this policy approval by Executive Director or designee”. Under Number 5 add “Refer to disciplinary policy”. Under Number 6 add “Cell phone policy”. Under Number 9 add “Unexpired flares”.

Mr. Fitch made a motion to approve revised ESCSB Policy HR 458-“Alcohol and Other Drug Testing” with review in six months. Ms. Taylor seconded, and it was unanimously approved by a hand vote.

Mr. Fitch made a motion to approve revised ESCSB Policy HR 602-“Annual Leave (Part-time Employees). Ms. Taylor seconded, and it was unanimously approved by a hand vote.

Treasurer's Report –

Mr. Fitch referenced the treasurer's report ending April 30, 2016.

Mr. Fitch made a motion to approve the FY 2017 budget. Mr. Bloxom seconded, and it was unanimously approved by a voice vote.

Disability Program Reports-

Clinical Services and Quality Improvement -

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

Ms. Lewis stated the May 16 “Rotten Apples” at the ESCC was very informative on substance use disorder trends and needs specific to the Eastern Shore. There were several agencies and the school system was represented.

Ms. Lewis stated there were 189 calls to Emergency Services during May, 2016.

Ms. Lewis stated Dennis Riddick, Licensing Specialist, was here last week. He will be sending corrective action plan. He renewed license for mental health skill building for one year.

Prevention-

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

Medical Director-

Dr. McClean-Rice stated Dr. Henderson has a three month waiting list for patients. He and Dr. Snead have a two month waiting list.

Return visits after medication adjustments for patients too far apart.

Dr. McClean-Rice stated he is concerned with prescription forgery that is going on.

Dr. McClean-Rice stated there are two new nurses in the medical department since Susan Taylor’s retirement. He is very pleased with the new medical staff.

Dr. McClean-Rice asked why our hospitalization rate was the only one that dropped in the region and Ms. Sedjat stated that the crisis stabilization team is doing a great job of working to stabilize individuals and not have to have them hospitalized.

Developmental Services –

Ms. O’Keefe referenced the board report that is appended herewith.

Human Resources –

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

Finance Director –

Mrs. Linton referenced the financial reports for April 30, 2016.

IT Director –

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

Executive Director –

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

Ms. Sedjat stated the Torch Run on June 8 was pictured on the front page of the Eastern Shore Post.

Ms. Sedjat stated the Out of Darkness Walk –“Walk to End Suicide” will be September 24, 2016 in Cape Charles.

Ms. Sedjat passed out the FY 2017 and FY 2018 Community Services Performance Contract.

Ms. Sedjat stated she will bring a job description for a grant writer to the next board meeting.

Ms. Sedjat stated the CIT grant request has been submitted and there is a Memo of Understanding with Riverside Shore Memorial Hospital. The CIT team is in place for this rural area. Grant winners will be announced in July.

Ms. Sedjat stated the overtime hours for employees are decreasing.

Old Business –

The HUD letter was discussed.

New Business –

The evaluation materials for the Executive Director were passed out to board members.

Ms. Sedjat stated the ARC is selling tickets for an original Willie Crockett painting for \$5.00 a ticket. The ticket will be drawn at the Fish Fry on August 13, 2016.

Mr. Hubbard stated the next board meeting will be Tuesday, July 12 2016, at 9:30 am.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Taylor seconded. The motion was passed unanimously and the meeting adjourned at 12:37 pm

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