

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes**

**March 14, 2017**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 14, 2017 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

#### **Members Present:**

Ms. Marva Annis  
Ms. Gina Crockett  
Mr. Robert Bloxom  
Mr. Richard Hubbard-Chairman  
Ms. Sandy Taylor  
Ms. Gina Williams  
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  
Dr. Nicholas McClean-Rice, Medical Director  
Ms. Kathleen O'Keefe, Developmental Services Program Director  
Ms. Kelly Bulin, Dir. of Program Development, Planning & Prevention Svcs  
Mrs. Sharon Sanderson, Human Resources Coordinator  
Mr. Damien Greene, IT Director  
Mr. Jerry Murphy, Senior Accountant  
Ms. Barbara James, Office Services Specialist

#### **Absent:**

Mr. Dee Fitch  
Dr. John Ogram

Mr. Hubbard, Chairman, called the meeting to order at 10:03 am.

#### **Approval of Minutes –**

Mr. Bloxom made a motion to approve the February 21, 2017 minutes, Ms. Wilson seconded, and it was unanimously approved by a voice vote.

Ms. Sedjat read a letter from a Clubhouse member regarding transportation issues. He stated they need newer and larger vehicles. There was discussion.

### **Public Comment –**

There was none.

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

Mr. Bloxom made a motion to approve revised ESCSB Policy HR 602 “Annual Leave” (Part-time Employees), Mrs. Crocket seconded, and it was unanimously approved by a voice vote.

Mrs. Wilson made a motion to approve revised ESCSB Policy HR 608 “Annual and Sick Leave Conversion”. There was discussion. Mr. Bloxom made a motion to change A. If there are not 440 hours carryover balances, keep leave balances intact and C. If there are 440 hours carryover annual leave balances, convert up to ten (10) days to sick leave to be used in accordance with the sick leave policy. Ms. Williams seconded, and the change was unanimously approved by a voice vote. Mrs. Wilson made a motion to approve as changed, and Mr. Bloxom seconded, and it was unanimously approved by a voice vote.

Mr. Bloxom made a motion to approve revised ESCSB Policy HR 636 “Personal Leave”. There was discussion. Ms. Taylor seconded, and it was unanimously approved by a voice vote.

### **Treasurer’s Report –**

Mr. Fitch was unable to attend. Mrs. Linton referenced the treasurer’s report ending January 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.

Ms. Bulin stated the ESCSB will be advertising for a part-time Program Development, Planning and Prevention Specialist as soon as possible.

Ms. Bulin stated she is providing supervision for the Certified Substance Abuse Counselor (CSAC) credential for Charlie Evans, MH/SA case manager.

Ms. Bulin stated she and the IT Director are currently developing the Give Local 757 2017 fundraising campaign. They will also be re-developing the ESCSB website in 2017 and working on other forums to communicate with the public to promote ESCSB services.

Ms. Bulin stated she is working with Teresa Guy, Workforce Development Coordinator, with the Eastern Shore Community College, to develop and ambassador/internship program for the ESCSB IT. The program would provide valuable staffing for the IT Department. There was discussion.

Ms. Bulin stated she is also working with Sarah Lewis and clinical staff to assist in completing the applications for the Certified Peer Recovery Specialist credential.

#### **Medical Director-**

Dr. McClean-Rice stated he will work on a report that will show the number of patients for no shows, Medicaid, indigent, privately insured, Substance Abuse versus Mental Health patients, Serious Mentally Ill –not serious, Suboxone opiate patients (currently 15), follow-up appointment lag time- getting patients back in.

As a general rule we cannot turn away hospital discharge patients and we must look after patients with schizophreniform illnesses wherever possible even when we are having problems fitting new patients into our system.

#### **Developmental Services –**

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

#### **Human Resources –**

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

#### **Finance Director –**

Mrs. Linton referenced the financial report ending January 31, 2017.

#### **IT Director –**

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

#### **Executive Director –**

Ms. Sedjat referenced her board report that is appended herewith. There was discussion.

#### **Old Business –**

There was none.

#### **New Business –**

There was none.

The next board meeting will be Tuesday, April 11, 2017 at 10:00 am.

Mrs. Crockett made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 11:40 am.

Barbara James, Recording Secretary/Ms. Joan Wilson, Secretary

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