

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
November 11, 2014

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 11, 2014 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Travis Bradley-Chairman
Ms. Gina Crockett
Ms. Sallye Dukes
Mr. Dee Fitch
Dr. John Ogram
Ms. Sandy Taylor
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mrs. Donna Kellam, Director of Administration and Human Resources
Mr. Mike Leahy, Developmental Services Program Director
Dr. Nicholas McClean-Rice-Medical Director
Ms. Sharon Parker, Director of Clinical Services
Mrs. Lynier Linton, Finance Director
Mr. Damien Greene, Acting IT Director
Mr. Gregory Davis, Senior Accountant
Ms. Barbara James, Office Services Specialist
Mr. Bob Barry, Kaufman & Canoles

Absent:

Mr. Richard Hubbard

The meeting convened at 9:00 am. Bob Barry, with Kaufman & Canoles, presented training on Freedom of Information Act and the Conflict of Interest Act.

Approval of Minutes -

Mr. Fitch made a motion to approve the October 14, 2014 minutes,

Mrs. Crockett seconded the motion, and it was unanimously approved by a hand vote.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to pass a Resolution adding Lisa Sedjat as an Authorized Account Manager of the Bank of America Visa Credit Card Account. Ms. Dukes seconded the motion, and it was unanimously approved by a hand vote.

Treasurer’s Report –

Mr. Fitch referenced his Treasurer’s report for the month ending September 30, 2014.

Disability Program Reports-

Clinical Services –

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

Ms. Parker stated the Credible training continues, and employees are learning the new system.

Medical Director-

Dr. McClean-Rice stated the Credible training continues with data entry.

Dr. McClean-Rice stated the morale is good in the Medical Department.

Dr. McClean-Rice stated consumers with no shows and cancelled appointments should be held accountable.

Prevention and Quality Improvement –

Mrs. Wharton referenced her board report that is appended herewith.

Mrs. Wharton stated trainings continue on Credible.

Mrs. Wharton stated Angel Shrieves has taken the lead in identifying and designing the Health Information Department’s work processes and authorizing the Department’s Instructional guides for using the Credible software.

Developmental Services –

Mr. Leahy referenced his board report that is appended herewith.

Mr. Leahy stated an exit interview was conducted with Medicaid and no deficiencies in the documentation of services rendered.

Mr. Leahy stated a food drive for the elderly was held and 25 individuals have benefited from this.

Human Resources –

Mrs. Kellam referenced her board report that is appended herewith.

Mr. Fitch made a motion to approve the Executive Director's Performance Objectives and Evaluation Criteria, Ms. Wilson seconded, and the motion was unanimously approved by a hand vote.

Finance Director –

Mrs. Linton referenced her board report for the month ending September 30, 2014 that is appended herewith.

Acting IT Director –

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

Mr. Greene stated a Network Support Technician will be starting on November 24, 2014. He will be a valuable member of the team.

Mr. Greene stated he is working on the Mitel phone system.

Executive Director –

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

Ms. Sedjat stated as of February 1, 2015 she will begin implementing the GAP (Governors Assistance Project) program which will allow us to be reimbursed for 87 individuals.

Ms. Sedjat stated the Wounded Warrior Act provides services for veterans, and there are 5600 veterans on the shore.

Ms. Sedjat stated she and Shenay Wharton met with Erica Lawson from Accomack County DJJ and they would like to work collaboratively regarding youth and families that have a high recidivism rate.

Ms. Sedjat stated two new programs will be started at Dogwood View Apartments and the Vocational Center.

Ms. Sedjat stated the State Human Rights Committee wants to meet at the Vocational Center October 15, 2015.

Ms. Sedjat stated the Mitel phone system needs to be fixed.

Ms. Sedjat stated Terry Donovan is now handling VICAPs and Vanessa Burton is handling referrals.

Ms. Sedjat stated she is working on restructuring the ESCSB pay scale.

Ms. Sedjat stated there are four board members whose term is up December 31, 2014.

Ms. Sedjat stated the employee recognition award has been implemented and will be posted on the website.

Ms. Sedjat stated she met with the Northampton Sheriff concerning crisis intervention.

Mr. Fitch made a motion that a Christmas bonus be made to the employees the same as last year, Ms. Taylor seconded the motion, and the motion was unanimously approved by a hand vote.

Ms. Sedjat announced the winter retreat will be Dec. 12, 2014, with a meeting at the Vocational Center and Eastern Shore Yacht & Country Club in the afternoon.

Old Business –

There was none.

New Business –

There was none.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 12:00 pm.

Barbara James, Recording Secretary/Ms. Marva Annis, Secretary

These minutes are subject to full Board Approval.