

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
November 13, 2018

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 13, 2018 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Robert Bloxom
Ms. Gina Crockett
Mr. Andre Elliott
Mr. Richard Hubbard
Dr. John Ogram
Ms. Gina Williams
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mr. Thom Dix, III, Director of Finance and Administration
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
Mr. Jerry Murphy, Accounting Manager
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Ms. Sandy Taylor
Dr. Nicholas McClean-Rice, Medical Director

Mr. Bloxom, Chairman, called the meeting to order at 9:05 am.

Approval of Minutes –

Mr. Hubbard made a motion to approve the October 16, 2018 minutes with edits. Mrs. Crockett seconded, and they were unanimously approved by a voice vote.

Ms. Sedjat introduced Mr. Thom Dix, III, Director of Finance and Administration. Each Board Member introduced themselves. Mr. Bloxom gave a short introduction and welcomed him.

Public Comment –

Ms. Sedjat stated all are welcome to attend the Achiever's Clubhouse Thanksgiving program on Thursday, November 15, 2018, from 11:30 am -1:00 pm. Achiever's Clubhouse members came by later and presented invitations to everyone.

Items Requiring Board Action –

Mr. Greene stated MIS policies are undergoing a revision process.

Mr. Bloxom stated the final draft of the Board of Directors position description would be sent next week.

Executive Director –

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

Ms. Sedjat stated financial and internal auditors were here for one week. Mr. Bloxom thanked everyone and stated congratulations on a good outcome.

Ms. Sedjat stated the contract procurement is being updated and the auditors suggested a purchase card agreement for everyone with credit cards.

Ms. Sedjat stated she has received 25 positive responses to the COLA. Ms. Sedjat stated three clinicians have received a notebook and gift card for beating their expected weekly units on more than 3 occasions.

Ms. Sedjat stated all CSB's received a proposal from Dr. Melton regarding reorganization of CSBs into New Sub-regions.

Ms. Sedjat stated still awaiting two special order windows for the Tasley building.

Treasurer's Report –

Mr. Murphy referenced the report that is appended herewith.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

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

Mrs. Bulin stated there would be two onsite audits next month, James Madison University and Virginia Foundation for Healthy Youth. Mrs. Bulin complimented her staff for all their hard work.

Mrs. Bulin stated Northampton County schools have been mandated to do training in the schools for their school based programs. Considering doing a letter to be written to the school board regarding the AI's Pals program and will be doing an in-service on Adverse Childhood Experiences Interface. There was discussion.

Medical Director-

Dr. McClean-Rice was unable to attend.

Developmental Services –

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

Ms. O'Keefe stated the restructured process for entering person centered plans into WaMs (waiver allocation management system) has been successful. It is meeting the requirements of the performance contract and licensure.

Ms. O'Keefe stated the application for Transactional Developmental Disability Case Management funding has been accepted and approved.

Dr. Ogram made a motion to approve the Title VI Department of Rail & Public Transportation contract, Mrs. Wilson seconded, and it was approved unanimously by a voice vote. Ms. O'Keefe will distribute at a later date.

Ms. O'Keefe stated the deck has to be fixed on the Franktown House before occupancy.

Human Resources –

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

Mrs. Sanderson stated revamped employee satisfaction surveys will be completed at retreat.

Mrs. Sanderson stated there were two suggestions; recognize employee of the month and more public awareness of how employees are doing.

Mrs. Sanderson stated she has been working on revising pay scales. There was discussion.

Finance Director –

Mr. Murphy referenced the financial report for the month ended August 31, 2018.

It was suggested there may be a Holiday Bonus of \$500 for full-time employees and \$250 for part-time employees. Ms. Williams made a motion, Mr. Elliott seconded, and it was unanimously approved by a voice vote.

Mr. Murphy congratulated everyone on all their hard work last week with the auditors.

IT Director –

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

Mr. Greene stated the Network Access forms for entry into the ESCSB's network have been established in order to enhance the management of user rights access on the ESCSB's network and electronic health record.

Mr. Greene stated pricing for an offsite media vault to store the ESCSB's backup tapes will be presented and discussed at the upcoming Board meeting.

Mr. Elliott made a motion to adjourn the meeting, and Mrs. Wilson seconded. The motion was passed unanimously and the meeting adjourned at 10:55 am.

Old Business –

All staff except Ms. Sedjat were dismissed and Mr. Bloxom called the board into executive session at 10:59am under Virginia Code Section 2:2-3711(A)(1) for the sole purpose of discussing a personnel matter. At 11:07am Chairman Bloxom called the board back into regular session. Chairman Bloxom polled the board members present (Hubbard, Crockett, Elliott, Wilson, Ogram, Williams and himself) to affirm that under Virginia Code Section 2:2-3711(A)(1) only personnel matters were discussed during the executive session and all board members responded in the affirmative. Dr. Ogram then made a motion to award a Contract Extension Fee to Executive Director Sedjat, payable immediately, in the amount equal to 4.05% of her current salary, to express the board's appreciation of her job performance and her agreement to the renewal of her Employment Agreement. The motion was seconded by Mr. Elliott. All board members voted in favor of the motion. Dr. Ogram made a motion to adjourn the board meeting, which was seconded by Mr. Hubbard and all present voted in the affirmative. The meeting was adjourned at 11:10am.

New Business –

The next board meeting will be Tuesday, December 11, 2018 at 9:00 am.

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