

## **EASTERN SHORE COMMUNITY SERVICES BOARD**

### **Minutes**

**November 8, 2022**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 8, 2022 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

#### **Members Present:**

Ms. Eve Belote  
Mr. Andre Elliott  
Mr. Richard Freeman  
Mr. Rick Hubbard  
Dr. Peggy Shaeffer  
Ms. Pam Thornes  
Ms. Janet Turner  
Ms. Cynthia Wilder  
Ms. Kim Wilkerson

#### **Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sharon Jones, Director of Finance and Administration  
Ms. Kathy O'Keefe, Developmental Services Program Director  
Ms. Heather Savage, Human Resources Coordinator  
Ms. Barbara James, Office Services Specialist

Ms. Belote, Chair, called the meeting to order at 8:58 am.

Ms. Belote welcomed Ms. Pam Thornes, new ESCSB board member. Everyone at the meeting introduced themselves and what they are currently doing.

#### **Approval of Minutes –**

Dr. Shaeffer made a motion to approve the October 11, 2022 minutes with edits. Mr. Freeman seconded, and they were approved unanimously by a voice vote, with Ms. Pam Thornes abstaining.

#### **Finance Director's Report –**

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

Ms. Jones went over the status of ESCSB fleet of vans. There was discussion.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

Ms. Savage went over the revised ESCSB Infectious Disease (Covid-19) Preparedness and Response Plan. Mr. Elliott made a motion to approve with changes. Mr. Freeman seconded, and they were approved by a voice vote.

**Executive Director –**

Ms. Sedjat welcomed new board member from Northampton County, Pam Thornes.

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

Ms. Sedjat went over Advancing Housing Opportunities: What Roles Can CSBs Play? that was presented at the VACSB Policy Conference October, 2022. There was discussion.

**Disability Program Reports-**

**Clinical Services and Quality Improvement –**

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

**Prevention-**

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

**Developmental Services –**

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

Ms. O’Keefe stated case managers received new laptops yesterday.

Ms. O’Keefe stated Developmental Services still has staffing needs.

Ms. O’Keefe everyone should visit Shore Crafts at the DS Complex-Exmore. They have many gifts.

Ms. O’Keefe stated Group Day Services and staff supported Breast Cancer Awareness

month.

Ms. O’Keefe stated audits are still ongoing.

Ms. O’Keefe stated there is still a backlog concerning dental referrals for individuals with developmental disabilities in the community needing services.

Ms. O’Keefe stated the Developmental Services Complex-Exmore had a good time trick or treating.

**Human Resources –**

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

**IT Director –**

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

**Old Business –**

There was none.

**New Business –**

Ms. Sedjat passed out ESCSB Survey for end of year winter retreat.

Ms. Sedjat went over the DBHDS Annual Client Survey.

Ms. Sedjat went over the VACSB letter Virginia Opioid Abatement Funds.

Ms. Sedjat went over the Prevention article in the Eastern Shore Post on November 4, 2022 on Tangier. There will be corrections published later.

Mr. Freeman made a motion to adjourn the meeting and Dr. Shaeffer seconded. The motion was passed unanimously and the meeting adjourned at 10:13 am.

The next board meeting will be Tuesday, January 10, 2023 at 9:00 am.

Barbara James, Recording Secretary, Kim Wilkerson, Secretary  
**These minutes are subject to full Board Approval.**