

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**April 11, 2023**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, April 11, 2023 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. Roxane Ward  
Ms. Cynthia Wilder

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sharon Jones, Director of Finance and Administration  
Ms. Kathy O’Keefe, Developmental Disabilities Program Director  
Ms. Barbara James, Office Services Specialist

Ms. Belote, Chair, called the meeting to order at 9:02 am.

**Approval of Minutes –**

Mr. Freeman made a motion to approve the March 14, 2023 minutes. Mr. Hubbard seconded, and they were approved unanimously by a voice vote.

**Finance Director’s Report –**

Ms. Jones referenced the board report that is appended herewith.  
There was discussion.

**Public Comment –**

There was none.

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

There was none.

### **Executive Director –**

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

Ms. Sedjat stated we have a strong SA Team and credible revenue for SA Case Management for February was the highest monthly net revenue for the year.

Ms. Sedjat stated the General Assembly has not agreed on budget, making CSB level budget development difficult.

Ms. Sedjat stated we received positive feedback from the Mortality Review Committee regarding review of the MRC packet submitted by our Developmental Services program. Ms. Sedjat read the email she received praising Alexis Crippen's work.

Ms. Sedjat stated employees will see no increase in health insurance costs this year. As an added benefit, we will be offering another option, Optima, to begin in July with open enrollment.

### **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 April is Autism Awareness month.

Ms. O'Keefe stated Group Day activities included celebrating each week differently.

Ms. O'Keefe stated Community Engagement services has increased.

Ms. O'Keefe stated Case Management team completed the most recent information for the SCQR (Support Coordinator Quality Review) and submitted it to the state.

### **Human Resources –**

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

### **IT Director –**

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

### **Old Business –**

There was none.

### **New Business –**

Mr. Freeman made a motion that the Board convene a closed session for the purpose of holding a discussion of a personnel issue, and pursuant to Section 2.2-3711(A)(1) of the Code of Virginia of 1950, as amended. Ms. Ward seconded. The motion was passed unanimously with a voice vote.

Ms. Belote made a motion the Board reconvene in open session and that a roll call be taken and recorded on this motion so that each member who votes in factor shall thereby certify compliance with all the matters identified in Section 2.2-3712 (D) I of the Code of Virginia of 1950 as amended. Ms. Wilder seconded. Only personnel matters were discussed. The motion was passed unanimously with Mr. Hubbard, yes voice vote, Dr. Shaeffer, yes voice vote, Mr. Freeman, yes voice vote, Ms. Turner, yes voice vote, Ms. Ward, yes voice vote, Ms. Wilder, yes voice vote, Mr. Elliott, yes voice vote, Ms. Thornes, yes voice vote, and Ms. Belote, yes voice vote.

Mr. Freeman made a motion to approve to modify HR 436 Work Hours policy to reflect a “32-40 hour work week” on a trial basis for 180 days. Dr. Shaffer seconded. The motion was passed with Mr. Hubbard, yes voice vote, Ms. Ward, yes voice vote, Ms. Wilder, yes voice vote, Mr. Elliott, yes voice vote, Dr. Shaeffer, yes voice vote, Mr. Freeman, yes voice vote, Ms. Belote, yes voice vote, Ms. Turner, abstaining, Ms. Thornes, abstaining.

Mr. Hubbard made a motion to adjourn the meeting and Mr. Elliott seconded. The motion was passed unanimously and the meeting adjourned at 10:15 am.

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

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