

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
June 13, 2023

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 13, 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. Kelly Bulin, Dir. Of Program Dev., Planning & Prevention Svcs.
Ms. Heather Savage, Human Resources Coordinator
Ms. Barbara James, Office Services Specialist
Mr. Randy Sparks, Attorney, Kaufman & Canoles

Absent:

Ms. Pam Thornes
Ms. Roxane Ward

Mr. Elliott, Vice-Chair, called the meeting to order at 9:00 am.

Approval of Minutes –

Mr. Freeman made a motion to approve the May 9, 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.

Ms. Sedjat passed around job descriptions for new positions and went over them. There was discussion.

Ms. Jones presented the revised ESCSB FY 2024 Budget report

Mr. Freeman made a motion to approve the revised FY 2024 budget. Mr. Hubbard seconded, and it was unanimously by a voice vote

There was discussion of the roof repairs at Parksley Behavioral Healthcare Center and they had been approved to proceed.

Public Comment –

There was none.

Items Requiring Board Action –

Ms. Savage presented ESCSB P&P HR 612 “Sick Leave Bank”. Dr. Shaeffer made a motion to approve. Mr. Hubbard seconded, and it was approved unanimously by a voice vote.

Executive Director –

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

Ms. Sedjat went over the DBHDS Report. There was discussion.

Ms. Sedjat stated the Mobile Unit and the ESCSB received wonderful feedback regarding our breakout session at the VACSB.

Ms. Sedjat passed around a copy of a letter of support from Dr. Nicole Marsh to Accomack County School Board to increase mental health services within the schools. There was discussion.

Disability Program Reports-

Clinical Services and Quality Improvement –

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

Prevention-

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

Ms. Bulin went over Substance Abuse Prevention staff overview and goals for 2024.

Developmental Services –

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

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 –

Ms. Sedjat passed around the Conflict of Interest policy to be returned by June 23, 2023.

New Business –

Ms. Belote reminded everyone Ms. Sedjat’s evaluation is due by June 30, 2023.

Ms. Belote made a motion that the Board convene a closed session for the purpose of holding a discussion of a legal matter, and pursuant to Section 2.2-3711 (A) (1) of the Code of Virginia of 1950, as amended. Mr. Freeman 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 favor shall thereby certify compliance with all the matters identified in Section 2.2-3712 (D) (1) of the Code of Virginia of 1950 as amended. Mr. Freeman seconded. Only legal 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. Wilder, yes voice vote, Mr. Elliott, yes voice vote, Ms. Turner, yes voice vote, and Ms. Belote, yes voice vote.

Mr. Elliott made a motion to authorize Kaufman & Canoles to divulge and representation of ESCSB in this legal matter and to a bank client also represented by Kaufman & Canoles. Dr. Shaeffer seconded. The motion was passed unanimously with a voice vote.

Mr. Elliott made a motion to adjourn the meeting and Mr. Freeman seconded. The

motion was passed unanimously and the meeting adjourned at 11:03 am.

There will not be an August meeting. Ms. Sedjat stated on August 8, 2023 there will be a tour of the sites for the board members.

The next board meeting will be Tuesday, July 11, 2023 at 9:00 am.

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