

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

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, July 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-Conference call  
Dr. Peggy Shaeffer-Conference call  
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. Barbara James, Office Services Specialist

Ms. Belote, Chair, called the meeting to order at 9:05 am.

**Approval of Minutes –**

Mr. Freeman made a motion to approve the June 13, 2023 minutes. Mr. Elliott seconded, and they were approved unanimously by a voice vote.

**Finance Director’s Report –**

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

**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 passed around the layout that will be on a billboard in Painter in the upcoming months.

Ms. Sedjat stated on June 6, 2023 the Secretary of Health & Human Services, John Littel, came to tour the Mobile Unit as well as our CIT Assessment center at Riverside Shore Memorial Hospital. She passed around an email from Calvin Hogg, Policy Assistant, as well as her response.

Ms. Sedjat stated due to the increase in the number of grants and the revamping of the DBHDS financial reporting we now have 49 funding streams that require varying amounts of data reporting and information dissemination. Our finance, clinical, grant, IT, and reimbursement teams have been working together to ensure accurate and timely reporting.

Ms. Sedjat stated the Forensic Discharge Planning Team is now active in the Accomack County Jail. This collaboration has been wonderful and the referrals are coming in.

Ms. Sedjat stated on June 2, 2023 we had a Summer Retreat at Sawmill Park for all employees. REVIVE training and an updated Dr. Armstrong training was presented. A great time was had with line dancing, volleyball, kickball, softball and great food from a local vendor. She has received several glowing emails. There was discussion.

Ms. Sedjat went over vehicle sale guidelines.

Ms. Sedjat went over grievance procedure.

Ms. Sedjat went over the Employee Satisfaction Survey. There was discussion.

Ms. Sedjat went over ESCSB buildings overview.

Ms. Belote stated the Executive Director's evaluation needs to be revised.

There was discussion on the 32 hour work week and will be reviewed in October, 2023

**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. 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. Belote went over the Board of Directors Remote Participation Policy.

**New Business –**

There was none.

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, September 12, 2023 at 9:00 am.

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