

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**October 10, 2023**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 10, 2023 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

**Members Present:**

Ms. Eve Belote  
Mr. Andre Elliott  
Mr. Richard Freeman  
Dr. Peggy Shaeffer  
Ms. Pam Thornes-Conference call  
Ms. Janet Turner  
Ms. Roxane Ward-Conference call  
Ms. Cynthia Wilder-Conference call

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Molly Walker, Director Mental Health/Substance Abuse Outpatient Services and Quality Improvement  
Ms. Sharon Jones, Director of Finance and Administration  
Ms. Heather Savage, Human Resources Coordinator  
Ms. Katie Isdell, Health Information Management and Administration Supervisor  
Ms. Barbara James, Office Services Specialist

**Absent:**

Mr. Rick Hubbard

Ms. Belote, Chair, called the meeting to order at 9:01 am.

**Approval of Minutes –**

Mr. Freeman made a motion to approve the September 12, 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.

Ms. Jones stated five Ford sedans were sold in accordance with the policy previously presented.

Ms. Jones stated a Ford dealership has submitted a proposal to custom order us new 2024 vans at a cost of less than \$60k each. A deposit of \$500 each would be required with the timeline for delivery still to be delivered. Three will be ordered. There was discussion.

Ms. Jones went over the appraisal of the value of our cell site.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

Ms. Isdell presented ESCSB policy & procedure RM 023 Email transmission of PHI. Mr. Freeman made a motion to approve. Dr. Shaeffer seconded, and it was approved by a voice vote.

**Human Resources Coordinator –**

Ms. Savage presented draft to delete ESCSB policy & procedure Mandatory COVID-19 Vaccination Policy HR 459. Mr. Elliott made a motion to approve. Mr. Freeman seconded, and it was approved by a voice vote.

Ms. Savage presented edits ESCSB policy & procedure Family and Medical Leave HR 624. Mr. Freeman made a motion to approve. Mr. Elliott seconded, and it was approved by a voice vote.

**Executive Director –**

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

Ms. Sedjat stated for the month of September the ESCSB had zero Safety Net Beds (SNB) admissions.

Ms. Sedjat stated the Hike for Hope was a success.

Ms. Sedjat stated the BOG committee has continued to improve morale and communication throughout the CSB. A suggestion was made for supervisors to complete a training and a training on “Preventing and Remediating Workplace Harassment” was presented at the July leadership meeting. This was well received. Also, something for people who have been with the company (milestones: 5, 10, 15, and 20 years). Currently

10 years but will be changing that to 5 as of this year.

There was a discussion about ESCSB locations and future planning.

Ms. Sedjat thanked Roxane Ward for reaching out to her about a website posting regarding the lack of mental health services on the Shore. This gave us the ability to respond and provide more information to the citizens of the Shore.

Ms. Sedjat stated Judge Burge has requested that she be part of the Eastern Shore Court team to attend Chief Justice Goodwin's Virginia Judicial Behavioral Health Summit Oct. 30-Nov. 1, 2023. The purpose of this summit is to get teams of people together to discuss, address and learn about new ways that court systems are dealing with mental health issues.

### **Disability Program Reports-**

#### **Clinical Services and Quality Improvement –**

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

Ms. Walker stated she tracked unapproved vs. approved services.

Ms. Walker stated she had completed chart audit with Ms. Isdell and Ms. Johnson to review MHOP documentation.

Ms. Walker stated she had participated in interviews for Peer Recovery Specialist and Peer Recovery Services Supervisor and someone has been hired for both positions.

Ms. Walker stated she supervised Chrissy Simon, PSR Supervisor, for MSW.

Ms. Walker stated she evaluated myescsb logistics.

Ms. Walker went over case management, clubhouse, and stated John Konkel was CIT Coordinator of the year and Randy Smith CIT Trainer of the year.

Ms. Walker stated she participated in DBHDS call regarding forensic discharge planning.

Ms. Walker stated the 32 hour work week is going well and staff are pleased.

### **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 –**

There was none.

**New Business –**

There was none.

Ms. Sedjat passed around the VACSB brochure.

Mr. Elliott thanked Kelly Bulin and Charmin Horton on all their hard work on the Hike For Hope event held September 30, 2023 in Cape Charles, VA.

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

The next board meeting will be Tuesday, November 14, 2023 at 9:00 am.

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