

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**April 9, 2024**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, April 9, 2024 at the Administration office, 24233 Lankford Highway, Tasley, VA 23441.

**Members Present:**

Ms. Eve Belote  
Mr. Richard Freeman  
Mr. Rick Hubbard  
Dr. Peggy Shaeffer  
Ms. Roxane Ward  
Ms. Judy Worthington

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sharon Jones, Director of Finance and Administration  
Ms. Kathy O’Keefe, Developmental Services Program Director  
Mr. Molly Walker, Director of MH/SA Outpatient Services & QI  
Ms. Barbara James, Office Services Specialist

**Absent:**

Mr. Andre Elliott  
Ms. Janet Turner  
Ms. Cynthia Wilder

Ms. Belote, Chair, called the meeting to order at 9:00 am.

**Approval of Minutes –**

Mr. Freeman made a motion to approve the March 12, 2024 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.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

Approval of modifications ESCSB P&P SRM 023-All Hazards Preparedness and Recovery Plan.

Dr. Shaeffer made a motion to approve, Mr. Freeman seconded. They were approved unanimously by a voice vote.

**Executive Director –**

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

Ms. Sedjat stated the ESCSB had zero (0) Safety Net Bed (SNB) admissions and gave an update.

Ms. Sedjat stated the last resignation in the Developmental Services division was in Day Support in September, 2023.

Since December 2023, we have had three resignations, all in Mental Health division, and one returned as a contractor.

The only Medication error since the November report occurred November 05, 2023 at Dogwood View apartments.

Ms. Sedjat gave an update on the Boots on the Ground Committee.

Ms. Sedjat stated FY25-FY26 Biennium State Budget development is attached.

Ms. Sedjat stated community relations during March were Accomack County Schools Community Advisory Council, School Health Advisory Board, meeting with Northampton County School about Community of Practice Grant, Eastern Shore Regional Jail collaboration, NASW conference, Region V Crisis Taskforce, Statewide Forensic Services workgroup, and Eastern Shore Mental Health Courts workgroup with Judge Burge.

Ms. Sedjat stated ESCSB now has a folder in Citrix called “HR Policies and Procedures”.

## **Disability Program Reports-**

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

Ms. Walker 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 went over the ESCSB Case Manager Data Review Follow-Up and CTA Notes. There was discussion.

Ms. Sedjat stated they had received a very nice thank you note from a parent of an individual that goes to Developmental Services.

### **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. Ward stated the ESCSB newsletter was very well done.

Ms. Sedjat stated a grant has been provided to advertise for a Driver-Mobile Unit.

Ms. Sedjat showed articles bought from the ESCSB Employee Merch Store and how to access store.

Ms. Ward thanked everyone for all the prayers, support, and patience her family had received during her loss.

Mr. Hubbard made a motion to adjourn the meeting and Mr. Freeman seconded. The motion was passed unanimously and the meeting adjourned at 9:59 am.

The next board meeting will be Tuesday, May 14, 2024 at 9:00 am.

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