

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**February 13, 2024**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, February 13, 2024 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. Janet Turner  
Ms. Roxane Ward-Conference call  
Ms. Cynthia Wilder

**Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Sharon Jones, Director of Finance and Administration  
Ms. Barbara James, Office Services Specialist

**Absent:**

Ms. Judy Worthington

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

**Approval of Minutes –**

Dr. Shaeffer made a motion to approve the January 9, 2024 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 did a full presentation on properties owned by Mendisadd, Inc. as well as Dogwood Apartments and ARC House. Ms. Jones went over a priority list for all properties. There was discussion.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

There were none.

**Executive Director –**

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

Ms. Sedjat stated the Developmental Services programs underwent an unannounced DBHDS audit during the week of January 9<sup>th</sup> and that was followed by an unannounced DMAS audit during the weeks of January 22<sup>nd</sup> and 29<sup>th</sup>.

Ms. Sedjat stated due to funding set forth by the General Assembly, DBHDS allotted monies to support a 2% raise for all CSB staff. This increase will be recognized in the 1<sup>st</sup> paycheck of March.

Ms. Sedjat stated she attended the VACSB Legislative Conference January 16-18 and was able to meet with Delegate Bloxom and Senator DeSteph to provide feedback regarding bills being presented during this legislative session.

Ms. Sedjat stated during the month of January Kevin Smith interviewed and was promoted to Psychosocial Rehabilitation Supervisor and Chrissy Simon interviewed and was promoted to Clinician.

Ms. Sedjat stated we are staying connected with the individuals we serve.

**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 –**

There was none.

**New Business –**

Ms. James went over the email from Ms. Ward thanking Ms. Wessells for another great job on the January, February newsletter, very uplifting.

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. Hubbard 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. Hubbard seconded. Only legal matters were discussed. The motion was passed unanimously with Mr. Elliott, yes voice vote, Mr. Freeman, yes voice vote, Ms. Wilder, yes voice vote, Mr. Hubbard, yes voice vote, Ms. Ward, yes voice vote, Dr. Shaeffer, yes voice vote, Ms. Turner, yes voice vote, and Ms. Belote, yes voice vote.

Mr. Hubbard made a motion to adjourn the meeting and Ms. Belote seconded. The motion was passed unanimously and the meeting adjourned at 10:52 am.

The next board meeting will be Tuesday, March 12, 2024 at 9:00 am.

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