

# **EASTERN SHORE COMMUNITY SERVICES BOARD**

## **Minutes**

**January 09, 2024**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 09, 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  
Ms. Janet Turner  
Ms. Judy Worthington

### **Others Present:**

Ms. Lisa Sedjat, Executive Director  
Ms. Kelly Bulin, Dir. Of Program Dev., Planning & Prevention Svcs.  
Ms. Sharon Jones, Director of Finance and Administration  
Ms. Barbara James, Office Services Specialist

### **Absent:**

Dr. Peggy Shaeffer  
Ms. Roxane Ward  
Ms. Cynthia Wilder

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

Ms. Sedjat introduced new board member Ms. Judy Worthington. Everyone introduced themselves.

### **Approval of Minutes –**

Mr. Freeman made a motion to approve the November 14, 2023 minutes. Mr. Elliott seconded, and they were approved unanimously by a voice vote.

### **Finance Director's Report –**

Ms. Jones passed around the audit report from Robinson, Farmer, Cox Associates for year ended June 30, 2023.

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

Mr. Elliott made a motion for the ESCSB to proceed with the sale of the tower lease for \$414,500. These funds could be put to good use in renovating our buildings. Mr. Freeman seconded, and it was approved unanimously by a voice vote.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

Mr. Elliott made a motion to approve ESCSB Policy & Procedure HR 468- Employee Discipline. 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 informational emails that were sent to remind employees about the required work week hours during the week of the end of year retreat, the week of Christmas and the week of New Year's day.

Ms. Sedjat went over the Governor's proposed budget and funding for behavioral health and developmental disability services.

Ms. Sedjat stated 11 employees had taken advantage of the discounted YMCA membership.

Ms. Sedjat passed around the VACSB 2023 Annual Report.

Ms. Sedjat stated there was an article in the November 24, 2023 Eastern Shore Post that thanked the ESCSB.

Ms. Sedjat stated Financial Disclosure Forms need to be filled out for all board members in Accomack and Northampton counties.

**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 Prevention staff and their duties.

Ms. Bulin stated suicide prevention efforts will be expanding to include 2 new regular training opportunities for our community. Applied Suicide Intervention Skills (ASIST) and Safe Talk.

Ms. Bulin stated science-based prevention efforts save money by focusing on delivering targeted services based on demonstrated need. From January 15-April 15, 2024 Prevention staff will be canvassing our community to recruit participation in a statewide Young Adult Survey (YASI) for 19-25 year old youth to tell us what is concerning them the most.

Ms. Bulin stated ESCSB in partnership with Community Partners of the Eastern Shore of Virginia (CPES) Wednesday, January 24, 2024 there would be a 2024 Homeless Point-In-Time (PIT) count.

**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.

Mr. Freeman made a motion to adjourn the meeting and Mr. Hubbard seconded. The motion was passed unanimously and the meeting adjourned at 10:16 am.

The next board meeting will be Tuesday, February 13, 2024 at 9:00 am.

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