

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
March 12, 2024

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 12, 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. Cynthia Wilder
Ms. Judy Worthington

Others Present:

Ms. Lisa Sedjat, Executive Director
Ms. Sharon Jones, Director of Finance and Administration
Mr. Damien Greene, IT Director
Mr. Mark Parker, Facilities & Vehicles Coordinator
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Roxane Ward

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

Ms. Jones introduced Mr. Parker to everyone and everyone introduced themselves.

Approval of Minutes –

Mr. Freeman made a motion to approve the February 13, 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 went over the Capital Plan Projects.

There was discussion.

Public Comment –

There was none.

Items Requiring Board Action –

Approval of modifications ESCSB P&P SRM 022-Appointment of Authorized Representative (AR).

Approval of modifications ESCSB P&P RM 004-Disclosure of Protected Health Information (PHI).

Approval of ESCSB MS 009-Naloxone Procedures.

Mr. Freeman made a motion to approve, Mr. Hubbard 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 second annual CIT Awards banquet was featured in the Eastern Shore Post and a list of attendees was presented to the Board.

Ms. Sedjat stated the ESCSB is planning an Honorary Dinner for Veterans May 23, 2024, 5-8 pm.

Ms. Sedjat stated the Office of Prevention installed mini-libraries at four ESCSB locations that are stocked with FREE books and information pamphlets. The Prevention office will keep the libraries stocked with new books and resources. Individuals receiving services are welcome to take and keep the books or borrow and return the books. Prevention staff will monitor the libraries to keep them stocked and clean. The four locations of the libraries are: Parksley Greenbush (front entrance), Tasley Administration (front entrance), Prevention Belle Haven (front entrance), Pine Avenue Nassawadox (front entrance).

Ms. Sedjat stated we are recovering \$10,236.60 for transportation services charged back to grants. Thanks to Carolyn Kelley and her team for getting this information together

and to Molly Walker for helping to find the right funding streams.

Ms. Sedjat stated the ESCSB has a new company store. Staff can access the store. There are a variety of apparel items to choose from.

Ms. Sedjat stated the ESCSB has another year of no increase for health plans.

Ms. Sedjat stated she and Kelly Bulin attended both the Northampton County and Accomack County Board of Supervisors meetings to request approval for a joint VOAA agreement.

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.

Ms. Sedjat went over an update on staff retention.

IT Director –

Mr. Greene referenced the board report that is appended herewith.

Mr. Greene went over New Desktop PC Purchase moved to Fiscal Year 2025.

Mr. Greene went over IT Security Cabinets Upgraded.

Mr. Greene went over optimizing the speed and security of the Wide Area Network (WAN) Infrastructure.

Mr. Greene went over maintenance shop in Belle Haven data line replacement.

Mr. Greene went over Windows Security Patches.

Old Business –

There was none.

New Business –

Mr. Freeman thanked Ms. Jones for all her hard work on the Capital Plan Projects.

Mr. Hubbard made a motion to adjourn the meeting and Mr. Elliott seconded. The motion was passed unanimously and the meeting adjourned at 10:08 am.

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

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