

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
JANUARY 10, 2012

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 10, 2012 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley
Rev. James Davis
Ms. Sallye Dukes-Chairperson
Mr. Dee Fitch
Mr. Spencer Murray
Dr. John Ogram

Others Present:

Dr. Mark Freeze, Executive Director
Mrs. Donna Kellam, Director of Administration and Human Resources
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mrs. Lynier Linton, Finance Director
Mr. Philip Evans, IT Director
Mr. Cedrick Cooper, Senior Accountant
Ms. Cheryl Davis, Developmental Services Program Director
Ms. Barbara James, Office Services Specialist

Absent:

Mrs. Gina Crockett
Ms. Sharon Parker, Director of Clinical Services
Dr. Nicholas McClean-Rice, Medical Director

Dr. Freeze called the meeting to order at 10:06 am. Dr. Freeze asked for nominations for the election of officers. Mr. Murray nominated Ms. Dukes for Chairperson. Mr. Fitch moved the nominations be closed, Mr. Murray seconded the motion, and it was unanimously approved by a hand vote. Ms. Dukes will be the Chairperson. Mr. Murray nominated Mr. Bradley for Vice-Chair. Mr. Fitch moved the nominations be closed, Mr. Murray

seconded the motion, and it was unanimously approved by a hand vote. Mr. Bradley will be the Vice-Chair. Mr. Fitch nominated Mr. Murray for Treasurer. Rev. Davis moved the nominations be closed, and it was unanimously approved by a hand vote. Mr. Murray will be the Treasurer. Mr. Murray nominated Mr. Fitch for Secretary. Rev. Davis moved the nominations be closed and it was approved by a hand vote. Mr. Fitch will be the Secretary.

New slate of officers for 2012 are as follows:

Ms. Dukes-Chairperson
Mr. Bradley-Vice-Chair
Mr. Murray-Treasurer
Mr. Fitch-Secretary

Mrs. Swain gave a report on the update of the electronic health record system saying the treatment plans need to be closed. Dr. Freeze thanked Mrs. Wharton for all her work in the cleanup of documentation.

Approval of Minutes -

Mr. Murray made a motion to approve the December 13, 2011 minutes as amended, Rev. Davis seconded the motion, and it was unanimously approved by a hand vote.

Public Comment -

There was none.

Items Requiring Board Action -

Mr. Murray made a motion to approve changes to ESCSB Policy SRM 019, "Buildings & Building Modifications" as corrected. Mr. Fitch seconded, and it was unanimously approved by hand vote.

Treasurer's Report -

Mr. Murray referenced his report and made a motion to approve the draft of the financial report ended November 30, 2011. Rev. Davis seconded, and it was unanimously approved by hand vote.

Disability Program Reports - Clinical Services -

Ms. Parker was unable to attend.

Mrs. Wharton is working closely on the cleanup of cases in the computer.

Dr. Ogram suggested that Mr. Bulin please underline the changes on his board report each month.

Medical Director –

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement –

Mrs. Wharton referenced her board report that is appended herewith.

Mrs. Wharton stated part of the problem with Profiler is how staff manage their time. There has been some progress in trying to change staff work flow so they can manage their time better.

Developmental Services –

Ms. Davis referenced her board report that is appended herewith.

Ms. Davis introduced Mike Leahy, Day Support Services Coordinator, who will be replacing her as Developmental Services Program Director. He gave a short talk on his background with the ESCSB.

Ms. Dukes thanked Ms. Davis for all her service to the ESCSB.

Human Resources –

Mrs. Kellam referenced her board report that is appended herewith.

Mrs. Kellam stated she is recruiting for several positions but Medicaid provider requirements affect the ability to quickly fill positions.

Mrs. Kellam stated board members that have not filled out a blank Financial Disclosure Statement for the annual filing should do so by January 15.

Finance Director –

Mrs. Linton referenced her board report that is appended herewith.

Mrs. Linton referenced the draft of the financial report for the month ending

November 30, 2011.

Mrs. Linton stated the Mendisadd, Inc. account will not be reported.

IT Director -

Mr. Evans referenced his board report that is appended herewith.

Mr. Evans stated of receiving help from Unicare to resolve the problem of printers for our users to share.

Mr. Evans stated there had been a power failure which caused the servers to be down in the Behavioral Healthcare Center in Parksley, which is an old building. The electricians were able to get a replacement part and it was resolved in about half a day.

Executive Director -

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he and several others from the ESCSB would be attending the VACSB legislative conference in Richmond next week. He hopes to meet with Senator Northam and Delegate Lewis to discuss budget priorities for Behavioral Healthcare.

Dr. Freeze stated the VICAP assessment project continues to make progress, and at other CSBs, other Boards have stepped in to help meet the demand for appointments.

Dr. Freeze stated there are currently two board member vacancies for Accomack County. The county administrator's office has been contacted and these appointments will be considered as part of the Board of Supervisors agenda at the January 18, 2012 meeting.

Dr. Freeze stated the Virginia Healthcare Foundation Grant is entering its last year.

Dr. Freeze stated the Medicaid audit went very well.

Dr. Freeze stated the CSB is approaching the end of the first year with the implementation of the electronic health record software. Dr. Freeze thanked staff for all their hard work.

Dr. Ogram suggested setting up goals for reviewing cases and opening new ones in hopes of reducing waiting time. The goals need to be set on a monthly basis and brought back to the meeting on a monthly basis.

Old Business -

There was none.

New Business -

There was none.

Ms. Dukes asked for a motion to adjourn, Mr. Fitch made the motion, and Dr. Ogram seconded it. The motion was approved unanimously by the board.

There being no further business the meeting adjourned at 11:40 am.

Barbara James, Recording Secretary/Mr. Dee Fitch, Secretary

These minutes are subject to full Board Approval.