

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
June 14, 2011

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 14, 2011 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley
Rev. James Davis
Ms. Sallye Dukes-Chairperson
Dr. Claudia Johnson
Mr. Spencer Murray

Others Present:

Dr. Mark Freeze, Executive Director
Mrs. Donna Kellam, Director of Administration and Human Resources

Executive Session:

The Chairperson announced that pursuant to Virginia Code Section 2:2:3711 (A) (1), to enter into Executive Session at 9:15 am for the discussion of personnel issues, specifically to go over the performance evaluation with the Executive Director.

Regular session reconvened at 10:25 am. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session. Mr. Murray made a motion to approve Dr. Freeze's contract to be updated for a two-year term and to state that all accumulated leave will be paid out pursuant to ESCSB policies, Dr. Johnson seconded, and it was approved unanimously by a hand vote.

Others Present:

Dr. Mark Freeze, Executive Director
Ms. Sharon Parker, Director of Clinical Services
Mr. Cedrick Cooper, Senior Accountant
Ms. Cheryl Davis, Developmental Services Program Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Delores Colona
Mrs. Gina Crockett
Mr. Dee Fitch
Mrs. Florence Parsons
Mr. Philip Evans, IT Director
Mrs. Lynier Linton, Finance Director
Dr. Nicholas McClean-Rice, Medical Director
Mrs. Debra Wharton, Director of Quality Improvement and Prevention

Approval of Minutes -

Mr. Murray and Dr. Freeze will write a Resolution to Riverside Shore Memorial Hospital for a local mental health facility and send a letter to the National Association for the Mentally Ill.

Mr. Murray made a motion to approve the May 10, 2011 minutes, Rev. Davis seconded the motion, and it was unanimously approved by a hand vote.

Public Comment -

Ms. Parker introduced interns Penny McCaskill, Lori Graham, and Ya Lin. Two interns are with the mental health/substance outpatient program and one is with the clubhouse. Each one gave a short talk on how they ended up on the Eastern Shore and what programs they are interested in.

Items Requiring Board Action -

Mr. Murray made a motion to approve changes to ESCSB Policy HR 458, "Alcohol and Other Drug Testing", and ESCSB Policy HR 120, "Pre-employment Verification-Driver requirement". Rev. Davis seconded, and they were unanimously approved by hand vote.

Treasurer's Report -

Mr. Murray briefly described the Treasurer's report that is appended herewith. Mr. Murray then made a motion to approve the 2012 fiscal budget and the preliminary financial report through April 30, 2011 as presented subject to adjustments and final approval by the external auditors. Rev. Davis seconded the motion, and it was unanimously approved by a hand vote.

Disability Program Reports - Clinical Services -

Ms. Parker referenced her report that is appended herewith.

Ms. Parker stated beginning July 18, 2011 the ESCSB will have to provide an independent assessment of Medicaid individuals wishing to receive day treatment, in-home, and mental health support services. The month of July is 251 people, August-76 people, September-161 people, October-70 people, and November-62 people. These are people already in the system for mental health authorization for services.

Medical Director -

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement -

Mrs. Wharton was unable to attend.

Developmental Services –

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

Ms. Davis referenced the Intellectual Disability Family Survey Report that is appended herewith.

Ms. Davis stated JeffCo is here this week to inspect the HUD projects as part of the annual site inspections.

Ms. Davis stated she and the Case Managers will attend training in Virginia Beach on the new IDOLS system of on-line submission of waiting list, slot allocation and part of the pre-authorization process.

Ms. Davis stated there is only one person originally from the Eastern Shore left at Central Virginia Training Center in Lynchburg, and the person is in the process of being placed in a group home in that area. Hopefully, Central Virginia CSB will be able to handle the discharge to avoid ESCSB time and expense of traveling to Lynchburg since the case will be transferred to them after discharge.

Ms. Davis stated Southeastern Virginia Training Center will be discharging one person, and they will be placed in the Virginia Beach area.

Ms. Davis stated the ESCSB was granted the additional Part C funds needed to finish out the year by the Department of Behavioral Health and Developmental Services.

Human Resources –

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

Mrs. Kellam stated there is continuing recruitment for Residential Services Aides and there are five interviews on Thursday, June 16, 2011.

Mrs. Kellam stated there is continuing recruitment for a Senior Clinician.

Mrs. Kellam stated there were 29 people screened at the retreat through the ESCSB's wellness plan, CommonHealth.

Senior Accountant –

Mr. Cooper presented the draft of the financial report for the month ending April 30, 2011.

Mr. Cooper presented the 2012 Performance Contract. Mr. Murray made a motion to approve the contract and to forward it to the Department of Behavioral Health and Developmental Services and to Accomack and Northampton counties administrators. Dr. Johnson seconded the motion, and it was approved unanimously by a hand vote.

Finance Director –

Mrs. Linton was unable to attend.

IT Director –

Mr. Evans was unable to attend.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated the ESCSB has gone live with Broadband. Progress continues with Profiler.

Dr. Freeze stated the ESCSB website will be up and live on June 14, 2011.

Dr. Freeze stated a grant has been submitted by Eastern Virginia Medical School for doctor services for a half day a week to help with the Department of Medical Assistance Services (DMAS) State Plan Option Services (SPO). The Medicaid services that will be subject to the independent evaluation include: intensive in-home support, therapeutic day treatment, mental health support and residential services.

Old Business –

There were none.

New Business -

There were none.

Ms. Dukes asked for a motion to adjourn, Mr. Murray made the motion, and Rev. Davis seconded it. The motion was approved unanimously by the board.

There being no further business the meeting adjourned at 12:10 pm.

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

These minutes are subject to full Board Approval.