

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**March 8, 2011**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 8, 2011, at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

Mr. Travis Bradley  
Ms. Delores Colona  
Mrs. Gina Crockett  
Rev. James Davis  
Ms. Sallye Dukes-Chairperson  
Mr. Dee Fitch  
Mr. Spencer Murray

**Others Present:**

Dr. Mark Freeze, Executive Director  
Ms. Sharon Parker, Director of Clinical Services  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Mrs. Lynier Linton, Finance Director  
Ms. Cheryl Davis, Developmental Services Program Director  
Mr. Philip Evans, IT Director  
Ms. Barbara James, Office Services Specialist

**Absent:**

Dr. Claudia Johnson  
Mrs. Florence Parsons  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Dr. Nicholas McClean-Rice, Medical Director

The meeting was called to order at 10:05 am by the Chairperson.

Mr. David Millward, Emergency Services Supervisor, introduced his staff and gave an informative talk on the Emergency Services Department of the ESCSB.

Mrs. Kelly Bulin, Prevention Supervisor, presented a short video on the value of intervention services and discussed the Prevention program of the ESCSB.

Ms. Diane Dawson, web site designer, gave a short video presentation on the ESCSB web site design.

### **Approval of Minutes -**

Mr. Murray made a motion to approve the February 8, 2011 minutes, Ms. Colona 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 for Dr. Freeze to write Riverside Shore Memorial Hospital on behalf of the Board of Directors, pertaining to the ESCSB mental health needs and the impact on the community. Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

Rev. Davis made a motion to nominate a budget committee consisting of Mr. Murray and Mr. Fitch to review the upcoming budget. Ms. Colona seconded the motion, and it was unanimously approved by hand vote.

Mr. Murray made a motion to approve ESCSB Policy HR 500, "Benefits" and ESCSB Policy HR 800 "Ethical Principles" with a monthly report of incidents be submitted to the board by Dr. Freeze. Mr. Fitch 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 stated the annual financial report for the year ending June 30, 2010 was very good. Mr. Murray then made a motion to approve the preliminary financial report through January 31, 2011 as presented subject to adjustments and final approval by the external auditors. Ms. Colona 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 there have been delays in the doctor's schedules with the implementation of the Profiler software. There are currently 38 adults and 26 children on the waiting list for services.

Ms. Parker stated two new office services specialists have been hired at the front desk at Greenbush Road and Dunne Avenue offices. They will be able to organize better on getting consumers into the system.

Ms. Parker further stated the CSB is still looking for a Senior Clinician, MH/SA Case

Manager, and Mental Health Support Specialist. The beginning of May a new intern is coming from Old Dominion University to provide mental health services for a year.

#### **Medical Director –**

Dr. McClean-Rice was unable to attend.

#### **Prevention and Quality Improvement –**

Mrs. Wharton referenced her board report incorporated herein by reference.

Mrs. Wharton stated the Board's Office of Prevention grant proposal to the DBHDS was funded.

Mrs. Wharton further stated the transition to Unicare was moving slowly.

#### **Developmental Services –**

Ms. Davis stated the Department of Behavioral Healthcare has proposed to cut Medicaid by 1%. This will affect day support and residential services. There are 275 new waiver slots available statewide, with one or two for the ESCSB. Ms. Davis stated the crisis stabilization project is on the list to be funded \$5 million statewide. This would be for individuals in this area needing services.

Ms. Davis stated the Parent Infant Program on the Shore is staying quite busy with a lot of referrals for case management services.

#### **Human Resources –**

Mrs. Kellam was unable to attend.

#### **Finance Director –**

Mrs. Linton presented the draft of the financial report for the month ending January 31, 2011.

Mrs. Linton stated she had included the FY2011 Mid-Year Financial Report and the ESCSB annual financial report for the year ended June 30, 2010.

#### **IT Director –**

Mr. Evans referenced his board report incorporated herein by reference.

Mr. Evans stated the ESCSB emergency staff is now able to get to the internet through Riverside Shore Memorial Hospital's network.

Mr. Evans further stated The Eastern Shore of Virginia Broadband Authority is still being worked on.

**Executive Director –**

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he had enclosed the Budget Conference report for the 2011 General Assembly session. This report is sent to the Governor for his review. There is a reconvened session scheduled for Wednesday, April 6, 2011.

Dr. Freeze stated the presentations this morning were well done.

Dr. Freeze further stated Broadband wiring continues on ESCSB buildings. There is no official word yet on a go live date.

**Old Business –**

There were none.

**New Business -**

There were none.

Ms. Dukes asked for a motion to adjourn, Mr. Fitch 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 12:30 pm.

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

**These minutes are subject to full Board Approval.**