

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
APRIL 10, 2012

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

Members Present:

Ms. Marva Annis
Mr. Travis Bradley
Mrs. Gina Crockett
Rev. James Davis
Ms. Sallye Dukes-Chair
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
Ms. Sharon Parker, Director of Clinical Services
Mrs. Lynier Linton, Finance Director
Mr. Philip Evans, IT Director
Mr. Cedrick Cooper, Senior Accountant
Mr. Mike Leahy, Developmental Services Program Director
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Berran Rogers
Dr. Nicholas McClean-Rice, Medical Director

Ms. Dukes called the meeting to order at 10:05 am.

Ms. Dukes welcomed new board member Ms. Marva Annis. Ms. Annis gave a short talk on her background. She is looking forward to working

with the Board, and everyone introduced themselves.

Approval of Minutes -

Mr. Fitch made a motion to approve the March 13, 2012 minutes with corrections, Mr. Murray seconded the motion, and it was unanimously approved by a hand vote.

Public Comment -

There was none.

Items Requiring Board Action -

Mrs. Kellam said that there was not a policy to present at this meeting relative to rescheduling people who don't bring payment at the time of their appointment. She and Mrs. Linton have been in contact with the Office of Human Rights to discuss the policy relative to current regulations. Mrs. Linton is also trying to collect sample policies from other CSBs.

Treasurer's Report -

Mr. Murray referenced his board report. Everyone has done a good job documenting services.

Mr. Murray stated there is no budget yet and may be VRS changes.

Mr. Fitch made a motion to approve the financials as of February 29, 2012, subject to final adjustments, Dr. Ogram seconded the motion, and it was unanimously approved.

Disability Program Reports - Clinical Services -

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

Ms. Parker stated there were 37 regular intakes and 38 VICAP assessments this month. There will be a spreadsheet next month on productivity of services.

Ms. Parker stated several members are either retiring or leaving positions. They are Marcia Carey, Virginia Ravizza, Sandy Hall, and Dr. Gray. This will be a significant drain on outpatient services.

Ms. Parker stated they would be looking at how things are functioning with Profiler. Hopefully, efficiently as possible.

Medical Director –

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement –

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

Dr. Freeze thanked Mrs. Wharton for all her hard work on the Profiler system.

Developmental Services –

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

Mr. Leahy stated the Medicaid auditor made an unannounced follow-up review March 29th and it was a positive review.

Mr. Leahy stated that at the March 30th Developmental Services Council meeting they are looking at increasing the Early Intervention Targeted Case Management rate from \$120 to \$132 budget for children.

Mr. Leahy stated the Federal Transportation Authority Transportation Title VI Plan and Procedures manual will have to be created and submitted to Department of Rail and Public Transportation for approval in the next few months.

Mr. Leahy stated anti-discrimination notices will have to be placed in all ESCSB 5310 Grant vehicles.

Mr. Leahy stated the photo shoot to present the \$2500.00 America's Farmers Grow Communities award check to the Parent-Infant Program on the Shore (PIPS) is scheduled for April 23, 2012 for the local newspaper.

Human Resources –

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

There was discussion on the Virginia Retirement System's proposed legislative changes.

Mrs. Kellam stated she has been working with a group of other HR professionals called Eastern Shore Human Resources Professionals to create a networking group to enable agencies to work together. The agencies primarily involved at this time are Eastern Shore Rural Health System, Inc.; New Ravenna; A & N Electric; and Baysys Technologies. On Tuesday, April 17, 2012, there will be a lunch and presentation from 11:30am-1:00 pm, Understanding The Employment Law Puzzle, Eastern Shore Community College Workforce Development Center, presented by an attorney from Kaufman & Canoles.

Mrs. Kellam stated the draft of Executive Director's performance evaluation is due at the May 8, 2012 meeting.

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 February 29, 2012.

IT Director –

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

Mr. Evans stated scanned documents were transferred from their temporary storage to the new storage device.

Mr. Evans stated they are looking into changing backups of data to be less expensive.

Mr. Evans stated he is looking into the VOIP phone solution. May be able to purchase services without an RFP process.

Mr. Evans stated hopefully the voice mail services on the phone system at Parksley Behavioral Healthcare System will be reinstated today.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he had enclosed in the board packet the 2012 Overview of Community Services in Virginia for review.

Dr. Freeze stated he had also enclosed in the board packet comments

regarding Virginia's Essential Health Benefits Plan related to behavioral health and developmental disabilities for review.

Dr. Freeze stated there is still no budget in place for the next biennium.

Dr. Freeze stated there are several direct care and transportation personnel retiring from the Board. There have been productivity measures implemented for outpatient clinicians with the goal increasing capacity to serve consumers.

Dr. Freeze reported of meeting with Dan Eley, Vice-President for Professional Services for Unicare. Areas discussed included: improvement strategies for communication as related to software issues, poorly performing companion software, lack of uniformity in training, continuing issues with state reporting, support after implementation and further development of the Virginia Users Group.

Old Business -

Dr. Ogram asked if the CSB has a liaison working with the Accomack County Sheriff's Department. Ms. Parker stated Eastern Shore Emergency Services staff is the liaison, then Ms. Parker. Ms. Parker stated with Dr. Gray retiring there is no one to do forensic evaluations.

Dr. Ogram asked is there a policy about treating sex offenders. Ms. Parker stated there is not a written policy. There is no one qualified to treat. Dr. McClean-Rice provides medication services on a case-by-case basis.

New Business -

There was none.

Executive Session -

The Chair announced that pursuant to Virginia Code Section 2:2:3711 (A) (1), to enter into Executive Session at 12:15 pm for the discussion of personnel issues.

Regular session reconvened at 12:40 pm. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

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

There being no further business the meeting adjourned at 12:41 pm.

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

These minutes are subject to full Board Approval.