

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
August 9, 2011

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 9, 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
Mrs. Florence Parsons

Others Present:

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

Absent:

Mrs. Lynier Linton, Finance Director
Dr. Nicholas McClean-Rice, Medical Director

Ms. Parker introduced Laura Lungarelli, Senior Clinician, and she gave a short talk on her work experience. She is glad to be working with the ESCSB.

Approval of Minutes -

Mr. Murray made a motion to approve the June 14, 2011 minutes, Rev. Davis seconded the motion, and it was unanimously approved by a hand vote.

Public Comment -

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to approve change to ESCSB Policy HR 120, “Pre-employment Verification-Driver requirement”-Should cite IT Support Technician instead of IT Specialist. Mr. Murray seconded, and it was 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 preliminary financial report through June 30, 2011 as presented subject to adjustments and final approval by the external auditors. Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

Disability Program Reports – Clinical Services –

Ms. Parker stated there have been staffing issues with a lot of staff out sick, a van accident, and the Clubhouse supervisor out sick a month.

Ms. Parker stated the HPRV Wounded Warrior Project is a grant to the HPRV region by the US Department of Veterans Affairs through the Virginia Department of Veterans Services to support and treat veterans affected by stress related disorders and traumatic brain injuries. The ESCSB Ameri-Corps Navigator will facilitate outreach to veterans, members of the military community, and their families to increase access to benefits, resources, and services available to them at the federal, state and local level.

Ms. Parker stated the ANOL Rural Health program partners in the community behavioral and physical health services is going well.

Ms. Parker stated the VICAP Program is experiencing difficulty in obtaining clinicians with license and license-eligible status from the Department of Health Professions to provide assessments.

Medical Director –

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement –

Mrs. Wharton stated a Resource Fair will be held August 27, 2011, Eastern Shore Community College, Workforce Development Center, 9:00 am-2:00 pm. Community Resources will be available with applications and information about

the services they provide.

There was discussion on the scanning process with Profiler.

Developmental Services –

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

Ms. Davis stated she has spent a lot of time in meetings to develop the crisis services for the DD population. Hopefully there will be a mobile unit to go out to the homes in the community preventing and dealing with crisis situations involving the dually diagnosed population. There could also be a facility for these services with a position assigned to the Eastern Shore with a coordinator that works with situations involving dually diagnosed, developmental disability and mentally ill. This is a two year grant.

Ms. Davis stated the new IDOLS system for on-line submission of the Waiver waiting list, waiver slot allocations, and part of the pre-authorization process is now in effect.

Ms. Davis stated the discharges from Southeastern Virginia Training Center are going smoothly.

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.

Ms. Davis stated the ARC Fish Fry will be held Saturday, August 13, 2011, in front of Edwards Seafood in Onley, from 10am-4pm.

Human Resources –

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

Mrs. Kellam stated ARC House is fully staffed. There are three shifts to fill in other sites, and Residential Services Aide positions will be filled.

Mrs. Kellam stated there is another interview for an LPN on August 12, 2011.

Mrs. Kellam stated the ESCSB will host a Virginia Retirement System (VRS) roundtable discussion at the Vocational Center on August 31, 2011.

Mrs. Kellam stated the HR and finance departments are preparing for the implementation of Workforce Now, the ADP product that will integrate the payroll and human resources data bases.

Senior Accountant –

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

Finance Director –

Mrs. Linton was unable to attend.

IT Director –

Mr. Evans stated he had been out of the office since June 14, 2011 and had just gotten back. The board welcomed him back.

Mr. Evans stated he would like to thank Pam Thornes, Damien Greene, and Daniel Justice for doing an outstanding job in the IT Department while he was out.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated the projected 400-500 assessments with the VICAP program have begun. A full-time licensed clinician will be starting on August 14, 2011.

Dr. Freeze stated Eastern State Hospital has a new Director, Jack Wood and there are more beds available for emergency situations.

Dr. Freeze stated he serves on the Return on Investment (ROI) project for the VACSB. They have finished the Pilot testing phase and have a two page example that can be tailored to an individual board, a region, or for state-level purposes. They are trying to determine if this is a usable document.

Dr. Freeze stated he has volunteered to serve as the Region V liaison to the Administrative Technology Committee. This committee is one of several standing committees for the Virginia Association of Community Services Boards (VACSB).

Dr. Freeze stated he has gotten all of the bids on the renovation of the small house on Merry Cat Lane and hopes to use it as an ID respite home.

Dr. Freeze stated the website is up and the address is www.escsb.org. Sharon Sanderson will update the HR portion and Daniel Justice will update any other. Dr. Freeze stated work continues on Profiler, and the ESCSB went live with the new accounting software, SAGE, July 1, 2011.

Old Business –

Ms. Dukes announced the passing of Dr. Claudia Johnson, board member, and stated her valuable service to this board will be missed. Mr. Murray stated a new member candidate would be voted on at the Northampton County Board of Supervisors on Tuesday, August 9, 2011. Mr. Murray stated he would miss the sharing with Dr. Johnson as they rode to the ESCSB board meetings together, and he would miss her very much.

New Business -

There were none.

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

There being no further business the meeting adjourned at 1135am.

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

These minutes are subject to full Board Approval.