

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes August 12, 2014

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 12, 2014 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Travis Bradley-Chairman
Ms. Gina Crockett
Ms. Sallye Dukes
Mr. Dee Fitch
Mr. Richard Hubbard
Dr. John Ogram
Ms. Sandy Taylor

Others Present:

Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mrs. Donna Kellam, Director of Administration and Human Resources
Mr. Mike Leahy, Developmental Services Program Director
Dr. Nicholas McClean-Rice-Medical Director
Mr. Gregory Davis, Senior Accountant
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Joan Wilson
Ms. Sharon Parker, Director of Clinical Services
Mrs. Lynier Linton, Finance Director
Mr. Damien Greene, Acting IT Director

Mr. Bradley, Chairman, called the meeting to order at 10:07 am.

Mr. Fitch introduced Mr. Gregory Davis, Senior Accountant, Finance Department, and stated he had worked with Norfolk State University.

Approval of Minutes –

Dr. Ogram made a motion to approve the July 8, 2014 minutes with correction to read Mr. Bradley thanked Dr. Freeze for his hard work and ten and a half years of service to the Eastern Shore Community Services Board. Mr. Hubbard seconded the motion, and the minutes were

unanimously approved by a hand vote. Also, minutes for special meetings July 17, July 25, and August 1, 2014 were approved.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to approve revised ESCSB Policy HR 612-“Sick Leave Bank”, Dr. Ogram seconded, and it was unanimously approved by a hand vote.

Treasurer’s Report –

Mr. Fitch referenced his Treasurer’s report for the month ending June 30, 2014.

Mr. Fitch made a motion to approve the final budget for the year ending June 30, 2014 & 2015, Mrs. Crockett seconded, and it was unanimously approved by a hand vote.

Mr. Fitch made a motion for a Resolution authorizing Lisa Sedjat, Executive Director, Eastern Shore Community Services Board, as of August 24, 2014, to sign on behalf of the organization and conduct banking relations on behalf of the organization including opening and closing bank accounts, authorizing signers on accounts, signing on accounts and signing safe deposit box leases. Mr. Hubbard seconded, and it was unanimously approved by a hand vote.

**Disability Program Reports-
Clinical Services –**

Ms. Parker was unable to attend.

Medical Director-

Dr. McClean-Rice stated the new Riverside Shore Memorial Hospital will have 52 beds with no psychiatric beds.

Dr. McClean-Rice stated there is a six-week wait in the medical department for checkups and two months wait for an evaluation. Dr. Snead is working extra hours.

Prevention and Quality Improvement –

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

Mrs. Wharton stated the Dare To Be You substance abuse program had been awarded a one-year grant of \$100,000 (with a one-year renewal).

Mrs. Wharton stated another grant in the amount of \$16,000 has been awarded and the Prevention Department will continually apply for more grants.

Mrs. Wharton stated there has been more training on the Credible software.

Mrs. Wharton stated last month a desk audit was conducted by the Department of Medical Assistance (DMAS).

Developmental Services –

Mr. Leahy stated last month a desk audit was performed to review Assistive Technology (AT), Environmental Modifications (EM) and Personal Emergency Response System (PERS) billings for individuals receiving ID Waiver services.

Mr. Leahy stated discussions continue regarding the potential changes to the current Waiver rate system. A two tier program (Supportive and Comprehensive Waivers) is being recommended.

Mr. Leahy stated CSBs have been contacted to share any current policies, practices and/or procedures that are in place to mitigate conflict regarding case management services.

Human Resources –

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

Mrs. Kellam passed out a newsletter and two confidential human rights reports.

Mrs. Kellam stated she is coordinating with the Eastern Shore Chamber of Commerce to have a Business After Hours on Wednesday, September 17, 2014, 5-7 pm, to introduce Lisa “Mimi” Sedjat, Executive Director, either at the Chamber or Exmore Vocational Developmental Complex.

Ms. Annis thanked everyone for the nice event for Dr. Freeze’s retirement.

Finance Director –

Mrs. Linton was unable to attend.

Acting IT Director –

Due to problems with phone system requiring his attention, Mr. Greene was unable to attend.

Old Business –

There was none.

New Business –

Mr. Bradley asked for a motion to go into Mendisadd, Inc. meeting at 11:12am. Mr. Fitch made a motion and Mr. Hubbard seconded. The motion was unanimously approved.

The ESCSB meeting reconvened at 11:14 am.

Mr. Bradley will check with John Anzivino, Springsted, Richmond, VA., about doing a presentation on the policies and format for the executive director's performance evaluation. Ms. Annis, Mrs. Crockett, and Mr. Fitch volunteered to serve on the committee.

Ms. Annis thanked everyone that participated in the ARC and Vocational Center Fish Fry held on August 9, 2014.

Ms. Taylor stated there will be a Special Olympics event on October 19, 2014 at King's Creek Inn, Cape Charles, with a live and silent auction for \$15 a person.

Mr. Fitch made a motion to adjourn the meeting and Mrs. Crockett seconded. The motion was passed unanimously and the meeting adjourned at 11:16 am.

Barbara James, Recording Secretary/Ms. Marva Annis, Secretary

These minutes are subject to full Board Approval.