

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**August 14, 2012**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 14, 2012 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

Ms. Marva Annis  
Mr. Travis Bradley  
Ms. 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. 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. Mike Leahy, Developmental Services Program Director  
Mr. Cedrick Cooper, Senior Accountant  
Ms. Barbara James, Office Services Specialist

**Absent:**

Mr. Berran Rogers  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Dr. Nicholas McClean-Rice, Medical Director

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

### **Approval of Minutes –**

Mr. Fitch made a motion to approve the June 26, 2012 minutes with corrections, Ms. Annis seconded the motion, and it was unanimously approved by a hand vote.

### **Public Comment –**

There was none.

### **Items Requiring Board Action –**

There was discussion on policy HR 458-“Alcohol and Other Drug Testing” and it was decided to table this until Mrs. Kellam can research how other states address pre-employment test for selected candidates residing off the Eastern Shore.

Mr. Murray made a motion to approve HR 624-“Family and Medical Leave”, Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

### **Treasurer’s Report –**

Mr. Murray referenced his board report and went over the draft of the June 30, 2012 financials.

Mr. Murray stated the FY 13 budget was approved before “Part C” funding so a budget amendment will be necessary later.

Mr. Murray made a motion to approve the draft of the June 30, 2012 financials, Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

### **Disability Program Reports- Clinical Services –**

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

Ms. Parker will be setting up goals for the MH/SA program for the next couple of months and comparing with the actual number of cases seen.

### **Medical Director-**

Dr. McClean-Rice was unable to attend.

## **Prevention and Quality Improvement –**

Mrs. Wharton referenced her board report that is appended herewith. Mrs. Wharton stated one of the new staff at prevention is bilingual and this will be an asset to the program.

Mrs. Wharton stated that as of August 1, 2012, physician's transcription into the electronic health record can be done automatically by a new program written by Pinnacle.

## **Developmental Services –**

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

Mr. Leahy stated in June licensure made an unannounced visit to Hartman House, ARC House, and Dogwood View. There were no citations and the staff was commended. There may be a return visit in the fall.

Mr. Leahy stated seventeen families have filed a lawsuit about their family members' rights being violated by closing the training centers in Virginia. Mr. Leahy stated Karen Durst, Region V Part C Technical Assistant met with the PIPS program staff. She will be returning in September to offer further assistance.

Mr. Leahy stated the ARC Fish Fry was held August 11, 2012, 330 tickets were sold, and it was very successful. Broadwater Academy students helped out, and they gave 35 tickets to consumers to their football games. Ms. Annis will write a thank you note to Noble Palmer, Coach, and students.

## **Human Resources –**

Mrs. Kellam was unable to attend.

## **Finance Director –**

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

Mrs. Linton referenced the draft of the financial reports for the months ending June 30, 2012.

## **IT Director –**

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

Mr. Evans stated the ESCSB has entered into a contract with Mitel to implement a VOIP phone system for the Parksley Behavioral Healthcare Center. Mr. Evans stated if this is successful the ESCSB may be able to expand the system to cover all of the sites in a way that will require having only one phone system for the entire ESCSB.

Mr. Evans stated Eastern Shore Broadband has had companies interested in possibly using the tower in Belle Haven and they are laying the ground work for that future use.

## **Executive Director –**

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated there is a statutory stay for the RFP (Request for Proposal) put out by DMAS (Department of Medical Assistance Services) until the trial date of November 29-30, 2012 is over and a final judgment is made.

Dr. Freeze stated the ESCSB will be receiving an additional \$55,000 in Part C funding, which restores the program to the same funding as 2011. The ESCSB hopes to recoup the \$95,000 during the next General Assembly session.

Dr. Freeze stated the ESCSB has hired a consultant to work with the management team in the reorganization of the MH/SA department. This project is to be completed within a three month time period. He went over her qualifications. Dr. Freeze will bring her to the next board meeting to hear her approach and her parameters.

Dr. Freeze stated that on August 7 & 8, 2012 he and several staff attended a conference entitled Access Redesign. This presentation is to help healthcare organizations analyze their performance data to establish system wide changes that work to improve the overall quality of the services being delivered.

## **Old Business –**

There was none.

## **New Business –**

Mr. Murray stated the subcommittee consisting of Mr. Murray, Mr. Fitch, and Dr. Ogram met to discuss contingency plans for programs with threatened funding issues.

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

There being no further business the meeting adjourned at 12:20 pm.

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

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