

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

March 11, 2014

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 11, 2014 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis

Mr. Travis Bradley-Chairman

Ms. Gina Crockett

Mr. Richard Hubbard

Dr. John Ogram

Ms. Joan Wilson

Absent:

Ms. Sallye Dukes

Mr. Dee Fitch

Ms. Sandra Taylor

Mr. Philip Evans, IT Director

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. Mike Leahy, Developmental Services Program Director

Mrs. Lynier Linton, Finance Director

Ms. Barbara James, Office Services Specialist

Mrs. Pam Thornes, IT Systems Analyst

Mr. Bradley, Chairman, called the meeting to order at 10:05 am.

Approval of Minutes

Dr. Ogram made a motion to approve the February 11, 2014 minutes, Ms. Wilson seconded the motion, and it was unanimously approved by a hand vote.

Public Comment –

Mrs. Thornes, IT Systems Analyst, did a presentation on the comparison of Cocentrix Unicare and Credible Behavioral Software. Mr. Hubbard made a motion for Dr. Freeze to move forward to pursue negotiations with Credible Behavioral Software and Dr. Ogram seconded, and it was unanimously approved by a voice vote.

Items Requiring Board Action –

Mr. Hubbard made a motion to approve the revised ESCSB Policy HR 440 – “Office Closings: Inclement Weather/Emergencies”; Ms. Annis seconded, and it was unanimously approved by a voice vote.

Treasurer’s Report –

Mr. Fitch was unable to attend.

Mrs. Linton referenced the Treasurer's report and the draft of the January 31, 2014 financial report that is appended herewith.

Disability Program Reports-

Clinical Services –

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

Medical Director-

Dr. McClean-Rice stated he was more informed about software after attending the Credible presentation. It is more direct and easier.

Dr. McClean-Rice stated Ms. Hilmoie orders \$500,000 a year of medicines for patients through the Nurses Indigent Medication Program. She does a great job in doing this.

Prevention and Quality Improvement –

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

Mrs. Wharton stated the grant funding of the Dare To Be You (DTBY Program ends on September 30, 2014.

Mrs. Wharton stated the Virginia Department of Behavioral Health and Developmental Services (DBHDS) has informed the ESCSB that it was not awarded the FY 14 Coalition Enhancement grant. However, DHBDS has offered the opportunity to participate in a focused technical assistance consultation in order to strengthen the Board's ability to utilize the Strategic Prevention Framework (SPF) planning model. Hopefully, consultation will address how to get proposals for grant funding.

Developmental Services –

Mr. Leahy referenced his board report that is appended herewith

Mr. Leahy stated interviewers have been hired by DBHDS staff to complete the Supports Intensity Scale (SIS). Twenty-two individuals the ESCSB serves have been selected to have new SIS assessments performed. They will be asked what's important to them and for them. The interviews are scheduled to begin this month.

Human Resources –

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

Mrs. Kellam stated Residential Services Aides positions are still open, references are being checked on the Part-time Psychosocial Aide, and interviews have been set up for the Senior Medical Records Technician.

Mrs. Kellam stated she has been attending workshops with the attorneys on the Affordable Care Act, and she and Mr. Leahy have begun analyzing residential schedules in relation to hours worked by part-time employees. After the part-time staff and hours worked in the ID programs are reviewed, Mrs. Kellam will work with Ms. Parker and Mrs. Wharton to review their programs.

Finance Director –

Mrs. Linton referenced her financial report for the month ended January 31, 2014 that is appended herewith.

IT Director –

Mr. Evans was unable to attend.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated Rob Bloxom has been declared the winner of the Special Election for Lewis's vacant seat in the House of Delegates. Dr. Freeze stated it is most likely the ECO period will be extended beyond the current maximum of 6 hours. The current legislative proposals run anywhere from 8 to 24 hours. The Bed Registry was scheduled to go live on March 3, 2014.

Dr. Freeze stated Mrs. Sandy Taylor has been appointed to the Board. She has been involved with the ARC and is familiar with the CSB.

Old Business –

There was none.

New Business –

Dr. Ogram passed out an article that was in the Eastern Shore News on mental health care and treating severe mental illness. He asked Dr. Freeze to look into developing a Program of Assertive Community Treatment (PACT) on the Eastern Shore. Dr. Ogram made the motion, Ms. Wilson seconded, and it was approved unanimously by a voice vote.

Mr. Bradley asked for a motion to go into Executive Session at 11:50 am. Mr. Hubbard made the motion, Mrs. Crockett seconded, and it was unanimously approved by a hand vote. It was announced that pursuant to Virginia Code Section, 2:2:3711 (A) (1), the Board would enter into Executive Session for the discussion of personnel issues.

Regular session reconvened at 12:15 pm. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

At 12:16 pm Dr. Ogram made a motion to adjourn ESCSB Board meeting, Mrs. Crockett seconded and it was approved unanimously by a hand vote.

A Mendisadd, Inc. meeting was held at 12:17 pm. Dr. Freeze stated a shop is needed for the Transportation Technician. The Maintenance Supervisor is getting bids and should have the bids by next meeting on a steel building or pole barn. Mrs. Crockett made the motion to move forward with getting bids

for the shop, Ms. Wilson seconded, and it was approved unanimously by a voice vote.

Mrs. Linton stated the ESCSB is moving forward to refinance both loans.

Mr. Bradley asked for a motion to adjourn, Mr. Hubbard made the motion, Dr. Ogram seconded, and it was approved unanimously by a voice vote.

There being no further business the meeting adjourned at 12:28 pm.

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

These minutes are subject to full Board Approval.