

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

December 10, 2013

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, December 10, 2013 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis

Mr. Travis Bradley-Chairman

Rev. James Davis

Ms. Sallye Dukes

Mr. Dee Fitch

Mr. Richard Hubbard

Dr. John Ogram

Ms. Joan Wilson

Absent:

Ms. Gina Crockett

Mrs. Debra Wharton, Director of Quality Improvement and Prevention.

Others Present:

Dr. Mark Freeze, Executive Director

Mrs. Donna Kellam, Director of Administration and Human Resources

Ms. Sharon Parker, Director of Clinical Services

Dr. Nicholas McClean-Rice, Medical Director

Mr. Mike Leahy, Developmental Services Program Director

Mrs. Lynier Linton, Finance Director

Mr. Philip Evans, IT Director

Ms. Barbara James, Office Services Specialist

Ms. Tracy Miller, Rehabilitation Associates

Ms. Karen Durst, State Part C office

Ms. Brenda Laws, PIPS Coordinator

Mr. Dave Millward, Emergency Services Supervisor

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

Approval of Minutes –

Mr. Hubbard made a motion to approve the November 12, 2013 minutes, Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

Public Comment –

Dr. Freeze introduced Tracy Miller, the head of Rehabilitation Associates, and Karen Durst, of the state Part C office, representing Catherine Hancock. They gave an informative talk concerning the transition of the PIPS program. There was discussion.

Dr. Freeze asked for a motion to extend the PIPS Part C contract to January 31, 2014. Ms. Dukes made the motion, Dr. Ogram seconded the motion, and it was unanimously approved by a hand vote.

Brenda Laws, PIPS Coordinator, thanked the board for continuing services for the Eastern Shore residents.

Dave Millward, Emergency Services Supervisor, gave an informative presentation on the Emergency Services Department.

Items Requiring Board Action –

After Mrs. Kellam gave an overview of policy changes, Mr. Fitch made a motion to approve the changes to ESCSB Policy HR 600-“Annual Leave”, HR 604-“Sick Leave”, HR 608-“Annual & Sick Leave Conversion”, HR 640-“Bereavement Leave”, HR 644-“Military Leave”, HR 601-“Paid Time Off”, HR 636-“Personal Leave”, HR 624-“Family & Medical Leave”, HR 656-“Transitional Duty for Non-workers Compensation”, HR 652-“Worker’s Compensation”, HR 632-“Non-Medical Conditional Leave of Absence”, HR 633-“Medical Conditional Leave of Absence”, HR 612-“Sick Leave Bank, and HR 620-“Leave Without Pay”; Ms. Annis seconded, and the policies were unanimously approved by a hand vote.

Treasurer’s Report –

Mr. Fitch referenced his Treasurer’s report and the draft of the October 31, 2013 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 was called away from the meeting before he was able to give his report.

Prevention and Quality Improvement –

Mrs. Wharton was unable to attend.

Developmental Services –

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

Human Resources –

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

Finance Director –

Mrs. Linton referenced her financial board report for October 31, 2013 that is appended herewith.

Mrs. Linton passed out the audit report from Robinson, Farmer, Cox Associates for the fiscal year ended June 30, 2013.

IT Director –

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

Mr. Evans stated the VOIP phone system will be activated after January 1, 2014.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated the ID audit findings and payback has been successfully resolved.

Dr. Freeze asked for permission to grant a Christmas augmentation for all eligible full and part-time staff. Mr. Fitch made the motion and Rev. Davis

seconded, the Board voted to give the Augmentation. The amount will be \$400.00 for eligible full-time staff and \$200.00 for part-time staff.

Dr. Freeze stated the budget request has been sent to Accomack and Northampton counties for 2014.

Old Business -

There was none.

New Business -

Mr. Bradley presented a Resolution and Jefferson Cup to Rev. Davis and thanked him for his service to the Board.

Mr. Bradley asked for a Mendisadd, Inc. meeting at 12:10 pm. Mr. Fitch made the motion, and Dr. Ogram seconded.

There was discussion on the letter from Shore Bank regarding the terms and conditions to amend the existing Promissory Note #112080085 and #182080380. B B & T is still willing to reconsider the previous letters of commitment. Mr. Fitch made the motion for next month Mrs. Linton to present the signed letter from B B & T from earlier this year to reconsider the line of credit request and the loan request for Mendisadd, Inc. Ms. Dukes seconded, and it was approved unanimously by a hand vote. Mrs. Linton was to proceed with obtaining commitment letters from B B & T to present next month.

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

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

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

These minutes are subject to full Board Approval.