

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
MARCH 13, 2012

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, March 13, 2012 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley
Mrs. Gina Crockett
Rev. James Davis
Ms. Sallye Dukes-Chair
Mr. Dee Fitch
Dr. John Ogram
Mr. Berran Rogers

Others Present:

Dr. Mark Freeze, Executive Director
Mrs. Donna Kellam, Director of Administration and Human Resources
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Ms. Sharon Parker, Director of Clinical Services
Mrs. Lynier Linton, Finance Director
Dr. Nicholas McClean-Rice, Medical Director
Mr. Cedrick Cooper, Senior Accountant
Mr. Mike Leahy, Developmental Services Program Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Marva Annis
Mr. Spencer Murray
Mr. Philip Evans, IT Director

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

Ms. Dukes welcomed new board member Mr. Berran Rogers. Mr. Rogers gave a short talk, and everyone introduced themselves.

Approval of Minutes -

Mr. Fitch made a motion to approve the February 14, 2012 minutes, Mrs. Crockett 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 changes to ESCSB Policy HR 628-“Leave Without Pay”, Dr. Ogram seconded the motion, and it was unanimously approved.

Changes to ESCSB Policy HR 120-“Pre-Employment Verification” were unanimously approved.

Changes to ESCSB Policy HR 190-“Students, Interns and Residents” were unanimously approved.

Changes to ESCSB Policy HR 191-“Volunteers” were unanimously approved.

Treasurer’s Report -

Mr. Murray was unable to attend but had submitted his board report. Mrs. Linton referenced the draft of the financial report ended January 31, 2012.

There was discussion on the sliding pay scale and collection of Medicaid and Medicare fees.

Mr. Fitch made a motion to approve the financials as of January 31, 2012, subject to final adjustments, Rev. Davis seconded the motion, and it was unanimously approved.

Disability Program Reports - Clinical Services -

Ms. Parker thanked Mrs. Wharton, Acting Clinical Director, for filling in while she was out of the office with her Mom. Dr. Freeze stated Mrs. Wharton had done an outstanding job.

Mrs. Wharton stated currently of the 981 mental health and substance abuse clients, only 420 of them receive only medication management

services. Dr. Henderson, part-time child psychiatrist, has over 200 cases.

There was much discussion on the prescription medication management services.

Ms. Parker stated there were 40 intakes this month. There was discussion on how many clinicians do intakes. It was determined about 11 clinicians. Ms. Parker stated clinicians are going to get schedules organized. Dr. Ogram stated there should be a spreadsheet in tabulated form each month on productivity so we can see what services need help. We should set goals each month.

Medical Director –

Dr. McClean-Rice stated recruitment for clinicians and interns has been good.

Dr. McClean-Rice stated currently ESCSB is advertising for a Nurse Practitioner.

Prevention and Quality Improvement –

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

Mrs. Wharton stated the AI's Pals school-based Pre-K program has received a grant and will be recruiting for two positions.

Mrs. Wharton stated records at the Behavioral Healthcare Centers and the Vocational Center are being scanned. Scanning at the Parent Infant Program will start in a few months.

Mrs. Wharton stated the ITeam continues to meet weekly.

Developmental Services –

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

Mr. Leahy stated he had attended two meetings regarding the Department of Justice Settlement Agreement and went over several of the highlights.

Mr. Leahy stated he had attended the START meeting and is hopeful to implement this program in the spring or summer.

Human Resources –

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

Mrs. Kellam stated current recruitment is for one part-time Residential Services Aide, a Nurse Practitioner, and a Mental Health Support Specialist.

Finance Director –

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

Mrs. Linton referenced the draft of the financial report for the month ending January 31, 2012.

IT Director –

Mr. Evans was unable to attend.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he, Mr. Leahy, and other representatives of HPR 5 met with attorneys from the Department of Justice to discuss their proposed settlement with the Commonwealth of Virginia on the issues of de-institutionalization of individuals with intellectual and developmental disabilities. A cost of approximately \$2 billion dollars is estimated over the next ten years to cost Virginia to transition the remaining institutionalized individuals into a community setting.

Dr. Freeze stated the Mental Health and Substance Abuse reorganization continues with some personnel changes and reassignment of duties.

Dr. Freeze congratulated the Parent Infant Program (PIPS) for being awarded a \$2500.00 grant from America's Farmers Grow Communities. The program was recommended for this award by Charles Ward, a local farmer, who participated in the AFGC program.

Dr. Freeze stated the Virginia UniCare Boards will be meeting with Dan Eley, Virginia liaison to the CSBs, on April 4, 2012. Mrs. Thornes and Mrs. Swain will be attending. After this meeting there will be quarterly meetings to discuss the progress towards clearing up issues common to all Boards.

Old Business –

There was none.

New Business -

There was none.

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

There being no further business the meeting adjourned at 12:00 pm.

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

These minutes are subject to full Board Approval.