

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

February 11, 2014

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

Members Present:

Ms. Marva Annis

Ms. Gina Crockett

Ms. Sallye Dukes

Mr. Dee Fitch

Mr. Richard Hubbard

Dr. John Ogram

Ms. Joan Wilson

Absent:

Mr. Travis Bradley

Dr. Nicholas McClean-Rice, Medical Director

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

Mr. Joe Bulin, MH/SA Case Manager

Ms. Christina Wilson, Developmental Services Case Manager

Mr. Hubbard, Vice Chairman, called the meeting to order at 10:03 am.

Approval of Minutes –

Mr. Fitch made a motion to approve the January 14, 2014 minutes, Ms. Wilson seconded the motion, and it was unanimously approved by a hand vote.

Public Comment –

There was none.

Items Requiring Board Action –

After Mr. Hubbard read the Resolution of the Cafeteria Plan (attached), Mr. Fitch made a motion to approve the resolution, Mrs. Crockett seconded, and it was approved unanimously by a hand vote. Mr. Fitch made a motion to approve the revised ESCSB Policy HR 440 – “Office Closings”; Dr. Ogram seconded, and it was unanimously approved by a hand vote.

Treasurer's Report –

Mr. Fitch referenced his Treasurer's report and the draft of the December 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 unable to attend.

Prevention and Quality Improvement –

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

Mrs. Wharton stated Rebecca Miller, HPR V Liaison from Magellan will be conducting a site visit to the Board on February 13, 2014.

Mrs. Wharton stated five Eastern Shore Community Services Board staff will be attending a Mental Health First Aide training at the Eastern Shore Community College on March 26, 2014. They will be able to pass information on to teachers, social services programs, and the general public.

Developmental Services –

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

Mr. Leahy stated the START team will continue to assist with developing a new crisis system. The new response system will be named the Regional Educational Assessment Crisis Response and Habilitation system (REACH).

Mr. Leahy stated there are changes regarding the Supports Intensity Scale (SIS). The case managers received training on scoring the SIS so they were responsible for ensuring its completion. Beginning this month through June,

2014, several SIS interviewers will travel statewide to take over this responsibility. The case manager's role will be to participate as part of the individual's team while filling out the SIS but not be the interviewer.

Special recognition was given to Mr. Bulin and Ms. Wilson who have been working for eight years with a long term client. They gave a short talk on the client they have been working with and how they have tried to place her into the community. She currently has a placement.

Human Resources –

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

Mrs. Kellam stated the ESCSB was able to hold onto two of the PIPS staff, Brenda Laws and Brenda Isdell. They will be working with the Mental Health staff.

Finance Director –

Mrs. Linton referenced her financial report for the month ended December 31, 2013 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 he has enclosed an article entitled "Employers Find Nice Returns On Investing In Workplace Wellness". Also, shower facilities have been installed in the Parksley clinic so that those who need to shower after a workout in the new fitness room can do so. Cardio equipment has been installed in the Vocational Center in Exmore so that employees in that area can work out as well.

Old Business –

There was none.

New Business –

There was none.

Mr. Hubbard asked for a motion to adjourn, Mr. Fitch made the motion, Mrs. Crockett seconded, and it was approved unanimously by a hand vote.

There being no further business the meeting adjourned at 11:33 am.

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

These minutes are subject to full Board Approval.