

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
January 13, 2015

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 13, 2015 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Travis Bradley-Chairman
Ms. Gina Crockett
Ms. Sallye Dukes
Mr. Dee Fitch
Mr. Richard Hubbard
Dr. John Ogram
Ms. Sandy Taylor
Ms. Joan Wilson

Others Present:

Ms. Lisa Sedjat, Executive Director
Mrs. Donna Kellam, Director of Administration and Human Resources
Mr. Mike Leahy, Developmental Services Program Director
Dr. Nicholas McClean-Rice-Medical Director
Ms. Sharon Parker, Director of Clinical Services
Mrs. Lynier Linton, Finance Director
Mr. Damien Greene, Acting IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Mrs. Debra Wharton, Director of Quality Improvement and Prevention

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

Mr. Bradley asked for nominations for the election of officers. Mr. Fitch nominated Mr. Hubbard for Chairman, Dr. Ogram seconded. Mr. Bradley moved the nominations be closed, and it was approved by eight hand votes. Mr. Hubbard will be the Chairman. Mr. Fitch nominated Mrs. Crockett for Vice-Chair, but she declined. Mr. Fitch nominated Ms. Dukes for Vice-Chairperson. Ms. Wilson seconded the motion and moved the nominations be closed, and it was approved by eight hand votes. Ms. Dukes will be the Vice-Chair. Mr. Fitch nominated Ms. Taylor for Treasurer. Ms. Wilson seconded the motion and moved the nominations be

closed and it was approved by eight hand votes. Ms. Taylor will be the Treasurer. Mr. Fitch nominated Ms. Wilson for Secretary, Dr. Ogram seconded and moved the nominations be closed. It was approved by eight hand votes. Ms. Wilson will be the Secretary.

New slate of officers for 2015 are as follows:

Mr. Hubbard-Chairman
Ms. Dukes-Vice-Chair
Ms. Taylor-Treasurer
Ms. Wilson-Secretary

Approval of Minutes –

Mr. Fitch made a motion to approve the December 9, 2014 minutes, Ms. Taylor 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 revised ESCSB Policy SRM-021-“Business Use of Personal Electronics”. Ms. Taylor seconded the motion, and it was unanimously approved by a hand vote.

Mr. Fitch made a motion to approve revised Draft-Executive Director Six Month Evaluation. Ms. Wilson seconded the motion, and it was unanimously approved by a hand vote.

Treasurer’s Report –

Mr. Fitch stated he and Mrs. Linton are working on the financial report for November, 2014. Hopefully, there will be two reports for next month.

Disability Program Reports-

Clinical Services –

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

Ms. Parker stated the GAP funding is due to begin on January 12. The ESCSB has 47 clients currently that will qualify for GAP reimbursement.

Ms. Parker stated the grant funding from the Region is reimbursement for those clients without insurance at risk for re-hospitalization.

Ms. Parker stated Mr. Smith, Mr. Bulin, and Mr. Millward should be commended for their exemplary work.

Ms. Parker stated there have been some very good applicants applying for the Mental Health Skill Building Specialist position.

Medical Director-

Dr. McClean-Rice stated he has talked to the Credible people about looking into speech recognition software.

Prevention and Quality Improvement –

Mrs. Wharton was unable to attend.

Developmental Services –

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

Mr. Leahy stated the revised Individual Service Program has been developed and will be available online this month.

Mr. Leahy stated a setting requirements checklist has been developed and provided to CSBs to help providers of waiver services analyze and identify areas in their day/residential services that need modifications in order to comply with the CMS Home and Community Based Services (HCBS) Final Rule. Once completed, a self assessment survey will need to be filled out as well. The checklist and survey need to be submitted by January 31, 2015.

Mr. Leahy stated he and Ms. Sedjat met with Michelle Guziewics, DBHDS, Community Resource Consultant, to discuss ways to improve services in the day/residential programs.

Mr. Leahy stated he and Ms. Sedjat have begun restructuring the day/residential part-time and full-time work shifts in hopes of making them more efficient.

Mr. Leahy stated an anonymous donor donated \$1000 to day support, and they were very pleased. He will write a thank you note.

Mr. Leahy passed out information on the Virginia Balancing Incentive Payment Conflict Free Case Management.

Mr. Leahy passed around a sample of the oyster growth from the day support program.

Human Resources –

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

Mrs. Kellam stated pursuant to the FOIA training, meeting announcements will be placed in a Post Office and ESCSB lobby with the date, time, and place. Notices will continue in the newspaper and on the radio.

Mrs. Kellam stated the attorney has the by-laws and is updating some codes references and several other sections that need to be updated.

Finance Director –

Mrs. Linton referenced her board report. There was discussion.

Mrs. Linton stated Rehab Associates will be invited to a board meeting to give an update.

Acting IT Director –

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

Executive Director –

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

Ms. Sedjat stated Mr. Konkel will be attending CIT training in Richmond on January 12-16 as the representative from the CSB. Ms. Sedjat is sending a letter to both sheriff's departments as well as local police departments. Hopefully someone will be able to go train each month.

Ms. Sedjat referenced Mr. Hall's email where he stated the annual HPRV CSB Legislative reception in Richmond is February 5, 2015 from 9:30 to 11:30 am. She will be attending and hopefully some board members can attend.

Ms. Sedjat stated she is in contact with WTCSB regarding telemedicine. Hopefully, equipment and training will be disseminated to CSBs soon.

Ms. Sedjat stated the contract between the CSB and Accomack County DJJ has been signed and hopefully the CSB will be able to provide services at the Accomac Courthouse.

Dr. McClean-Rice stated it apparently can take up to 45 days after completion of the Buprenorphine training program for a certificate that permits the licensee to then provide "Office Based Opiate Treatment".

Ms. Sedjat met the past president of NAMI who is interested in assisting the CSB with starting a chapter on the Eastern Shore.

Ms. Sedjat gave kudos to Mr. Millward in emergency services for all his hard work.

Ms. Sedjat spoke to the school psychologist at Nandua High School to let him know if needed, following the recent car accident in Maryland, there were counselors available. He stated he did not need CSB at this time but would know in the future he could contact the CSB.

Ms. Sedjat passed around the GAP sheet.

Ms. Sedjat referenced starting a program with clients doing personal shopping or running errands.

Mr. Hubbard thanked Mr. Bradley and said he appreciated his work as Chairman.

Old Business –

There was none.

New Business –

There was none.

At 11:35 am Mr. Hubbard asked for a motion to go into Executive Session relative to the interpretation of the Code of Virginia for the discussion of legal matters pursuant to Virginia Code Section 2:2-3711. Mr. Fitch made the motion, Ms. Wilson seconded, and it was unanimously approved by a hand vote.

Regular session reconvened at 12:27 pm. A polling of board members by voice vote indicated that only legal matters were discussed in Executive Session.

Mr. Hubbard announced the next board meeting will be February 10, 2015.

Mr. Fitch made a motion to adjourn the meeting, and Ms. Annis seconded. The motion was passed unanimously and the meeting adjourned at 12:28 pm.

Barbara James, Recording Secretary/Ms. Joan Wilson, Secretary

These minutes are subject to full Board Approval.