

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
January 20, 2011

The regular monthly meeting of the Eastern Shore Community Services Board was held on Thursday, January 20, 2011, at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley
Ms. Delores Colona
Mrs. Gina Crockett
Rev. James Davis
Ms. Sallye Dukes-Chairperson
Mr. Dee Fitch
Dr. Claudia Johnson
Mr. Spencer Murray
Mrs. Florence Parsons

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
Ms. Cheryl Davis, Developmental Services Program Director
Mr. Philip Evans, IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Dr. Nicholas McClean-Rice, Medical Director
Mrs. Lynier Linton, Finance Director

The meeting was called to order at 10:08 am by the Chairperson.

Election of Officers –

Mr. Murray made a motion to keep the current officers one more year in accordance with the by-laws. Dr. Johnson stated she would not be able to attend every meeting and she nominated Mr. Fitch to take her place as Secretary, Rev. Davis seconded, and it was unanimously approved by hand vote of all board members.

Mrs. Terry Swain, Project Manager, gave an update on the electronic healthcare record implementation project.

Approval of Minutes -

Mr. Murray made a motion to approve the December 14, 2010 minutes, Mr. Fitch seconded, and it was unanimously approved by hand vote of all board members.

Public Comment -

There was none.

Items Requiring Board Action -

There was discussion on the ESCSB Policy and Procedures HR 320, "Executive Director Performance Evaluation" relative to the January interim evaluation. Dr. Johnson suggested the subcommittee meet to begin revising expectations for the next evaluation cycle. The Evaluation Committee, chaired by Dr. Johnson, did the interim evaluation and presented to the Chairperson.

Mr. Murray made a motion to approve the changes as outlined in ESCSB Policy and Procedures HR 320, "Executive Director Performance Evaluation". Ms. Colona seconded, and the policy was approved unanimously by hand vote of all board members.

Treasurer's Report -

Mr. Murray briefly described the Treasurer's report that is appended herewith. Specifically, he described the issues of the County's matching funds. Currently the combined Counties are behind to an approximately \$50,000 in matching funds for the ESCSB. He also shared his frustration with Robinson, Farmer, and Cox Associates, the auditors, and their lack of thoroughness relative the ESCSB. Mr. Murray then made a motion to approve the preliminary financial report through November 30, 2010 as presented subject adjustments and final approval by the external auditors. Ms. Colona seconded the motion and it was unanimously approved by a hand vote.

Disability Program Reports - Clinical Services -

Ms. Parker stated that due to psychiatric coverage issues there was a meeting with the Emergency Room staff at Riverside Shore Memorial Hospital. Ms. Parker, Mr. Millward and Ms. Shearing attended this meeting, which was a constructive meeting. The next meeting will be the second week in February to discuss the issue of no beds being available when needed by emergency services.

Ms. Parker stated the Mental Health/Substance Abuse Case Management position is still vacant.

Ms. Parker stated the Mental Health Support Specialist needs to be filled.

Ms. Parker stated the automated telephone attendant will be used at the Parksley Behavioral Healthcare Center and at the Administration office in Nassawadox.

Medical Services –

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement –

Mrs. Wharton went over her board report incorporated herein by reference. Mrs. Wharton stated for the last two years there has been a decline in the number of external reviews by a behavioral healthcare oversight agencies and the department.

Developmental Services –

Ms. Davis presented her board report incorporated herein by reference.

Ms. Davis thanked residential staff for their dedication during inclement weather.

Ms. Davis stated Ms. Brenda Laws, Coordinator of the Parent-Infant Program on the Shore would like to share a short educational video, and it was decided she could attend the February 8, 2011 board meeting.

Ms. Davis stated that by February, 2011 there will be two new consumers moving into the Onancock home.

Human Resources –

Mrs. Kellam presented her board report incorporated herein by reference.

Finance Director –

Mrs. Linton was unable to attend.

IT Director –

Mr. Evans presented his board report incorporated herein by reference.

Executive Director –

Dr. Freeze presented his board report incorporated herein by reference. Dr. Freeze went over the draft of the financial report ending November 30, 2010 and the annual financial audit draft June 30, 2010 from Robinson, Farmer, and Cox Associates.

Dr. Freeze stated he had attended the VACSB Legislative conference in Richmond.

Old Business –

Mr. Fitch passed out a copy of the article in the January 3, 2011 Virginian Pilot concerning the Norfolk Community Services Board. A discussion ensued regarding

how we can prevent such an event occurring on the Shore.

New Business -

Ms. Dukes asked for a motion to adjourn, Dr. Johnson made the motion, and Ms. Colona seconded it. The motion was approved unanimously by the board.

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

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

These minutes are subject to full Board Approval.