

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
January 8, 2013

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 8, 2013 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Travis Bradley
Rev. James Davis
Ms. Sallye Dukes
Mr. Dee Fitch
Mr. Richard Hubbard

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
Mr. Mike Leahy, Developmental Services Program Director
Mrs. Lynier Linton, Finance Director
Mr. Philip Evans, IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Gina Crockett
Dr. John Ogram
Mr. Berran Rogers
Dr. Nicholas McClean-Rice, Medical Director

Dr. Freeze called the meeting to order at 10:05 am.

Dr. Freeze welcomed new board member Mr. Richard Hubbard. Mr. Hubbard gave a short talk on his background. He is looking forward to working with the board.

Dr. Freeze asked for nominations for the election of officers. Ms. Dukes

nominated Mr. Bradley for Chairman. Mr. Fitch moved the nominations be closed, and it was approved by five hand votes. Mr. Bradley will be the Chairman. Ms. Dukes nominated Rev. Davis for Vice-Chair. Mr. Fitch moved the nominations be closed, and it was approved by five hand votes. Rev. Davis will be the Vice-Chair. Ms. Dukes nominated Ms. Annis for Secretary. Mr. Fitch moved the nominations be closed and it was approved by five hand votes. Ms. Annis will be the Secretary. Ms. Dukes nominated Mr. Fitch for Treasurer. Rev. Davis moved the nominations be closed and it was approved by five hand votes. Mr. Fitch will be the Treasurer.

New slate of officers for 2013 are as follows:

Mr. Bradley-Chairman
Rev. Davis-Vice-Chair
Ms. Annis-Secretary
Mr. Fitch-Treasurer

Approval of Minutes -

Mr. Fitch made a motion to approve the December 6, 2012 minutes, Rev. Davis seconded the motion, and they were unanimously approved by a hand vote.

Mr. Fitch made a motion to approve the December 11, 2012 minutes, Rev. Davis seconded the motion, and they were unanimously approved by a hand vote.

Public Comment -

There was none.

Items Requiring Board Action -

There was none.

Treasurer's Report -

There was none.

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 there will be a training on January 11 on the use of the Master Consent and the Authorization of Disclosure forms. This training will include not only a demonstration of completion of these Assessments but also a review of how to use the signature pad. Also written instructions/guides on how to access these assessments in ProFiler will be provided.

Mrs. Wharton stated there will be a training on January 25 for Access Redesign. This training will focus on the QI Review Process.

Developmental Services –

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

Mr. Leahy stated he attended the DRPT grant preparation training December 10. Mr. Leahy stated the shrinkage of available funds may affect our ability to procure grant vehicles in the future.

Mr. Leahy stated at the PIPS and Prevention holiday luncheon on December 12 Nathan Travis, PIPS speech pathologist, shared a DVD video he created showing a “life in the day” snap shot of the services he and other PIPS staff provide to the children that are served. It was an incredibly moving video.

Human Resources –

Mrs. Kellam referenced her board report that is appended herewith. Mrs. Kellam stated she has attended a webinar on healthcare reform and will be attending another today.

Finance Director –

Mrs. Linton referenced her financial board report for November 30, 2012 that is appended herewith.

Mrs. Linton stated auditor, Randy Sherrod, came from the Department of Behavioral Healthcare and Developmental Services on December 18, 2012. They visited the Accomack & Northampton counties health departments, Social Services in both counties, Riverside Shore Memorial Hospital, Dr. David Scott's, and Probation and Parole to verify flyers were distributed on substance abuse services for women.

Mrs. Linton stated the auditors, Robinson, Farmer, & Cox, have not completed the audit yet. They have been consistently late. She has sent the twelve items they need for completion and expects it by the end of January, 2013.

IT Director -

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

Mr. Evans stated there will be a training next week on the VOIP system.

Executive Director -

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated there was no language in the Governor's proposed budget for a funding request of a caboose amendment to cover the current year Part C funding shortfall. If the caboose amendment does not come through, Dr. Freeze may have to make a recommendation as in the previous year. Dr. Freeze stated he would write an article after legislative session for next meeting to be put back on the table.

Old Business -

There was none.

New Business -

Mr. Fitch thanked Dr. Freeze for the Christmas present.

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

There being no further business the meeting adjourned at 11:04 am.

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

These minutes are subject to full Board Approval.