

# **EASTERN SHORE COMMUNITY SERVICES BOARD**

## **Minutes**

**January 14, 2014**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, January 14, 2014 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. Joan Wilson

### **Absent:**

Mrs. Lynier Linton, Finance 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

Dr. Nicholas McClean-Rice, Medical Director

Mr. Mike Leahy, Developmental Services Program Director

Mr. Philip Evans, IT Director

Mr. Cedrick Cooper, Senior Accountant

Ms. Barbara James, Office Services Specialist

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

Dr. Freeze asked for nominations for the election of officers. Ms. Dukes nominated Mr. Bradley for Chairman, Dr. Ogram seconded. Mr. Hubbard moved the nominations be closed, and it was approved by seven hand votes. Mr. Bradley will be the Chairman. Dr. Ogram nominated Mr. Hubbard for Vice-Chair. Ms. Dukes seconded and moved the nominations be closed, and it was approved by seven hand votes. Mr. Hubbard will be the Vice-Chair. Mr. Fitch nominated Ms. Annis for Secretary. Ms. Dukes moved the nominations be closed and it was approved by seven hand votes. Ms. Annis will be the Secretary. Ms. Dukes nominated Mr. Fitch for Treasurer, Ms. Annis seconded and moved the nominations be closed. It was approved by seven hand votes. Mr. Fitch will be the Treasurer.

New slate of officers for 2014 are as follows:

Mr. Bradley-Chairman

Mr. Hubbard-Vice-Chair

Ms. Annis-Secretary

Mr. Fitch-Treasurer

**Approval of Minutes –**

Dr. Ogram made a motion to approve the December 10, 2013 minutes, Mr. Hubbard seconded the motion, and it was unanimously approved by a hand vote.

**Public Comment –**

There was none.

**Items Requiring Board Action –**

After Mrs. Wharton gave an overview of policy changes, Mr. Fitch made a motion to approve the changes to ESCSB Policy SRM 020-“Electronic Mail (E-Mail) & Text Messages”, Dr. Ogram seconded, and it was approved unanimously by a hand vote. Mr. Fitch made a motion to approve ESCSB Policy IT 003-“Electronic Communications/E-mail/Texting, Social Media and Oral (cell phone) communications”; Ms. Wilson seconded, and it was unanimously approved by a hand vote.

Mr. Fitch made a motion to approve policy changes to ESCSB Policy HR 612-“Sick Leave Bank”, Ms. Annis seconded, and it was approved unanimously by a hand vote.

**Treasurer’s Report –**

Mr. Fitch referenced his Treasurer’s report and the draft of the November 30, 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 referenced the year-end report for the indigent program and the free medicines that are offered through the preauthorization plan.

### **Prevention and Quality Improvement –**

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

### **Developmental Services –**

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

### **Human Resources –**

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

### **Finance Director –**

Mrs. Linton was unable to attend. Mr. Cooper referenced the financial board report for November 30, 2013 that is appended herewith.

Ms. Dukes made a motion to approve the ESCSB to accept the line of credit of \$500,000 at B B & T Bank, Mr. Fitch seconded, and it was approved unanimously by a hand vote.

### **IT Director –**

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

### **Executive Director –**

Dr. Freeze referenced his board report incorporated herein.

### **Old Business –**

There was none.

### **New Business –**

At 11:35 am Mr. Bradley stated there would be an Executive Session. It was announced that pursuant to Virginia Code Section 2:2:3711 (A) (1), the Board would enter into Executive Session for the discussion of personnel issues.

Regular session reconvened at 12:10 pm. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

A Mendisadd, Inc. meeting was held at 12:11 pm. Ms. Dukes made a motion to approve the loan for B B & T Bank, moving the two loans from Shore Bank, Mr. Fitch seconded, and it was approved unanimously by a hand vote.

Mr. Bradley asked for a motion to adjourn, Mr. Fitch made the motion, Ms. Annis seconded, and it was approved unanimously by a hand vote.

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

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

**These minutes are subject to full Board Approval.**