

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

July 8, 2014

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, July 8, 2014 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

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

Others Present:

Dr. Mark Freeze, Executive Director
Ms. Sharon Parker, Director of Clinical Services
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mrs. Donna Kellam, Director of Administration and Human Resources
Mrs. Lynier Linton, Finance Director
Mr. Damien Greene, Acting IT Director
Ms. Barbara James, Office Services Specialist
Ms. Karen Honeycutt & two consumers

Absent:

Ms. Sallye Dukes

Dr. Nicholas McClean-Rice-Medical Director

Mr. Mike Leahy, Developmental Services Program Director

Visitors:

Ms. Karen Honeycutt & two consumers

Mr. Bradley, Chairman, called the meeting to order at 10:06 am.

Approval of Minutes –

Dr. Ogram made a motion to approve the June 10, 2014 minutes with correction to read Dr. McClean-Rice and Dr. Ogram participated in a meeting with Eastern Shore Rural Health on medical opiate dependence treatment. Mr. Hubbard seconded the motion, and the minutes were unanimously approved by a hand vote.

Public Comment –

Ms. Honeycutt spoke on incident and personnel matter and two consumers spoke on how Ms. Honeycutt had helped them.

Items Requiring Board Action –

Mr. Fitch made a motion to approve revised ESCSB Policy HR 601-Paid Time Off (PTO) applies to Full-time Hybrid Plan Employees and revised ESCSB Policy HR 500-Benefits; Dr. Ogram seconded,

and they were unanimously approved by a hand vote.

Treasurer's Report –

Mr. Fitch referenced his Treasurer's report for the month ending May 31, 2014.

Disability Program Reports- Clinical Services –

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

Ms. Parker stated there was a meeting/discussion of the new code changes with the Sheriff from Northampton County, two from Accomack County Sheriff's department, one from Chincoteague Police Department, emergency services staff and Dr. Freeze.

Ms. Parker stated on Shenay Wharton's report a team from Middle Peninsula Northern Neck CSB reviewed our substance abuse program. The review included looking at the intake process, fee schedule for substance abuse services, formats for our treatment groups, discharge planning, policies surrounding various services.

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 the Office of Human Rights via the Computerized Human Rights Reporting System (CHRIS) conducted a follow-up review of twelve cases. The review was positive as all requested information was provided which led to the successful closure of these cases.

Developmental Services –

Mr. Leahy was unable to attend.

Human Resources –

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

Mrs. Kellam stated she has acquired information from other CSBs about the policies and format for the executive director's performance evaluation.

Mrs. Kellam stated she had gathered three sample job descriptions for a position to be dedicated to helping consumers enroll in Medicaid or other insurance.

Finance Director –

Mrs. Linton referenced her financial report for the month ended May 31, 2014 that is appended herewith.

Acting IT Director –

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

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated tele-psychiatry has not happened yet.

Dr. Freeze stated the ESCSB is moving rapidly to update and improve our IT infrastructure.

Dr. Freeze stated an offer has been received on the building in Cheriton.

Mr. Bradley thanked Dr. Freeze for his hard work and ten and a half years of service to the Eastern Shore Community Services Board.

Old Business –

There was none.

New Business –

Mr. Bradley asked for a motion to go into Executive Session at 11:03am. Mr. Fitch made the motion, Ms. Wilson seconded, and it was unanimously approved by a hand vote. 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.

The board came out of closed session. A roll call vote was taken and all board members certified nothing other than matters specifically exempted by FOIA were discussed during the closed session.

Mr. Hubbard made a motion that stated after much discussion a consensus was reached that Donna Kellam be appointed to the position of interim executive director effective August 1, 2014 until the new executive director arrives to assume the position. The motion was seconded by Dr. Ogram and Bradley, Fitch, Ogram, Hubbard, Wilson, Annis, and Taylor voted yes by hand vote and Crockett voted no making the vote seven in favor with one opposed.

Mr. Fitch made a motion to adjourn the meeting and Dr. Ogram seconded. The motion was passed unanimously and the meeting adjourned at 12:00 pm.

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

These minutes are subject to full Board Approval.