

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
June 4, 2013

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 4, 2013 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

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

Absent:

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

Mr. Bradley called the meeting to order at 9:35 am and Mr. Hubbard made a motion to go into Executive Session and Mr. Fitch seconded. 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.

Others Present: (after Executive Session)

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

Regular session reconvened at 10:35 am. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

Specifically, the review of the Executive Director's evaluation was done with him.

Approval of Minutes –

Mr. Fitch made a motion to approve the May 14, 2013 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 –

Mr. Fitch referenced his Treasurer's report and the draft of the April 30, 2013 financial report that is appended herewith.

**Disability Program Reports-
Clinical Services –**

Ms. Parker was unable to attend.

Medical Director-

Dr. McClean-Rice was unable to attend.

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.

Mr. Leahy stated last month he, Mrs. Kellam, and Mrs. Wharton collected and reviewed the documentation for the DMAS desk audit.

Mr. Leahy stated the funding level for the Part C allocation will be less than the

current year. This situation needs to be discussed and a decision made before the final budget is presented for approval.

Human Resources –

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

Mrs. Kellam outlined events and timeframes relative to preparing for the implementation of the Affordable Care Act (ACA-“Obama Care”). She stated that she; Peggy Holland, Western Tidewater CSB; and Jeanette Edwards, Eastern Shore Rural Health, had the benefit of a session with an attorney at Kaufman & Canoles on May 20. On June 7, Mrs. Kellam will present general information to staff at the retreat. On June 19, Kaufman & Canoles will present a webinar on the ACA, which Mrs. Kellam, Mrs. Sanderson, and available managers will attend. Then on June 20, there is a supervisors’ meeting to discuss part-time employees’ hours and the importance of managing them. On June 24, ACA will be the focus of the VACSB Human Resources Committee meeting with a presentation given by attorneys from Woods Rogers. In the fall, there will be more specific meetings with employees. In January, 2014 the marketplace will open.

Finance Director –

Mrs. Linton referenced her financial board report for April 30, 2013 that is appended herewith.

Mrs. Linton stated we should recognize the front desk staff on their collection efforts. Reporting and collections have been increasing each month and have been really improving.

IT Director –

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

Mr. Evans stated the VOIP phone system equipment was shipped yesterday.

Mr. Evans stated another successful test had been done on the generator.

The IT Department is in the process of replacing the Uninterruptible Power Supply. This is why these tests are on a monthly basis.

Mr. Evans stated they have contracted with Eastern Shore Communications to replace the Verizon DSL line to Hartman group home with a wireless connection to the internet. This has been ordered so staff working in G.F. Horne will be able to use their laptops to access Profiler from the site.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated an \$825,000 grant has been approved for the Youth Crisis Regional project. The grant could provide ESCSB with up to four hours of tele-psychiatry per week.

Dr. Freeze stated he had a meeting with Ms. Young and Ms. Brown from Parksley Behavioral Healthcare Center and Dunne Avenue to discuss rebalancing of case loads to reflect the state funding portion of the budget which makes up approximately twenty percent of the overall budget, aggressive management of Medicaid eligibility for services, more ideas for reducing no-shows, and improved management of productivity.

Old Business –

There was none.

New Business –

Mr. Bradley announced there would be an Executive Session and budget meeting on June 25, 2013, Eastern Shore Vocational and Developmental Complex, Exmore, 9:00 am.

Per the by-laws, Ms. Dukes made a motion for Dr. Freeze to send a letter to Berran Rogers, Board Member, because he has missed three meetings, asking him to resign from the Board. Mr. Fitch seconded and the motion was approved unanimously by a hand vote.

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

There being no further business the meeting adjourned at 11:18 am.

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

These minutes are subject to full Board Approval.

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes
June 25, 2013

There was a special meeting of the Eastern Shore Community Services Board held on Tuesday, June 25, 2013 at the Eastern Shore Vocational and Developmental Complex in Exmore, Virginia.

Members Present:

Ms. Marva Annis
Mr. Travis Bradley-Chair
Mrs. Gina Crockett
Rev. James Davis
Ms. Sallye Dukes
Mr. Dee Fitch
Mr. Richard Hubbard
Dr. John Ogram

Others Present:

Dr. Mark Freeze, Executive Director
Ms. Sharon Parker, Director of Clinical Services
Mr. Mike Leahy, Developmental Services Program Director
Mrs. Lynier Linton, Finance Director
Mr. Philip Evans, IT Director
Mr. Cedrick Cooper, Senior Accountant
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Berran Rogers

Mr. Bradley called the meeting to order at 9:00 am.

Dr. Freeze stated the purpose of the meeting is to go over and approve the year ending June 30, 2013 & 2014 budget.

Ms. Parker stated she and staff have met to go over revenues.

Mrs. Linton stated revenues are up in three different areas. Psychosocial, Mental Health/Substance Abuse Case Management, and Mental Health Support areas are up in revenues. They are to be commended for the change. The front desk staff at Parksley Behavioral Healthcare Center need to be commended with a complimentary lunch for the excellent job they have done with collections. The outpatient revenue will increase when an outpatient clinician is hired next month.

Mr. Fitch made a motion to approve the 2014 budget, Dr. Ogram seconded. There was discussion. The motion was approved unanimously by a hand vote.

Dr. Freeze's contract will be signed by the Board.

A letter was sent to Mr. Berran Rogers asking that he resign his membership from the Eastern Shore Community Services Board because the Board had voted to ask for his resignation.

Mrs. Linton will be mailing the draft of the May 31, 2013 financials to the board members.

Mr. Fitch made a motion to not have a July board meeting, and Ms. Dukes seconded it. The motion was approved unanimously by the board. The next board meeting is Tuesday, August 13, 2013.

Mr. Fitch made a motion to adjourn, and Rev. Davis seconded it. The motion was approved unanimously by the board.

There being no further business the meeting adjourned at 9:33 am.

Barbara James, Recording Secretary/Mr. Dee Fitch, Secretary
These minutes are subject to full Board Approval.