

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
June 10, 2014

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 10, 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. Sandy Taylor
Ms. Joan Wilson

Others Present:

Dr. Mark Freeze, Executive Director
Dr. Nicholas McClean-Rice-Medical Director
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

Absent:

Ms. Sharon Parker, Director of Clinical Services
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mr. Mike Leahy, Developmental Services Program Director

Mr. Bradley, Chairman, called the meeting to order at 9:30 am and 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, specifically the Executive Director's evaluation.

Regular session reconvened at 10:40 am. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

Dr. Freeze introduced Mr. Greene, Acting IT Director.

Approval of Minutes –

Dr. Ogram made a motion to approve the May 13, 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. Ms. Wilson seconded the motion, and the minutes were unanimously approved by a hand vote.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to approve revised ESCSB Policy HR 633-“Medical Conditional Leave of Absence”; Dr. Ogram seconded, and it was unanimously approved by a voice vote.

Mr. Fitch made a motion to approve revised ESCSB Policy HR 624-“Family and Medical Leave”, Ms. Annis seconded, and it was unanimously approved by a voice vote.

Mr. Fitch made a motion to approve Virginia Retirement System Resolution for a 9.40% certified rate, Ms. Dukes seconded, and it was unanimously approved by a voice vote.

Mr. Fitch made a motion to approve the revised Cafeteria Plan Resolution, Ms. Wilson seconded, and it was unanimously approved by a voice vote.

Treasurer’s Report –

Mr. Fitch referenced his Treasurer’s report for the month ending April 30, 2014.

**Disability Program Reports-
Clinical Services –**

Ms. Parker was unable to attend.

Dr. Freeze referenced her board report that is appended herewith.

Medical Director-

Dr. McClean-Rice stated everything was going well in the medical department.

Dr. McClean-Rice stated Dr. Snead will be working more hours.

Prevention and Quality Improvement –

Mrs. Wharton was unable to attend.

Developmental Services –

Mr. Leahy was unable to attend.

Human Resources –

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

Mrs. Kellam will gather information from other CSBs relative to their process for conducting Executive Director performance evaluations.

Finance Director –

Mrs. Linton referenced her financial report for the month ended April 30, 2014 that is appended herewith.

Mrs. Linton stated there is no state budget agreement yet and no performance contract. Mrs. Linton stated a Performance Contract will be submitted by June 21, 2014. Mr. Fitch made a motion to approve the budget, Ms. Annis seconded, and it was approved unanimously by a hand vote.

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 there is no budget yet.

Dr. Freeze stated Mr. Evans had passed away last week and please keep his family in your prayers.

Dr. Freeze stated he will be closing on refinancing the notes with BB&T next week.

Dr. Freeze stated construction on the transportation shop building has begun and will be finished by the end of the month.

Dr. Freeze stated he had enclosed a nice article on the Greenhouse operation that was in the Eastern Shore News.

Dr. Freeze stated the Credible Implementation Team plan to go live October 1, 2014.

Old Business -

There was none.

New Business -

Dr. Ogram made a motion that the manager's need to get their board reports to Ms. James the Wednesday before the meeting so they can be mailed in time for board members to get them before the next meeting, Mr. Fitch seconded, and it was approved unanimously by a hand vote.

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

There being no further business the meeting adjourned at 11:49 am.

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

These minutes are subject to full Board Approval.