

# **EASTERN SHORE COMMUNITY SERVICES BOARD**

## **Minutes**

**May 14, 2013**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, May 14, 2013 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

### **Members Present:**

Ms. Marva Annis

Mr. Travis Bradley

Ms. Gina Crockett

Rev. James Davis

Ms. Sallye Dukes

Mr. Dee Fitch

Mr. Richard Hubbard

Dr. John Ogram

**Absent:**

Mr. Berran Rogers

Dr. Nicholas McClean-Rice, Medical Director

Mr. Bradley called the meeting to order at 9:10 am and made a motion to go into 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.

**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

Mr. Cedrick Cooper, Senior Accountant

Ms. Barbara James, Office Services Specialist

Regular session reconvened at 10:39. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session. Specifically, the draft of the Executive Director's evaluation was done.

A very informative video, produced by Nathan Travis, Speech Therapist, with the Parent Infant Program, was shown illustrating a day in the life of PIPS services.

### **Approval of Minutes –**

Mr. Fitch made a motion to approve the April 9, 2013 minutes, Dr. Ogram 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 March 31, 2013 financial report that is appended herewith. Mr. Fitch stated the auditors will be here May 28 & 29 and August 26-28, 2013.

### **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 are three articles that appeared in the newspapers on the Virginia Foundation for healthy youth awards grant to provide SA prevention services to pre-schoolers and one on mental health resource gap map.

Mrs. Wharton stated she, the quality improvement staff, and mental health and substance abuse services supervisors, attended a webinar on Concurrent Documentation. The webinar served to reinforce the need to provide ongoing training on concurrent documentation to existing staff as well as the need to incorporate extensive training on concurrent documentation during the orientation of new staff.

## **Developmental Services –**

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

Mr. Leahy stated the ESCSB is hopeful there will be an increase in the allocation on funding Part C services of the PIPS program.

## **Human Resources –**

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

Mrs. Kellam stated there are three Senior Clinician interviews set up for next week.

Mrs. Kellam stated Mrs. Sanderson has been working on year-end work and has done a great job. She appreciates all of Mrs. Sanderson's help on this as there are many details involved.

Mrs. Kellam stated the ESCSB retreat is June 7, 2013 at the YMCA Camp Silver Beach, at 12:00 pm. If any board members can attend, please let Ms. James know.

## **Finance Director –**

Mrs. Linton referenced her financial board report for March 31, 2013 that is appended herewith.

Mrs. Linton stated there will be a manager's meeting this Thursday, May 16, 2013 devoted to budget preparation.

#### **IT Director -**

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

Mr. Evans stated the expansion of the VOIP phone system to include the administration office and emergency services in Nassawadox is proceeding slowly.

Mr. Evans stated the generator has been successfully started and tested. They will begin routine testing of the generator in order to keep it in running condition.

#### **Executive Director -**

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated Magellan has been selected as the managed care entity and will have the responsibility for managed care for behavioral health in Virginia.

Dr. Freeze will have a guest for the June board meeting. Mr. Anthony W. Soltys, COL (Ret) is a current member of the Department of Behavioral Health and Developmental Services (DBHDS) State Board. He would like to give a brief report on issues as seen from the state level perspective.

Dr. Freeze stated he drafted a letter to Steve Miner, Administrator, Accomack County, to request a replacement for Board member Berran Rogers to be appointed as soon as possible.

Dr. Freeze stated he is going to a seminar June 11-14 and would like to change the board meeting. The board voted to change the meeting to June 4, 2013, at 9:30 am for Executive Session.

#### **Old Business -**

There was none.

## **New Business –**

Mr. Fitch made a motion to go into a Mendisadd, Inc. meeting, and Dr. Ogram seconded, and it was unanimously approved by a hand vote.

Dr. Freeze stated he would like to refinance the two loans Mendisadd, Inc. has. Shore Bank presented two options. Option 1, change in terms. Option 2, Refinance. Mr. Fitch made a motion for Dr. Freeze to select Option 1 with Shore Bank, and Ms. Dukes seconded, and it was unanimously approved by a hand vote.

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

There being no further business the meeting adjourned at 11:48 am.

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

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