

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**November 8, 2011**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 8, 2011 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

Mr. Travis Bradley  
Rev. James Davis  
Ms. Sallye Dukes-Chairperson  
Mr. Dee Fitch  
Mr. Spencer Murray  
Dr. John Ogram  
Mrs. Florence Parsons

**Others Present:**

Dr. Mark Freeze, Executive Director  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Mr. Philip Evans, IT Director  
Mr. Cedrick Cooper, Senior Accountant  
Ms. Cheryl Davis, Developmental Services Program Director  
Ms. Barbara James, Office Services Specialist

**Absent:**

Mrs. Gina Crockett  
Ms. Sharon Parker, Director of Clinical Services  
Mrs. Lynier Linton, Finance Director  
Dr. Nicholas McClean-Rice, Medical Director

**Executive Session:**

The Chairperson announced that pursuant to Virginia Code Section 2:2:3711 (A) (1), the Board would enter into Executive Session at 10:05 am for the discussion of personnel issues.

Regular session reconvened at 10:45 am. A polling of board members by hand vote indicated that only personnel issues were discussed in Executive Session.

**Approval of Minutes -**

Dr. Ogram stated that under Old Business the minutes should be changed to read that he suggested that a spreadsheet be done showing the full cycle of a client (ie-the cycle from entering through Emergency Services to the final placement and discharge.) Mr. Murray made a motion that the October 11, 2011 minutes be approved as corrected. Mr. Fitch seconded the motion as amended, and it was unanimously approved by a hand vote.

#### **Public Comment -**

There was none.

#### **Items Requiring Board Action -**

Mr. Murray made a motion to approve the application for FEMA assistance. Mr. Fitch seconded, and it was unanimously approved by hand vote.

Mr. Fitch made a motion to approve changes to ESCSB Policy HR 464, "Aggressive/Violent Behavior in the Workplace", ESCSB Policy HR 448, "Resignation/Termination", and ESCSB Policy SRM 023, "All Hazards Preparedness and Recovery Plan". Mrs. Parsons seconded, and they were unanimously approved by hand vote.

#### **Treasurer's Report -**

Mr. Murray referenced his report and made a motion to approve the first quarter draft financials for the FY12. Rev. Davis seconded, and they were unanimously approved by hand vote.

#### **Disability Program Reports - Clinical Services -**

Ms. Parker was unable to attend. Mrs. Wharton referenced Ms. Parker's 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.

#### **Developmental Services -**

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

#### **Human Resources -**

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

Mrs. Kellam stated recruitment has begun for the Developmental Services Director's position.

Mr. Murray made a suggestion to revise the Executive Director Performance Evaluation policy to eliminate the January interim evaluation, while continuing to have the annual evaluation conducted on the same schedule as other employees. Mrs. Kellam will bring the revised policy for a December vote.

Mrs. Kellam stated she has been appointed by the VACSB Board of Directors to be a member of the Department of Health Professions (DHP) Licensing Committee. The specific task for her workgroup is to ensure that job descriptions and policies relative to LPC/LCSW licensure have the appropriate language and components in order to prevent a licensure application from being delayed or denied.

#### **Finance Director –**

Mrs. Linton was unable to attend.

Mr. Cooper referenced the drafts of the financial reports for the months ending July 31, 2011, August 31, 2011, and September 30, 2011.

#### **IT Director –**

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

Mr. Evans stated that the main server was down, and the technician was there to fix it. The back up server was being utilized.

#### **Executive Director –**

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated the VICAP assessment project is still going well.

Dr. Freeze reminded everyone to get out and vote.

Dr. Freeze referenced the enclosed article which addresses the importance of counties as key agents for healthcare service delivery.

Dr. Freeze stated he and Kelly Bulin, Prevention Services Supervisor, met with Dr. Walter Clemons, Superintendent for Northampton County Public Schools, concerning the AI's Pals program. Mrs. Wharton gave a brief explanation of AI's Pals. The ESCSB is applying for a three year grant to continue the AI's Pals program in both county school systems as well as the Head Start programs on the shore.

**Old Business -**

There was none.

**New Business -**

There was none.

Ms. Dukes asked for a motion to adjourn, Mr. Murray 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 12:05 pm.

Barbara James, Recording Secretary/Mr. Dee Fitch, Secretary

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