

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
November 13, 2012

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 13, 2012 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-Chair
Mr. Spencer Murray

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
Ms. Sharon Parker, Director of Clinical Services
Mrs. Lynier Linton, Finance Director
Mr. Philip Evans, IT Director
Dr. Nicholas McClean-Rice, Medical Director
Mr. Cedrick Cooper, Senior Accountant
Ms. Barbara James, Office Services Specialist

Absent:

Mr. Dee Fitch
Dr. John Ogram
Mr. Berran Rogers
Mr. Mike Leahy, Developmental Services Program Director

Visitors:

Lisa Sedjat

Ms. Dukes called the meeting to order at 10:00 am and announced that

pursuant to Virginia Code Section 2:2:3711 (A) (1), the Board would immediately enter into Executive Session for the discussion with the consultant and personnel issues.

Regular session reconvened at 10:49 am. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

Ms. Dukes called the meeting to order at 10:50 am.

Approval of Minutes –

Ms. Dukes suggested the next time corrections are made to the minutes, they should be specifically cited in the board report. Mr. Murray made a motion to approve the October 9, 2012 minutes, Rev. Davis seconded the motion, and they were unanimously approved by a hand vote.

Public Comment –

There was none.

Items Requiring Board Action –

Changes to ESCSB Policy HR 400 “Orientation of Employees”, HR 408 “Initial & Annual In-Service Trainings”, HR 120 “Pre-Employment Verification”, Appendix A-Driver Requirements, HR 200 “Classification”, HR 468 “Employee Discipline”, were approved unanimously by a hand vote.

Treasurer’s Report –

Mr. Murray went over the draft of the September 30, 2012 financials.

Mr. Murray made a motion to approve the draft of the September 30, 2012 financials, Ms. Annis seconded the motion, and it was unanimously approved by a hand vote.

Disability Program Reports- Clinical Services –

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

Ms. Parker stated the intake process has been implemented into the new system.

Medical Director-

Dr. McClean-Rice stated everything is going smoothly in the medical department. He stated he attended a positive meeting with Eastern Shore Rural Health concerning G.F. Horne facility in Onancock.

Prevention and Quality Improvement –

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

There was discussion on the electronic signature pad.

Developmental Services –

Mr. Leahy was unable to attend.

Dr. Freeze stated the ARC House consumers were moved to the Hampton Inn in Exmore on October 29, 2012 because of the storm, and they were very accommodating.

Human Resources –

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

Mrs. Kellam stated the recruitment for RSA's is ongoing because of the different shifts available. The Emergency Services Coordinator ad will be placed in the Virginian Pilot supplement entitled "Healthcare Prognosis".

Mrs. Kellam went over articles on healthcare reform and part-time benefits.

Finance Director –

Mrs. Linton had nothing to add to her report.

IT Director –

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

Mr. Evans stated he, the electrician, and staff tested the generator yesterday. They are going to do routine tests to make sure it is running properly.

Mr. Evans stated the VOIP phone system is here but hasn't been installed.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he had received a letter from C. Douglas Bevelacqua, Associate Inspector General, asking us to complete a survey regarding utilization of Discharge Assistance Project funds (DAP). These funds help transition folks being discharged from Eastern State Hospital into local communities. These funds help pay for services such as Case Management, Mental Health Support, Outpatient services, and other ancillary services as warranted and determined by Mr. Joe Bulin (discharge planner). There was discussion on DAP funding.

Old Business –

There was none.

New Business –

Dr. Freeze invited the board members to attend the retreat luncheon on Friday, December 7, 2012, Eastern Shore Yacht & Country Club, 12 noon.

Dr. Freeze invited the board members to attend the PIPS and Prevention staff luncheon on Wednesday, December 12, 2012.

Ms. Dukes asked for a motion to adjourn, Mr. Murray 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 12:10 pm.

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

These minutes are subject to full Board Approval.