

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

November 12, 2013

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 12, 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

Dr. John Ogram

Ms. Joan Wilson

Absent:

Mr. Richard Hubbard

Others Present:

Dr. Mark Freeze, Executive Director

Mrs. Donna Kellam, Director of Administration and Human Resources

Ms. Sharon Parker, Director of Clinical Services

Dr. Nicholas McClean-Rice, Medical Director

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

Mr. Bradley called the meeting to order at 10:06 am.

Approval of Minutes -

Dr. Ogram made a motion to approve the October 8, 2013 minutes as amended: Dr. McClean-Rice sees 425 patients. Rev. Davis seconded the motion, and it was unanimously approved by a hand vote.

Public Comment -

There was none.

Items Requiring Board Action -

Ms. Dukes made a motion to approve the changes to ESCSB Policy CS 014 "Gender Specific Services" with correction to take out the word "to" under

Procedures number one, line 2, Ms. Annis seconded, and the policy was unanimously approved by a hand vote.

Treasurer's Report –

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

Disability Program Reports-

Clinical Services –

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

Medical Director-

Dr. McClean-Rice stated there was monitoring of the physician's progress notes, consent forms. It was recommended that Dr. Freeze talk to Dr. Ogram about peer review.

There was discussion on the physician productivity report.

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 Leahy stated the auditor's citation regarding employee criminal background checks for Day Support staff has been rescinded.

Mr. Leahy stated DMAS auditors performed a Quality Management Review. Over 60 files were reviewed, and the auditors were very pleased with their findings.

Mr. Leahy stated at the VACSB meeting in Roanoke recommendations regarding changes to the criteria that qualify individuals for Enhanced Case Management services have been submitted to the DOJ Independent Reviewer. This is good news because a number of individuals that the CSB serves will no longer require the increased contact.

Human Resources –

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

Mrs. Kellam stated the information on the employee criminal background checks was rescinded because a copy of the billing information was sent.

Mrs. Kellam stated she and Mrs. Linton will coordinate Virginia Retirement System payroll change needs with ADP. There was discussion on VRS changes effective January 1, 2014. The Board did not want to change the decision to remain with the VLDP.

Finance Director –

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

IT Director –

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

Mr. Evans stated the new cables in the Administration building for the Mitel VOIP system are being installed and that should take two more days.

Mr. Evans stated earlier in the month Eastern Shore Communications had a lightning strike on their equipment that affected Hartman House. The site was down for two weeks.

Mr. Evans stated the T1 data line at ARC House has been changed to Verizon DSL. Mr. Evans stated the IT Department continues to be called to ARC House so that the system can be reset.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated Magellan will be making a local presentation at the Vocational Center on Thursday, November 14, 2013, at 10 am.

Dr. Freeze stated there will be a wellness presentation on Friday, November 22, 2013, at the Eastern Shore Community College, 8-10 am. Over the last few years employees have been provided annual wellness screenings checking such things as weight, blood pressure, cholesterol, etc.

Dr. Freeze stated half of the old Quonset hut behind the Parksley Behavioral Healthcare Center has been converted into a fitness room complete with weights and cardio equipment. Also, will be putting cardio equipment at the Vocational Center in Exmore. He is awaiting a revised waiver form to be signed before employees use the equipment.

Old Business –

There was none.

New Business –

Mr. Bradley stated there would be a Mendisadd, Inc. meeting at 12:00 pm.

Dr. Freeze asked for a Board Resolution to be delivered to Herman Walker, Attorney, to authorize Dr. Freeze to handle all paper documents to sell the tax parcel #119A0A0000093A0 in Belle Haven to Hal Floyd. Mr. Fitch made the motion, Dr. Ogram seconded, and it was unanimously approved by a hand vote.

Mr. Bradley made a motion to go into Executive Session at 12:03 pm, and it was unanimously approved by a hand vote. 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.

Regular session reconvened at 12:28 pm. A polling of board members by voice vote indicated that only personnel issues were discussed in Executive Session.

Mr. Bradley asked for a motion to adjourn, Mr. Fitch made the motion, Mrs. Crockett seconded, and it was approved unanimously by a hand vote.

There being no further business the meeting adjourned at 12:29 pm.

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

These minutes are subject to full Board Approval.