

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

October 11, 2011

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 11, 2011 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley

Mrs. Gina Crockett

Rev. James Davis

Mr. Dee Fitch

Dr. John Ogram

Mrs. Florence Parsons

Others Present:

Dr. Mark Freeze, Executive Director

Mrs. Donna Kellam, Director of Administration and Human Resources

Mrs. Lynier Linton, Finance Director

Mr. Philip Evans, IT Director

Ms. Cheryl Davis, Developmental Services Program Director

Ms. Barbara James, Office Services Specialist

Absent:

Ms. Sallye Dukes, Chairperson

Mr. Spencer Murray, Treasurer

Mrs. Debra Wharton, Director of Quality Improvement and Prevention

Ms. Sharon Parker, Director of Clinical Services

Dr. Nicholas McClean-Rice, Medical Director

Mrs. Parsons called the meeting to order at 10:06 am. Mrs. Parsons called for a moment of silence for all the sick and deceased board members.

Mrs. Kellam passed out laminated name tags for all board members.

Approval of Minutes –

Mr. Fitch made a motion to approve the September 13, 2011 minutes. Dr. Ogram stated Page 3 had a typo and should be corrected to read “board report”, Mrs. Crockett seconded the motion as amended, and it was unanimously approved by a hand vote.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Fitch made a motion to approve changes to ESCSB Policy FR 012, "Travel Reimbursements". Mrs. Crockett seconded and it was unanimously approved by hand vote.

Treasurer's Report -

Mr. Murray was unable to attend.

Disability Program Reports –

Clinical Services –

Ms. Parker was unable to attend.

Medical Director –

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement –

Mrs. Wharton was unable to attend.

There was discussion on responsibilities of the medical assistants in the Medical Department.

Developmental Services –

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

Ms. Davis stated everything has been fairly quiet. Awaiting further information from the Department on the Crisis project.

Ms. Davis stated there have been some licensure changes updating language to Developmental Services.

Ms. Davis stated after Hurricane Irene there was a short unannounced licensure visit looking at two facilities and personnel records. There were no human resources citations, and the residential citations were related to the facility, not services. Dr. Ogram requested to see these and the most recent prior citations to get a sense of the licensure reviews.

Ms. Davis stated all residential programs are filled to capacity at this time. Day Support is admitting one or two folks at this time.

Human Resources –

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

Mrs. Kellam stated there may be FEMA money available to help with the costs of the hurricane evacuation for the excessive staff costs and evacuation off the Eastern Shore. She has been contacted by a FEMA representative and is trying to coordinate a meeting time.

Mrs. Kellam distributed and discussed VRS information she received at the IPMA- HR Conference on the future of public sector retirement plans.

Finance Director –

Mrs. Linton presented the draft of the financial report for the month ending July 31, 2011.

IT Director –

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

Mr. Evans stated he is on the Broadband management team and things should be winding down in a month or two. There are three training dates on the website.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he attended the VACSB 2011 Public Policy Conference, October 5-7, in Virginia Beach. While at the conference the Department of Medical Assistance Services issued a memo announcing a Request for Proposals (RFP) for Coordination of Community Mental Health Rehabilitative Services. The response is due in January. The VACSB formed a subcommittee tasked with the partnership options.

Dr. Freeze stated the VICAP assessment project is going extremely well and will be reimbursed by Medicaid.

Old Business –

Dr. Ogram 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.)

New Business -

There will be a funeral for Delores Colona, Board Member, on Saturday, October 15, 2011, 1:00 pm, Transformation Temple Church of God in Christ, 32170 Seaside Road, Keller, VA. Visitation is Friday, October 14, 2011, 6:00-8:00 pm, Cooper & Humbles Company, Accomac, VA

Mrs. Parsons asked for a motion to adjourn, Mr. Fitch made the motion, and Dr. Ogram seconded it. The motion was approved unanimously by the board.

There being no further business the meeting adjourned at 11: 50 am.

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

These minutes are subject to full Board Approval.