

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**October 9, 2012**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 9, 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. Dee Fitch  
Mr. Spencer Murray  
Dr. John Ogram

**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  
Mr. Mike Leahy, Developmental Services Program Director  
Mr. Cedrick Cooper, Senior Accountant  
Ms. Barbara James, Office Services Specialist

**Absent:**

Mr. Berran Rogers  
Dr. Nicholas McClean-Rice, Medical Director

Ms. Dukes called the meeting to order at 10:06 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 10:59 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 11:00 am.

**Approval of Minutes -**

Dr. Ogram made a motion to approve the September 11, 2012 minutes with corrections, Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

**Public Comment -**

There was none.

**Items Requiring Board Action -**

There were none.

**Treasurer's Report -**

Mr. Murray went over the draft of the August 31, 2012 financials.

Mr. Murray made a motion to approve the draft of the August 31, 2012 financials, Mr. Fitch 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 efforts are being made for outpatient services, case managers, and mental health support workers for system redesign to cut down on time lost due to no shows for intakes. A letter was mailed to ESCSB clients beginning October 15, 2012 to clearly define and explain the consequences for no showing for transportation.

**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 a proposal to the Department of Behavioral Health and

Developmental Services in partnership with the Continuum of Care Community Partners of the Eastern Shore for coalition building initiatives is being submitted by November 16. Amounts up to \$15,000 are available to successful applicants for housing for individuals that are served by public services, specifically emergency housing.

### **Developmental Services –**

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

Mr. Leahy stated funding for Part C/Early Intervention services is still a hot topic. Mr. Leahy and Ms. Laws, PIPS Coordinator, discussed creating a form letter that can be provided to the families served to use as a guide to write individual letters to the Governor.

### **Human Resources –**

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

Mrs. Kellam went over the responses from other CSBs relative to which positions are subject to drug testing. Dr. Ogram expressed an interest in expanding the policy to include more clinical positions.

### **Finance Director –**

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

Mrs. Linton stated three auditors were here only one day. The deadline for the report is November 30, 2012.

### **IT Director –**

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

Mr. Evans stated he is still waiting to hear from MITEL for the VOIP phone system.

Mr. Evans stated he, Damien Greene, IT Systems Engineer and Daniel Justice, IT Support Technician, met with the electrician and were shown how to properly cut off the power to the building on Greenbush Road. The generator has been tested and will be tested monthly.

## **Executive Director –**

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated he and Dave Millward, Emergency Services Coordinator, attended a meeting on September 27, 2012 in Chesterfield on the new assessment tool developed for the Virginia customers of Profiler. This new product replaces the old assessment tool called Recovery Companion that all of the Virginia customers rejected as being inadequate to meet CSB needs. The new product has been properly vetted by a committee of clinicians and IT staff and should meet the needs of clinical staff going forward.

Dr. Freeze stated he attended the Virginia Association of Community Service Boards (VACSB) Public Policy Conference last week. He went over the presentation given on the Affordable Care Act and the plan for healthcare coverage.

Dr. Freeze stated he had been asked to serve on the board at Hope House, an organization for homeless clients in Tidewater.

Dr. Freeze stated the DOJ settlement is in place to close four or five of the developmental disability homes in Virginia by 2020. Southeastern Virginia Training Center will remain open. However, it will only have a total of 75 beds, five of which will be reserved for emergency placement.

## **Old Business –**

There was none.

## **New Business –**

Dr. Ogram stated he would like the minutes and board reports to be mailed by Wednesday before the board meeting so they can be received by Friday and not handed out the day of the meeting to read.

Ms. Dukes asked for a motion to adjourn, Mr. Fitch made the motion, and Mr. Murray seconded it. The motion was approved unanimously by the board.

There being no further business the meeting adjourned at 12:16 pm.

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

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