

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
September 11, 2012

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, September 11, 2012 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Ms. Marva Annis
Mr. Travis Bradley-Vice Chair
Ms. Gina Crockett
Rev. James Davis
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:

Ms. Sallye Dukes-Chair
Mr. Berran Rogers
Dr. Nicholas McClean-Rice, Medical Director

Mr. Bradley called the meeting to order at 10:04 am.

Rev. Davis offered a prayer for the September 11, 2001 events.

Approval of Minutes -

Dr. Ogram made a motion to approve the August 14, 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 was discussion on policy HR 458-“Alcohol and Other Drug Testing” and it was decided there was no need to add language to address pre-employment test for selected candidates residing off the Eastern Shore. When someone residing off the Eastern Shore is being considered, Mrs. Kellam will contact SMI to make arrangements for the test.

Treasurer’s Report –

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

Mr. Murray made a motion to approve the draft of the July 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 went over the current capacity statistics for the MH/SA program and will continue to define capacity for all services next month.

Ms. Parker stated that two new case managers started providing services last week. Also, Rebecca Cowling will be returning as the new clubhouse supervisor.

Ms. Parker stated that she, Debra Wharton, and Shenay Wharton completed their first collaborative documentation training this past week. As clinicians become more familiar with this process, the goal is to gain more capacity in the system.

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 the new biopsychosocial assessment from CoCentrix (formerly Unicare) was scheduled to be delivered on September 4 but has not arrived yet. There was discussion on this program.

Developmental Services –

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

Mr. Leahy stated the Special Olympics Board encouraged ESCSB board members to spread the word as the local area is in dire need of volunteers.

Mr. Leahy stated there was a facility HUD inspection at Dogwood View Apartments on August 15, 2012 and he was very pleased with the outcome of a score of 95 out of a possible 100.

Mr. Leahy stated the PIPS program continues to work with the regional technical assistant to review the program and offer advice regarding service delivery. The Early Intervention team will be participating in a pilot program to study the Early Childhood Coaching Handbook with the assistance of the technical assistant.

Mr. Leahy stated the regional Community Resource Consultant spent two days last week with the residential and day support staff discussing Person Centered Planning and the results of the DMAS QMR.

Human Resources –

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

Mrs. Kellam stated as part of her work on the DHP/VACSB Licensure Workgroup, she has received copies of proposed regulatory changes for both LPCs and LCSWs. There was discussion.

There was discussion on recruitment.

Finance Director –

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

Mrs. Linton stated Mr. Murray had gone over the draft of the financial reports for the month ending July 31, 2012 in his report.

Mrs. Linton stated the auditors will be here September 12 and 13, 2012.

IT Director -

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

Mr. Evans stated for a little over a week he had been running a program that acted like a VOIP phone system to the network and assessed the ability of the current level of bandwidth to handle a VOIP system. The results of the test will indicate if we will need to increase the internet bandwidth that currently is being used or if the current bandwidth will be sufficient.

Executive Director -

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze will draft a letter of support for additional funding for the Part C program.

Dr. Freeze stated the consultant was unable to attend this board meeting but will be at the October 9, 2012 meeting.

Dr. Freeze stated the tower lease in Parksley has been signed with Eastern Shore Communications, Inc. and Mendisadd, Inc.

Dr. Freeze stated the new transcription software that was developed by Siteworks Technology that inserts the doctors' transcribed files directly into the recorded service in Profiler has been received.

Dr. Freeze stated he is exploring the possibility of moving Case Managers and Mental Health Support staff from traditional cell phones to the new I phones. These new phones incorporate Dragon Naturally Speaking voice recognition software as one of their features.

Old Business -

There was none.

New Business -

Dr. Ogram stated driver requirements for employment and retention Appendix A states drug testing will be done on all drivers. He stated random drug testing should be done on all employees that do direct patient care. There was discussion on this. Mrs. Kellam will contact other CSBs to see what their practices are.

Mr. Bradley stated there would be a Mendisadd, Inc. meeting following the regular meeting.

Dr. Freeze will explore the possibility of selling some land to Allen Floyd. The board said go forward with research.

Mr. Bradley asked for a motion to adjourn, Mr. Fitch 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 11:55 pm.

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

These minutes are subject to full Board Approval.