

EASTERN SHORE COMMUNITY SERVICES BOARD

Minutes

April 12, 2011

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, April 12, 2011 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley
Ms. Delores Colona
Rev. James Davis
Ms. Sallye Dukes-Chairperson
Mr. Dee Fitch
Mr. Spencer Murray
Mrs. Florence Parsons

Others Present:

Dr. Mark Freeze, Executive Director
Mrs. Donna Kellam, Director of Administration and Human Resources
Ms. Sharon Parker, Director of Clinical Services
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mrs. Lynier Linton, Finance Director
Ms. Cheryl Davis, Developmental Services Program Director
Mr. Philip Evans, IT Director
Ms. Barbara James, Office Services Specialist

Absent:

Mrs. Gina Crockett
Dr. Claudia Johnson
Dr. Nicholas McClean-Rice, Medical Director

The meeting was called to order at 10:06 am by the Chairperson.

Approval of Minutes –

Mr. Fitch made a motion to approve the March 8, 2011 minutes, Mr. Murray seconded the motion, and it was unanimously approved by a hand vote.

Ms. Dukes read a thank you note from Mrs. Parsons, who had been out sick.

Dr. Freeze introduced Cedrick Cooper, Senior Accountant. Mr. Cooper gave brief information on his background and stated he is glad for the opportunity to be working with the ESCSB.

Public Comment –

There was none.

Items Requiring Board Action –

Mr. Murray made a motion to approve ESCSB Policy HR 612, “Sick Leave Bank”. Ms. Colona seconded, and it was unanimously approved by hand vote.

Mr. Fitch made a motion to approve ESCSB Policy HR 608, “Annual and Sick Leave Conversion Options”. Mr. Murray seconded, and it was unanimously approved by hand vote.

Mr. Fitch made a motion to approve ESCSB Policy MS 009, “Prescription Medication”. Ms. Colona seconded, and it was unanimously approved by hand vote.

Treasurer’s Report -

Mr. Murray briefly described the Treasurer’s report that is appended herewith. Mr. Fitch made a motion for the draft report to produce current reports through page 16 but that detailed Total Agency monthly data be on an as-requested basis. Ms. Colona seconded, and it was unanimously approved by hand vote. Mr. Murray then made a motion to approve the preliminary financial report through February 28, 2011 as presented subject to adjustments and final approval by the external auditors. Ms. Colona seconded the motion, and it was unanimously approved by a hand vote.

Disability Program Reports –

Clinical Services –

Ms. Parker referenced her report that is appended herewith.

Ms. Parker stated beginning July1, CSBs across the state will become the “gate keepers” for Medicaid SPO services for children. It is not clear how this will be operationalized at this time. In this role the CSB will be responsible for assessing all children who are seeking a Medicaid state plan option for behavioral healthcare service whether it is provided by the public or private providers in the community. This includes in-home services and therapeutic day treatment services.

Ms. Parker stated due to the difficulty in locating inpatient beds, consideration next year is being given to changing the contractual arrangement from pre-purchasing beds to developing a competitive rate that would be negotiated and paid on an as-needed basis for the Reinvestment

project. It is hoped that more hospitals in the region may enter into a contract so more beds will be available.

Ms. Parker stated the staff has been training on the new electronic health records system.

Medical Director –

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement –

Mrs. Wharton referenced her board report incorporated herein by reference.

Mrs. Wharton stated Terry Swain remains intricately involved in the difficulties with Unicare.

Mrs. Wharton stated that two new policies, IT 001 and MS 009, will be presented for approval at the next Board meeting.

Mrs. Wharton further stated Unicare is locked out of the system until they agree to abide with the parameters that have been set.

Developmental Services –

Ms. Davis referenced her board report incorporated herein by reference.

Ms. Davis stated a private provider from across the bay had come to the ARC office and Vocational Center and spoke of opening a day support program on the Shore, thus being a start to competition for the provision of these services.

Ms. Davis further stated that at the regional meeting they discussed the crisis stabilization project to determine how this funding would serve the region most advantageously. Hopefully, this region will be able to get beds as well as a crisis mobile unit.

Human Resources –

Mrs. Kellam referenced her board report incorporated herein by reference.

Mrs. Kellam stated that reference requests are out for four part-time Residential Services Aides; Mental Health Support Specialist and MH/SA Case Manager positions have been filled. She's continuing recruitment for the Senior Clinician which has been advertised on over 30 websites in addition to being in the newspaper, and she's awaiting references for the Fiscal Specialist.

Mrs. Kellam further stated the Executive Director's annual performance is due soon. There will be an executive session at the May 10, 2011 meeting to prepare for this.

Finance Director –

Mrs. Linton presented the draft of the financial report for the month ending February 28, 2011.

IT Director –

Mr. Evans referenced his board report incorporated herein by reference.

Mr. Evans stated hopefully Unicare will fix the problem concerning the automated manager.

Executive Director –

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze referenced a report from the VACSB Executive Director to the VACSB Board of Directors dated March 23, 2011 which contains a General Assembly update under Public Policy.

Dr. Freeze referenced a letter addressed to Erik Bodin, the Certificate of Public Need (COPN) Director, stating the ESCSB's support for in-patient psychiatric services at Riverside Shore Memorial Hospital.

Dr. Freeze referenced an ESCSB program evaluation done through a partnership with Old Dominion University to have their counseling department conduct and analyze the ESCSB's programs and services.

Dr. Freeze further stated Broadband wiring has been installed on all ESCSB buildings. There is no official word yet on a go live date.

Old Business –

Mrs. Wharton got clarity relative to the Board's request to provide the number served in accordance with Policy HR 800 "Ethical Principles", conflict of interest. This month's number served is eleven.

New Business -

There were none.

Ms. Dukes asked for a motion to adjourn, Ms. Colona 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 11:50 am.

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

These minutes are subject to full Board Approval.