

**EASTERN SHORE COMMUNITY SERVICES BOARD**  
**Minutes**  
**December 13, 2011**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, December 13, 2011 at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

Mrs. Gina Crockett  
Rev. James Davis  
Ms. Sallye Dukes-Chairperson  
Mr. Dee Fitch  
Mr. Spencer Murray  
Dr. John Ogram  
Mrs. Florence Parsons

**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. Cedrick Cooper, Senior Accountant  
Ms. Cheryl Davis, Developmental Services Program Director  
Ms. Barbara James, Office Services Specialist

**Absent:**

Mr. Travis Bradley  
Dr. Nicholas McClean-Rice, Medical Director

Ms. Dukes called the meeting to order at 10:04 am.

**Approval of Minutes -**

Mr. Murray made a motion to approve the November 8, 2011 minutes, Mr. Fitch seconded the motion, 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 HR 320, “Executive Director Performance Evaluation” as corrected. Mr. Murray seconded, and it was unanimously approved by hand vote.

Dr. Freeze asked for a motion for employees to receive an augmentation at Christmas of \$300 for full-time employees and \$150 for part-time employees that are eligible. Mr. Fitch made a motion, Rev. Davis seconded, and it was unanimously approved by hand vote. Mr. Fitch stated that the retreat was very nice, and the camaraderie of the employees showed that they work well together

#### **Treasurer’s Report -**

Mr. Murray referenced his report and the draft of the annual financial report ending June 30, 2011 and made a motion to approve the draft of the financial report ended October 31, 2011. Mr. Fitch seconded, and they were unanimously approved by hand vote.

#### **Disability Program Reports – Clinical Services –**

Ms. Parker stated she has had to be out of the office for three months on medical and family leave and has no written report.

Ms. Parker stated the staff is continuing the clean up process in the computer and only active cases are being addressed. They will focus on the last three months. There are approximately 100 people waiting to come into the system. Ms. Parker stated she and Mrs. Wharton are going to meet with the staff that afternoon to develop a plan. They are going to work with staff in the clean up process and develop work loads for staff.

Mr. Fitch stated Mr. Bulin had a very thorough board report.

#### **Medical Director –**

Dr. McClean-Rice was unable to attend. Ms. Parker stated the medical department now has two new nurses and is fully staffed. The unit is in better shape.

Ms. Parker stated the doctor's are learning Profiler without getting overloaded.

Dr. Freeze stated he and Dr. McClean-Rice met with Dr. Chick, Eastern Shore Rural Health, on managing cases.

### **Prevention and Quality Improvement –**

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

Mrs. Wharton stated she had good news; last week the Virginia Foundation for Health Youth awarded \$57,000 a year to the ESCSB for a three year grant. Award of these funds to the Board will guarantee the fiscal viability of the provision of substance abuse prevention programs to all public school and Head Start Pre-K classrooms in Northampton and Accomack counties. Mrs. Wharton stated Mrs. Kelly Bulin had done an excellent job and thanked her for her excellent work and continually searching for and successfully getting funds.

### **Developmental Services –**

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

Ms. Davis stated the Medicaid auditor had been at the ESCSB December 5-8, 2011. This was a thorough report. The review went very well with no documentation omissions, no issues with waiting list information, and everything was okay with policy and procedures. Two consumers were visited and interviewed, and the reviewer interviewed staff and consumers of two group homes. Personnel records from Administration also received a favorable review. There should be a written report issued in about two weeks. This was a very good review.

Ms. Davis stated work has begun on the Rail & Transportation Agency vehicle grant that is due February 1, 2012. She is requesting two new mini-vans.

Ms. Davis stated the Office of Inspector General will be doing a statewide review of the residential services soon.

### **Human Resources –**

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

Mrs. Kellam stated interviews have been conducted for the Disabilities Services

Director and Intensive MH/SA Case Manager. Mrs. Kellam stated a new clinician will start next week.

Mrs. Kellam stated board members should fill out a blank Financial Disclosure Statement for the annual filing. The deadline is January 15.

#### **Finance Director –**

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

Mrs. Linton referenced the draft of the financial report for the month ending October 31, 2011.

Mrs. Linton stated the auditor from the Department of Behavioral Health was very happy with the ESCSB and we will be getting his report soon.

#### **IT Director –**

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

Mr. Evans stated the IT system does not have enough storage capacity for the scanning of the existing charts. A new storage device has been ordered that has this ability.

Mr. Evans stated there is an issue with Profiler using the dates on the desk top computers, which may be incorrect. In order to resolve this problem, he's trying to create a script that will run whenever a thin client is started up that will pull the date from the server and store it on the thin client as part of the boot process.

Mr. Evans stated extra storage needs of scanning have caused reevaluating the backup of servers.

#### **Executive Director –**

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze referenced the 2011 Virginia Association of Community Services Board's Annual Report.

Dr. Freeze stated the VACSB subcommittee tasked with exploring partnership options to respond to the RFP has recommended a Virginia based managed care

company called Value Options, Inc.

Dr. Freeze stated the VICAP assessment project continues to progress and staff have been able to schedule all appointments.

Dr. Freeze stated two board member vacancies need to be filled at the end of December. Mrs. Parsons is at the end of her third term, and there needs to be a replacement for Ms. Colona. Accomack County Board of Supervisors has been notified to request new appointments to the Board.

Dr. Freeze stated the SAGE consultant has been here for two visits and a third visit is due in January, 2012.

**Old Business -**

There was none.

**New Business -**

Ms. Dukes presented Mrs. Parsons with a framed resolution for her services and a gift. Mrs. Parsons thanked everyone and stated she had enjoyed working on this Board. Mrs. Wharton thanked Mrs. Parsons for her services.

Ms. Dukes 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 12:03 pm.

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

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