

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
September 13, 2011

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, September 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. Lynier Linton, Finance Director
Mrs. Debra Wharton, Director of Quality Improvement and Prevention
Mr. Philip Evans, IT Director
Ms. Cheryl Davis, Developmental Services Program Director
Mr. Cedrick Cooper, Senior Accountant
Ms. Barbara James, Office Services Specialist
One member of the public

Absent:

Mr. Travis Bradley
Ms. Delores Colona
Ms. Sharon Parker, Director of Clinical Services
Dr. Nicholas McClean-Rice, Medical Director

Ms. Dukes called the meeting to order at 10:02 am and welcomed everyone back, saying she was glad to see all survived Hurricane Irene.

Mrs. Swain gave a short report on Profiler and the Electronic Health Record system.

Mr. Murray welcomed Dr. John Ogram, new board member, appointed by the Northampton Board of Supervisors, to replace Claudia Johnson.

Approval of Minutes -

Mr. Murray made a motion to approve the August 9, 2011 minutes, Mr. Fitch seconded the motion, and it was unanimously approved by a hand vote.

Ms. James read thank you notes from the Downing family and the Upshur family.

Public Comment -

There was none.

Items Requiring Board Action -

There were none.

Treasurer's Report -

Mr. Murray briefly described the Treasurer's report that is appended herewith. Mr. Murray will recommend approval of the preliminary financial report through June 30, 2011 as presented subject to adjustments and final approval by the external auditors after their visit on September 22 & 23, 2011.

Disability Program Reports - Clinical Services -

Ms. Parker was unable to attend. Dr. Freeze stated Nicole Wynder, LPC, had been hired to handle the VICAP assessments.

Ms. Dukes stated on behalf of the board she would like to extend gratitude to all employees on their handling of Hurricane Irene.

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 due to inclement weather, the Resource Fair was cancelled and has been rescheduled for Saturday, September 17, 2011, Eastern Shore Community College, Workforce Development Center, 9:00 am-2:00 pm. Community resources will be available with applications and information about the services they provide. Someone will be there that will have housing assistance applications.

Developmental Services -

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

Ms. Davis stated because of Hurricane Irene 38 consumers and 10 staff had to evacuate to Martinsville and there was no major problems.

Ms. Davis stated there was an unannounced licensure visit last week.

Ms. Davis stated on October 12, 2011 at 11:00 am the ARC will be hosting an Appreciation Lunch at the Vocational Center in Exmore. They will be honoring two or three people who have given so much to the organization in one way or another.

Human Resources -

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

Mrs. Kellam stated an offer has been made for a full-time Developmental Aide.

Mrs. Kellam stated yesterday an offer has been made for a second Nurse.

Mrs. Kellam stated the Emergency Preparedness Team met yesterday and one of the items on the agenda was strengths and weaknesses in our response to the hurricane. Feedback will be discussed with the management team.

Mrs. Kellam stated the licensure review went well last week based on the preliminary verbal report.

Mrs. Kellam stated Virginia Retirement System Modernization changes are slated for the spring 2012.

Finance Director -

Mrs. Linton presented the revised draft of the financial report for the month ending June 30, 2011.

Mrs. Linton stated the auditors will be here on September 22 & 23, 2011, and will have a report to the ESCSB by October 31, 2011.

IT Director -

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

Mr. Evans stated the generator kept cutting off during the hurricane. The electrician will correct the problem.

Executive Director -

Dr. Freeze referenced his board report incorporated herein.

Dr. Freeze stated the VACSB 2011 Public Policy Conference is October 5-7, 2011, Sheraton Oceanfront, Virginia Beach if board members are interested in going.

Dr. Freeze stated Region V (HPRV is our region) was awarded an additional 1.9 million dollars by the General Assembly for Expanded Community Capacity. Funding in the

amount of \$57,513.00 has been approved for the ESCSB. This money will be used to hire additional case managers to provide services to residents the ESCSB serves while being at G.F. Horne in Onancock.

Dr. Freeze stated the VICAP program is off to a good start and the assessments are increasing.

Old Business -

There was none.

New Business -

There was none.

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

There being no further business the meeting adjourned at 11:35am.

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

These minutes are subject to full Board Approval.