

**EASTERN SHORE COMMUNITY SERVICES BOARD  
MINUTES  
May 12, 2009**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, May 12, 2009, at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

**Members Present:**

Mrs. Jan Abbott  
Ms. Delores Colona  
Rev. James Davis  
Ms. Cookie Francis  
Mrs. Muriel Howard-Chair  
Dr. Claudia Johnson  
Dr. Michael Margolius  
Mrs. Florence Parsons

**Others Present:**

Dr. Mark Freeze, Executive Director  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Ms. Sharon Parker, Director of Clinical Services  
Ms. Cheryl Davis, MR Program Director  
Mr. Philip Evans, IT Director  
Mrs. Lynier Linton, Acting Financial Operations Director  
Ms. Barbara James, Office Services Specialist

**Absent:**

Ms. Sallye Dukes  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Dr. Nick McClean-Rice, Medical Director

**Visitors:**

Mrs. Terry Swain, Project Manager

Mrs. Howard called the meeting to order at 10:12 a.m.

**Approval of Minutes -**

The minutes of the April 14, 2009 Board Meeting were approved.

**Items Requiring Board Action -**

Approved ESCSB Policy and Procedures SRM 026 "Building Security and Safety".

Approved ESCSB Policy and Procedures HR 464 "Aggressive/Violent Behavior in the Workplace".

Approved ESCSB Policy and Procedures MS 002 "Inventory of Medications".

### **Disability Program Reports - Clinical Services -**

Ms. Parker reported there are trainings almost every day of the month and had nothing else to add to her written report.

### **Medical Services -**

Dr. McClean-Rice was unable to attend.

### **Prevention and Quality Improvement -**

Mrs. Wharton reported the Unicare representative Joe Travers will be assistant to help Terry Swain, Project Manager. Four Boards have contracted with him. Mrs. Swain reported there was a kickoff of Unicare in Hampton last week with two and a half days of training. The Hampton Newport-News Board was on track and very supportive. Next week Mr. Travers will be here helping with computer and clinical knowledge with the scope of this project. This will help everyone at ESCSB where everything will be computerized. Mr. Travers will help ESCSB on things Unicare can't. The end of May is the targeted date for the basic hardware to be ready for the installation of the software for Parksley Behavioral Healthcare Center, the first of June for the computer equipment, the end of June training on the new system, and July, 2010 targeted date to begin using system.

### **Mental Retardation -**

Ms. Davis reported the Office of Intellectual Disability Supports quarterly report and the CoCoA Steering Committee Report are attached.

Ms. Davis reported the impending changes to both Case Management and Day Support billing have been reversed.

Ms. Davis reported of continuing to work on the Department's plans for Southeastern Training Center by being present for the various meetings and submitting reports on the status of Eastern Shore residents there. Still no word on how the funds requested for a new facility for the 75 available beds will be handled for the eight Eastern Shore residents.

Ms. Davis reported the Knights of Columbus (KOVAR) request for a generator for ARC House has been submitted, and she hopes to hear sometime in June. The total requested is about \$40,000 for this project.

Ms. Davis reported of being notified of being granted two new vehicles for spring/summer 2010 and expects delivery of the second of the two mini-vans that were approved for this year any day now.

Ms. Davis reported attending a Disaster Preparedness meeting. She will be reviewing the disaster plan soon and updating shelter and/or evacuation coverage plans for the season. She believes the CSB is in pretty good shape as far as preparedness goes since there is a plan, and she also believes staff are relative to hurricane planning ready as can be in such a situation.

Dr. Margolius reported the Eastern Shore Coalition meets quarterly at the Chamber of Commerce. The next meeting will be in July on emergency preparedness, and he believes the Mental Health Department of the ESCSB needs to send a representative.

Dr. Margolius reported there are several cases of the seasonal flu on the Eastern Shore.

#### **Human Resources –**

Mrs. Kellam was unable to attend. Mrs. Wharton reported recruitment for MH: Two Office Services Specialists-One for the main Parksley Clinic and one for the Hospice Building, and Reimbursement Technician. Recruitment for MR: MR Case Manager, PT Residential Services Aides.

#### **Financial Director –**

Mrs. Linton reported March 31, 2009 cash on hand was \$3,303,936.

Mrs. Linton reported March 31, 2009 accounts receivable was \$538,348.

Mrs. Linton reported of receiving a letter from the Eastern Shore Area on Aging they have moved to the old Hare Valley School and are moving out of three locations the ESCSB owns by June 12. The Cheriton property is up for sale.

Mrs. Linton attended a meeting with Northampton County on the RFP for audit services. There were two bids from Didawick & Knopp and Robinson, Farmer & Cox. Northampton County will remain with Didawick & Knopp for audit services.

#### **IT Director –**

Mr. Evans reported of being very busy trying to get ready for Unicare. The latest version of the Microsoft server software, that the ESCSB will be using, has the ability to use virtual machines. There will be a transition to physical servers from virtual servers.

Mr. Evans reported when the new version of Microsoft Word was available, he discovered that many of the old Windows CE thin clients did not have enough memory. The ESCSB is now replacing about 30 of the old thin clients with new machines.

Dr. Freeze thanked Mr. Evans and his outstanding staff for all their hard work.

### **Executive Director -**

Dr. Freeze reported there will be a Performance Contract meeting on May 21, 2009. There will be a 5% cut in funding for the coming year.

Dr. Freeze reported the Hospice building has brand new carpet.

Dr. Freeze reported the Vocational Center in Exmore has a landscaped Pavilion.

Dr. Freeze reported a new Child Psychiatrist, Dr. Michael Henderson, will be starting with the ESCSB in July. Dr. Henderson has been hired to work up to 20 hours a week. Dr. James Miner will be transitioning his cases over to Dr. Henderson.

Dr. Freeze reported there has been a decision made to close Shallop House. There were six employees working 24/7 and the location was bad. ESCSB has never been able to fill all the beds.

Dr. Freeze reported hopefully the Hospice building will be ready to show next month after the board meeting.

### **Old Business -**

No old business was discussed at this time.

### **New Business -**

No new business was discussed at this time.

Pursuant to Virginia Code Section 2:2:3711 (A) (1), a motion was made, seconded, and carried to adjourn to Executive Session at 12:20 pm for the discussion of personnel issues. Regular session reconvened at 1:19 pm. A polling of the Board members revealed that only personnel issues had been discussed.

Guidelines regarding the proper role of the Board of Directors as related to personnel matters will be drafted and distributed.

There being no further business, the meeting adjourned at 1:20 pm.