

From: [Yvonne Pennell](#)
To: [Sheila Goodman](#)
Subject: FW: ESCSB Board Meeting June 9, 2009 Minutes
Date: Wednesday, July 15, 2009 11:14:21 AM

FYI

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From: Barbara James [mailto:bjames@escsb.org]
Sent: Wednesday, July 15, 2009 10:25 AM
To: Yvonne Pennell
Subject: ESCSB Board Meeting June 9, 2009 Minutes

**EASTERN SHORE COMMUNITY SERVICES BOARD
MINUTES
June 9, 2009**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, June 9, 2009, at the old Hospice Building on Dunne Avenue in Parksley, Virginia.

Members Present:

Mrs. Jan Abbott
Ms. Delores Colona
Rev. James Davis
Ms. Sallye Dukes
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
Dr. Nick McClean-Rice, Medical Director
Mrs. Lynier Linton, Acting Financial Operations Director
Ms. Barbara James, Office Services Specialist

Absent:

Mrs. Donna Kellam, Director of Administration and Human Resources
Mr. Philip Evans, IT Director
Ms. Cheryl Davis, MR Program Director

Mrs. Howard called the meeting to order at 10:05 a.m.

Approval of Minutes -

The minutes of the May 12, 2009 Board Meeting were approved as amended.
Mrs. Kellam will provide board members with information relative to their role in addressing personnel matters.

Items Requiring Board Action -

None

**Disability Program Reports -
Clinical Services -**

Ms. Parker reported the grant application with Eastern Shore Rural Health has been submitted.
Ms. Parker reported everything is going well.

Medical Services -

Dr. McClean-Rice reported Dr. James Miner is leaving and Dr. Michael Henderson will be coming in July.

Prevention and Quality Improvement -

Mrs. Wharton reported several grants have been renewed. One of these grants is sponsored by the Virginia Tobacco Settlement Foundation and the Department of Behavioral Health and Developmental Services on how to begin to infuse environmental prevention strategies in the program selection of community-based prevention strategies. One of the strategies is to try to prevent underage consumption of alcohol. Surveying adolescents is very difficult to do.

Mrs. Wharton reported the grant AI's Pals will be used for prevention and problem solving with pre-school students in the Head Start program. Recruitment for a Prevention Aide is needed.

Mental Retardation -

Ms. Davis was unable to attend. Ms. Davis and Mrs. Kellam are in Richmond at a meeting on Emergency Planning for Special Needs.

Human Resources -

Mrs. Kellam was unable to attend. Shannon Brown, Office Services Specialist, has been selected for the main clinic in Parksley. There will be a meeting with staff who will be displaced by the closing of the Shallop House to discuss other job options with the ESCSB. There has been an offer made for a Reimbursement Technician position.

Financial Director -

Mrs. Linton reported April 30, 2009 cash on hand was \$3,186,709.
Mrs. Linton reported April 30, 2009 accounts receivable was \$682,845.

The Preliminary Budget 2009 & 2010 was approved.

IT Director -

Mr. Evans was unable to attend.

Executive Director -

Dr. Freeze reported the partnership through the grant with Eastern Shore Rural Health will be very helpful to the CSB.

Dr. Freeze reported the ESCSB staff presented a seminar on Anger Management at the Eastern Shore Community College.

Dr. Freeze reported hopefully the ESCSB website will be up by the end of the year.

Dr. Freeze reported the Shallop House is shutting down, and he's in the process reallocating Joe Bulin to do grant writing. These grants could help the community mental health centers with incentive payments or stimulus funding.

Dr. Freeze reported Southeastern Virginia Training Center will have completed all assessments by June 11, 2009. It will be decided who stays and who goes. No final decision has been made.

Dr. Freeze reported there will be an offer made on a potential building in Parksley for the clubhouse.

Dr. Freeze reported it will be a difficult year budget wise.

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 11:20 am for the discussion of personnel issues. Regular session reconvened at 11:24 am. A polling of the Board members revealed that only personnel issues had been discussed.

There being no further business, the meeting adjourned at 11:25 am.

Respectfully submitted,

Barbara James for Jan Abbott, Secretary

These minutes are subject to full Board Approval.