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To: [Sheila Goodman](#)
Subject: FW: ESCSB Board Meeting July 14, 2009 Minutes
Date: Tuesday, August 11, 2009 3:39:18 PM

FYI

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From: Barbara James [mailto:bjames@escsb.org]
Sent: Tuesday, August 11, 2009 3:27 PM
To: Yvonne Pennell
Subject: ESCSB Board Meeting July 14, 2009 Minutes

**EASTERN SHORE COMMUNITY SERVICES BOARD
MINUTES
July 14, 2009**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, July 14, 2009, at the Eastern Shore Behavioral Healthcare Center 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. Michael Margolius
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
Ms. Cheryl Davis, MR Program Director
Mrs. Lynier Linton, Acting Financial Operations Director
Ms. Barbara James, Office Services Specialist

Absent:

Dr. Claudia Johnson
Dr. Nick McClean-Rice, Medical Director
Mr. Philip Evans, IT Director

Mrs. Howard called the meeting to order at 10:06 a.m.

Approval of Minutes -

The minutes of the June 9, 2009 Board Meeting were approved.

Rev. Davis offered a prayer for Terry Swain and family in the passing of her husband.

Items Requiring Board Action -

Approved ESCSB Policy and Procedures HR 600 Annual Leave (Full-time employees).

Approved ESCSB Policy and Procedures HR 602 Annual Leave (Part-time employees).

Approved ESCSB Policy and Procedures HR 608 Annual and sick leave conversion options.

**Disability Program Reports -
Clinical Services -**

Ms. Parker reported that ten members of the clubhouse attended the annual conference of the United States Psychiatric Rehabilitation Association in Norfolk. The staff and members attended various very informative workshops and institutes. It was very good for staff.

Ms. Parker reported there are three vacancies in the mental health program.

Ms. Parker reported that with the closing of the Mental Health unit at Shore Memorial Hospital, the ESCSB emergency staff continues to interface with the emergency room.

Medical Services -

Dr. McClean-Rice was unable to attend.

Prevention and Quality Improvement -

Mrs. Wharton reported the evidence-based early childhood curriculum AI's Pals: Kids Making Healthy Choices evaluation report was very good. The program was favorable and will be expanded next year.

Mental Retardation -

Ms. Davis reported Jane Prince has submitted a PIPS update. She and staff are to be commended on the job they are doing and the services children are receiving in the PIPS program.

Ms. Davis reported that on July 17, 2009 OMR will do a follow-up visit for the Medicaid audit review.

Ms. Davis reported the Rural Transit Authority grant application for new vehicles will be meeting in Blacksburg for scholarships. Applicants are encouraged to attend. The ESCSB is applying for fuel sized vans with wheelchair lifts and body on chassis with wheelchair lifts. Ms. Davis thanked the maintenance staff for their good work.

Ms. Davis reported the ARC House and SILA projects had a HUD review last week and things went quite well. Sherry Adams, in administration, deserves a lot of credit. She has done an excellent job in handling the HUD paperwork and files.

Ms. Davis reported the Board retreat was productive and enjoyable.

Ms. Davis reported she and staff are working on ending the fiscal year and getting ready for the new year.

Human Resources -

Mrs. Kellam reported there are interviews scheduled for the Mental Health positions and she is awaiting references on the Mental Retardation Case Manager.

Mrs. Kellam reported she facilitated "Emergency Planning for Special Needs Communities" on July 11 at the Accomack Health Department.

Mrs. Kellam presented information relative to the Board's role in addressing personnel issues and the Policy and Procedures HR 468 "Employee Discipline". Dr. Freeze said Mrs. Kellam does an excellent job in keeping ESCSB policies up-to-date.

Financial Director -

Mrs. Linton reported May 31, 2009 cash on hand was \$3,070,104.
Mrs. Linton reported May 31, 2009 accounts receivable was \$632,422.

The Final Budget ending June 30, 2010 was approved.

IT Director -

Mr. Evans was unable to attend. He is out of the office until August. Hopefully, he will be back in August.

Executive Director -

Dr. Freeze reported he received an e-mail early in July from the Department of potentially cutting 5/10/15 percent of our state general funds budget. We need to have a plan in place and submit a plan to the state.

Dr. Freeze reported he has a meeting scheduled July 27 with Nancy Stern, CEO Eastern Shore Rural Health, to begin working collaborately to continue providing services to residents of the Eastern Shore.

Dr. Freeze said the old Hospice building on Dunne Avenue is now licensed, and the ESCSB will be moving there.

Dr. Freeze reported closing on the building in Parksley for the clubhouse. There is a need to finish renovating the building, possibly spending \$200,000.

Dr. Freeze reported the Shallop House is closed. There is a possibility this could be a four bedroom group home. There is a possibility of trading property in Northampton County with the G.F. Horne owner in Accomack County.

Dr. Freeze reported Shore Memorial Hospital closed the Mental Health unit. Riverside will be making some changes and will be assessing how the hospital will be managed.

Old Business -

No old business was discussed at this time.

New Business -

No new business was discussed at this time.

There being no further business, the meeting adjourned at 11:23 am.

Respectfully submitted,

Barbara James for Jan Abbott, Secretary

Board Approval.

These minutes are subject to full