

**From:** [Barbara James](#)  
**To:** [Sheila Goodman](#)  
**Subject:** ESCSB Board Meeting August 11, 2009 Minutes  
**Date:** Thursday, September 17, 2009 2:29:38 PM

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**EASTERN SHORE COMMUNITY SERVICES BOARD  
AMENDED MINUTES  
August 11, 2009**

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, August 11, 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. Claudia Johnson  
Mrs. Florence Parsons

**Others Present:**

Dr. Mark Freeze, Executive Director  
Mrs. Donna Kellam, Director of Administration and Human Resources  
Mr. Philip Evans, IT Director  
Ms. Sharon Parker, Director of Clinical Services  
Ms. Cheryl Davis, Developmental Services Program Director  
Mrs. Lynier Linton, Acting Financial Operations Director  
Ms. Barbara James, Office Services Specialist

**Absent:**

Dr. Michael Margolius  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Dr. Nick McClean-Rice, Medical Director

Mrs. Howard called the meeting to order at 10:08 a.m.

**Approval of Minutes -**

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

### **Items Requiring Board Action -**

Approved ESCSB Policy and Procedures HR 458 Alcohol and Other Drug Testing.  
Approved ESCSB Policy and Procedures HR 464 Aggressive/Violent Behavior in the Workplace.

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

Ms. Parker reported the move to the new Dunne Avenue location took place on July 31, 2009.

Ms. Parker reported Dr. Michael Henderson began to provide services on August 4, 2009 to the children and adolescents previously served by Dr. Miner. Dr. Miner had his last day on July 29 with staff with lunch and gifts. He will be missed by both staff and his consumers for his commitment to the consumers' welfare and his expertise shared with staff over the last seven years.

Ms. Parker reported she attended the Oversight meeting for the Reinvestment Project on July 14, 2009 as well as the Mental Health and Substance Abuse Directors meeting. The key topics discussed were the ongoing problem of housing options for those being discharged from the Reinvestment project and the service needs for recidivists, implementing Keypro authorizations, and the impending state budget cuts.

### **Medical Services -**

Dr. McClean-Rice was unable to attend.

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

Mrs. Wharton was unable to attend.

### **Developmental Services -**

Ms. Davis reported the determinations regarding the consumers at SEVTC have been made, and it appears that four of the eight Eastern Shore residents will be staying there. The other four are deemed to need an ICF/MR placement; therefore, she will be starting the process of identifying possible Tidewater placement options for these four consumers and working with the families toward that goal.

Ms. Davis reported she and Dr. Freeze are scheduling a meeting with the Part C Office to discuss concerns over funding or lack thereof. With the bleak fiscal outlook for the upcoming year they want to have all the available information for planning purposes so that families and children can be best served with the money available.

Ms. Davis reported the ARC voted to give the CSB approximately \$7,500 as the

match requirement for the most recent vehicle that was received through the RTA Grant. That totals about \$16,000 they have contributed just since April for the two vehicles that were awarded.

Ms. Davis reported she is checking with the Health Department to see if they will come to the different sites to give flu shots.

### **Human Resources -**

Mrs. Kellam reported that recruitment for Mental Health positions is for a Senior Clinician, Emergency Services Coordinator, and Mental Health Support Supervisor, and for Developmental Disabilities there is on going recruitment for part-time Residential Services Aides.

### **Financial Director -**

Mrs. Linton reported DRAFT June 30, 2009 cash on hand was \$2,663,739.

Mrs. Linton reported DRAFT June 30, 2009 accounts receivable was \$574,092.

Dr. Johnson asked when the auditors would be coming, and Mrs. Linton replied September 1, 2009.

### **IT Director -**

Mr. Evans reported Unicare has been installed on the new servers. Mr. Evans reported still going through the How-To sessions that Unicare provides which is teaching what Unicare can do for the ESCSB. He and his staff still have to learn how to modify the various parts of Unicare, modify the software for the ESCSB's needs, develop the training for the staff, and train them in how to use the software. The training will be from September, 2009 to January, 2010.

Mr. Evans reported all the old Windows CE based thin clients have been replaced with new thin clients that have Windows XP with the new version of Office that has been installed. The Neoware thin client laptops that were being used have been bought out by Hewlett Packard. Mr. Evans reported of searching for a new thin client company that will have the security they need. He will get enough laptops to use in the conference room at the Dunne Avenue office. The ESCSB wants to use wireless laptops there because the room will be used for other purposes and he wants to be able to lock the laptops in a cabinet so that they can be safe when not in use. Also, there is a need for thin client laptops in some parts of intensive care areas in the Exmore office.

### **Executive Director -**

Dr. Freeze reported he sent a memo to all staff stating the Governor would be announcing on August 19, 2009 the plan for further budget reductions in the state general funds budget. The ESCSB has been asked to plan for a possible 5/10/15 percent cut. This is in addition to the 5 percent reduction the ESCSB took last year and the 5 percent reduction already factored into the current budget. Staff should not expect an augmentation in either December or next June.

Dr. Freeze reported that Joe Bulin is researching potential grants.

Dr. Freeze reported the ESCSB is working together collaborately with Nancy Stern, Eastern Shore Rural Health System Director, and everybody is looking in the right direction on providing services on the Eastern Shore. ESRH has a new Medical Director and will meet Dr. Henderson on September 16, 2009, at the Chamber of Commerce, at noon. Glenn Nye is coming to the Eastern Shore to meet with Rural Health, and Dr. Freeze will attend.

Dr. Freeze reported that mental health support and substance abuse staff have been relocated to the Dunne Avenue office.

Dr. Freeze reported that a building in Parksley has been purchased, and renovations have begun to create a new clubhouse.

Dr. Freeze reported he had received a letter (copies of which are in your Board Packet) from the auditors Didawick & Knopp. They are recommending that for reporting purposes under current accounting standards that the financial statements be blended due to common Board membership. The letter suggests that if the Board wishes to keep Mendisadd and the Board as separate reporting units for financial reporting purposes that they consider a separate Board apart from the ESCSB Board.

Dr. Freeze forwarded a copy of the auditors' recommendation to Herman Walker (Mendisadd's attorney). Herman Walker has forwarded his recommendation to the Board in support of the Auditors recommendation.

Dr. Freeze will check with Bruce Jones, Commonwealth Attorney for Northampton County.

#### **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 11:17 am.

Respectfully submitted,

Barbara James for Jan Abbott, Secretary

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