

**From:** [Barbara James](#)  
**To:** [Sheila Goodman](#)  
**Subject:** ESCSB Board Meeting October 6, 2009 Minutes  
**Date:** Wednesday, November 11, 2009 10:28:51 AM

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EASTERN SHORE COMMUNITY SERVICES BOARD  
Minutes  
October 6, 2009

**The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, October 6, 2009, at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.**

Members Present:

**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. Donna Kellam, Director of Administration and Human Resources  
Mrs. Debra Wharton, Director of Quality Improvement and Prevention  
Mr. Philip Evans, IT Director  
Ms. Sharon Parker, Director of Clinical Services  
Mrs. Lynier Linton, Acting Financial Operations Director  
Ms. Barbara James, Office Services Specialist**

Absent:

**Ms. Jan Abbott  
Ms. Cheryl Davis, Developmental Services Program Director  
Dr. Nick McClean-Rice, Medical Director**

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

**Pursuant to Virginia Code Section 2:2:3711 (A) (1), a motion was made, seconded, and carried to adjourn to Executive Session at 10:11 am for the discussion of personnel issues. Regular session reconvened at 11:44 am. A polling of the Board members revealed that only personnel issues had been discussed.**

**Mrs. Howard called the meeting to order at 11:45 am.**

Approval of Minutes -

A motion was approved to amend the August 11, 2009 minutes on pages three and four. Amend page two to reflect Ms. Davis is checking with the Health Department to see if someone will come to the different sites to give seasonal flu shots. Also, amend Mrs. Howard reported that an auditor had called her recently to question the apparent lack of financial questioning by Board members. Also, amend Dr. Freeze stated that whatever the Board decided to do with regards to Mendisadd, Inc., that the Board wanted to ensure that nothing could be misconstrued as being illegal. The revision was approved.

In the September 11, 2009 minutes Dr. Johnson asked if the Board can vote by proxy. Could a conference call to amend the by-laws by telephone be allowed? Dr. Johnson made a motion and Ms. Dukes seconded. After discussion Dr. Johnson withdrew the motion. Dr. Margolius made a motion to approve as revised and the September 11, 2009 minutes were approved.

Items Requiring Board Action -

**None**

Disability Program Reports -  
Clinical Services -

Ms. Parker stated she had received notification from the Virginia Healthcare Foundation the grant proposal the ESCSB submitted in conjunction with ESRH was awarded. The grant gives the ESCSB \$100,000 for the coming year to hire a master's level clinician and an assistant. The clinician will see uninsured patients. This is a three year grant.

Ms. Parker reported on September 18, 2009, Dr. Freeze, Mrs. Kellam, and she met with representatives from Old Dominion University's Internship program in psychology and counseling to explore with them the idea of the ESCSB becoming one of their approved sites for students to complete their practicum or internship program. This would be master's level students two days a week and a Ph.D. student an entire year. Ms. Parker stated she was excited over the new resource.

Ms. Parker reported the Accomack County Jail has chosen to not renew its contract with the ESCSB for medication management services. They will be contracting with a private sector psychiatrist for this service effective October 1, 2009. Ms. Parker reported there are no problems serving the Northampton Regional Jail. Northampton County has private physicians come and screen inmates for the need of psychiatric services. The system in place for Accomack County there is no physician which screens for the need for psychiatric services. The ESCSB, in the past, did screening through the intake process. The demand from Northampton Regional Jail is less than Accomack County.

**Ms. Parker stated due to the difficulty in recruiting licensed staff the ESCSB is now recruiting for master's level staff to see uninsured consumers and are also exploring local universities for the use of master's level practicum and intern students.**

Medical Services –

**Dr. McClean-Rice was unable to attend.**

Prevention and Quality Improvement –

**Mrs. Wharton reported Terry Swain is moving forward and making some progress toward on-going implementation of electronic records.**

**Mrs. Wharton stated the prevention “Dare to Be You” program has gone so well with recruitment in the community that there will be a Northern site in Horntown and a Southern site in Belle Haven.**

**Mrs. Wharton stated the prevention staff has successfully enrolled 252 children in the pre-school program “Al’s Pals: Kids Making Healthy Choices.” This program is 4 days per week and is in 14 Head Start classrooms.**

**Mrs. Wharton stated Colorado State University has funded grantees to attend workgroups in 2010. Workgroups will address issues relative to evaluation measures, grant management, and program delivery.**

Developmental Services –

**Ms. Davis was unable to attend.**

Human Resources –

**Mrs. Kellam reported that staff with the seasonal flu must submit a note from the doctor if they want to return prior to seven days. Mrs. Kellam has sent out notices to all employees and signs have been posted in all sites. The Vocational Center and Clubhouse have been sent letters to parents and guardians of consumers to ascertain an interest in vaccination. The ESCSB is working with Eastern Shore Rural Health to come give seasonal flu shots to consumers. A pharmacist is coming to give the injection on site to insured employees. A free clinic will be held at the Health Department to give the shots and Mrs. Kellam sent that information to all employees.**

Acting Financial Director –

**Mrs. Linton reported Dr. Margolius, Ms. Dukes, Rev. Davis, Dr. Johnson and she met for four hours as a sub-committee. Dr. Margolius stated that they are going to develop a structure of reporting and define and abstract data that they can bring back to the board. They will figure out perimeters, relative to what the ESCSB should purchase, what it can purchase, what would be appropriate decisions. The sub-committee will give guidelines on**

what questions to ask appropriately and give each board member a breakdown on finances. The purpose is for the Board to be informed as possible. Is there money in the bank, making best decisions possible? Does the ESCSB need to cutback? The next meeting will be October 30, 2009 during which the sub-committee will try to develop a tool, make assessments, and bring back tools to the board members. Mrs. Linton provided the finance sub-committee with information as to where ESCSB receive funds and documentation of expenditures.

Mrs. Linton passed out a financial report DRAFT month ending August 31, 2009. There will be a draft until November, 2009 when June 30, 2009 will be fully closed.

Mrs. Linton reported cash increased \$163,000.

Mrs. Linton reported accounts receivable decreased \$94,000.

IT Director –

Mr. Evans reported there was a training last month to learn how to setup the Unicare software. There will be trainings about the different parts of Unicare that will enable staff to modify the tables, screens, content, and workflow of the Unicare software so that will match how the ESCSB needs to do business. With Unicare the ESCSB is on the path toward paperless and should go live July, 2010.

Mr. Evans reported there were a couple of hardware failures last week among the servers. New servers were purchased and IT created virtual servers that will perform the same functions. The second failure was the power supply went bad in the IBM server that stored all the user profiles of the network's users as well as all the users' Word and Excel files. Again, IT created a virtual server and copied the files that were missing one day of data.

Mr. Evans reported he's in the process of finalizing the upgrade of the Crystal Reports software that will help create the reports and forms for the Unicare software.

Executive Director –

Dr. Freeze reported the clubhouse is being renovated and should be ready for occupancy by November, 2009.

Dr. Freeze reported the Governor announced the day after the last board meeting, which was September 9, 2009; that the latest cuts would be 5%. With budget cuts the state pharmacy will be closing down. ESCSB is checking into buying medications at a discount. He's also checking to see how Virginia Beach Community Services Board is handling this.

Dr. Freeze reported Dr. Nick McClean-Rice will be writing an article on suicide for an upcoming issue of The Eastern Shore News.

**Dr. Freeze reported the ESCSB should receive additional \$140,000 federal stimulus money for Part C to run that program.**

**Dr. Freeze reported he will submit a written board report to the board members each month.**

Old Business –

**No old business was discussed at this time.**

New Business –

**There is a need for education of the board members and Dr. Freeze will follow through on this.**

**There being no further business, Ms. Francis moved for the meeting to adjourn and Ms. Colona seconded motion and the meeting adjourned at 1:30 pm.**

**Respectfully submitted,**

**Barbara James for Jan Abbott, Secretary**

These minutes are subject to full Board

Approval.