

**From:** [Barbara James](#)  
**To:** [Sheila Goodman](#)  
**Subject:** ESCSB Board Meeting November 10, 2009 minutes  
**Date:** Tuesday, December 15, 2009 9:01:07 AM

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EASTERN SHORE COMMUNITY SERVICES BOARD  
Amended Minutes  
November 10, 2009

**A motion was made, seconded, and carried to adjourn to a Mendisadd, Inc. meeting at 10:05 am. Regular session reconvened at 10:49 am.**

**The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, November 10, 2009, at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.**

Members Present:

**Ms. 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. Donna Kellam, Director of Administration and Human Resources  
Ms. Cheryl Davis, Developmental Services Program Director  
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. Sallye Dukes**

**Mrs. Howard called the meeting to order at 11:41 a.m.**

Approval of Minutes -

**A motion was made to amend the October 6, 2009 minutes to read there is a need for education of the board members and Dr. Freeze to follow through**

**on this. The minutes were approved as amended.**

Items Requiring Board Action –

**None**

Disability Program Reports –  
Clinical Services –

**Ms. Parker reported the target for outpatient providers is 25 billable contacts per week.**

**Ms. Parker reported letters are being sent out and given to all consumers who “no show” for more than one appointment. Consumers are being educated that due to budget cuts the ESCSB cannot afford to absorb the expense of “no show” appointments as there are other individuals waiting to be served.**

**Ms. Parker reported the Relay for Life ESCSB Team raised \$12, 200.**

**Next month Ms. Parker will have page numbers on her report.**

Medical Services –

**Dr. McClean-Rice reported that the Community Resource Pharmacy in Petersburg closed because supplying medicines to the CSBs were too costly and to meet requirements of the Federal Drug Administration. The ESCSB will be getting \$155,000 toward 50 patients’ medications. This is a cut of \$60,000. The medical department will be writing companies that have indigent programs to get free medicines for patients. The patient assistance program won’t last forever. Dr. McClean-Rice suggested giving a talk to the Board on the cost of meds, the alternative ones and using cheaper meds. He has been in contact with local pharmacies to see if the ESCSB can get a contract with them. There is a courier service to Shore Life Care and Heritage Hall. They are sending a price list.**

**Dr. McClean-Rice reported there has not been much flu with patients or employees.**

**Dr. McClean-Rice reported Dr. Michael Henderson, Child Psychiatrist, is working out very nicely.**

Prevention and Quality Improvement –

**Mrs. Wharton reported she and Mrs. Kellam have been working during the month of October training supervisors and managers on the Medicaid Fraud training and should have a report and related polices prepared for the December meeting.**

**Mrs. Wharton reported Senator Ralph Northam paid a visit to the substance prevention program, Al’s Pals, provided by the Eastern Shore Community Services Board in partnership with Eastern Shore Area Agency on**

**Aging/Community Action Action. A very supportive article has been sent to the Eastern Shore News.**

Developmental Services –

**Ms. Davis had nothing to add to her written report except the state ARC has filed their lawsuit concerning Southeastern Training Center. The state ARC has taken the position that all residents should be transitioned into the community-not just 75.**

Human Resources –

**Mrs. Kellam reported there will be a Senior Clinician interview on November 13, 2009. The applicant is interested in the loan repayment program with the National Health Services Corp. Another clinician is needed for a position in partnership with Eastern Shore Rural Health System and Eastern Shore Community Services Board. Mrs. Kellam reported there was an internal interview for the Emergency Services Coordinator and Mental Health Support Supervisor positions, and waiting for reference information from the supervisors. Mrs. Kellam reported there are applicants for the PT Building and Grounds Maintenance Assistant position ready to be screened.**

**Mrs. Kellam reported she has re-engaged recruitment at several colleges and universities.**

**Mrs. Kellam reported she and Cheryl Davis have an interview for two possible placements for the Green thumb program.**

Acting Financial Director –

**Mrs. Linton presented a financial report DRAFT month ending September 30, 2009. The auditors should be here soon.**

**Mrs. Linton reported cash decreased by \$15,000.**

**Mrs. Linton reported accounts receivable increased by \$89,000.**

IT Director –

**Mr. Evans reported of being in the process of upgrading the server capacity. This process allows running multiple virtual machines on one piece of hardware. The software implementation will be finished in January or February. The ESCSB hopes to go live July, 2010.**

Executive Director –

**Dr. Freeze reported on recording the board minutes. The recording would be retained until minutes are transcribed and approved, then destroyed. This**

**will be tabled until Ms. Dukes can attend the meeting.**

**Dr. Freeze will contact Mary Ann Bergeron, VACSB, to do training for two or four hours for the Board Members. Dr. Freeze will call to get dates to meet in January or February, 2010.** Ms. Francis suggested maybe March dates to meet with Ms. Bergeron. Dr. Freeze will get dates for March meeting and bring back to January, 2010 meeting.

**Dr. Freeze reported with the new Governor coming in office, there will possibly be budget cuts in the spring.**

Old Business –

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

New Business –

Dr. Freeze said the agenda should reflect Public Input and the Board Meeting should be announced in the Eastern Shore News and Eastern Shore Post calendar of events and WESR Radio 103.3 FM two weeks before meeting.

**Dr. Freeze reported he would give a tour of the new clubhouse after lunch and everyone would be welcome to go.**

**There being no further business the meeting adjourned at 12:25 pm.**

**Respectfully submitted,**

**Barbara James for Jan Abbott, Secretary**

These minutes are subject to full Board Approval.