

From: [Barbara James](#)
To: [Sheila Goodman](#)
Subject: ESCSB Board Meeting Minutes April 13, 2010
Date: Tuesday, May 11, 2010 3:14:30 PM

EASTERN SHORE COMMUNITY SERVICES BOARD
Minutes
April 13, 2010

The regular monthly meeting of the Eastern Shore Community Services Board was held on Tuesday, April 13, 2010, at the Eastern Shore Behavioral Healthcare Center in Parksley, Virginia.

Members Present:

Mr. Travis Bradley
Ms. Delores Colona
Mrs. Gina Crockett
Rev. James Davis
Ms. Sallye Dukes-Chairperson
Dr. Claudia Johnson
Mr. Spencer Murray
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. Cheryl Davis, Developmental Services Program Director
Mr. Philip Evans, IT Director
Dr. Nick McClean-Rice, Medical Director
Mrs. Lynier Linton, Acting Financial Operations Director
Ms. Barbara James, Office Services Specialist

Absent:

Ms. Sharon Parker, Director of Clinical Services

The meeting was called to order at 10:05 am by the Chairperson.

Approval of Minutes -

Mr. Murray made a motion to approve the February 9, 2010 minutes. Rev. Davis seconded. Other than Mrs. Crockett's abstention, minutes were unanimously approved with voice vote by all board members.

Mr. Murray stated the Resolution, initially presented at the March 9, 2010 meeting, would mean Dr. Margolius would be an ex-officio member of the board, serving in an advisory capacity on health matters with no voting privilege. Mr. Murray stated Dr. Margolius had been a voting member for three terms. The by-laws and Code of Virginia state limits service to three terms served; however, the Board of Directors can choose to have ex-officio

members. Mr. Murray stated after listening to the tape the resolution passed. Due to uncertainty, a voice poll was taken asking each member how they had voted, and there were four votes for and four votes against. The resolution failed.

All board members approved the March 9, 2010 minutes as written.

Public Comment -

There was none.

Items Requiring Board Action -

Dr. Johnson made a motion to approve ESCSB Policy and Procedures HR 458, "Alcohol and Other Drug Testing", Ms. Colona seconded, and it was approved as revised by all board members by voice vote.

Dr. Johnson made a motion to approve ESCSB Policy and Procedures HR 460, "Workplace Harassment", Mr. Murray seconded, and it was approved, as revised by all board members by voice vote.

Mrs. Kellam stated the PEAC committee has announced the CSB retreat will be Friday, May 14, 2010, at Virginia Landing. Board members are invited to attend at 12:30 pm.

Mr. Murray made a motion to approve the CSB Investment Policy as recommended by Dr. Freeze, Mrs. Linton, and him. Ms. Colona seconded, and all board members approved by voice vote.

Treasurer's Report -

Mr. Murray went over his report. Mr. Murray stated he met Friday, April 9, 2010 with Mrs. Linton to review financials. Dr. Freeze was out of town, so he could not join them.

Mr. Murray stated that on Page 1-(Balance Sheet) they discussed the Compensated Balances Payable liability of \$674,523. Mrs. Linton explained that this accrual is for staff leave with numerous staff members at the maximum days accrued. The figure can increase an additional \$50,000-\$70,000 by the end of the fiscal year.

Mr. Murray stated that on Page 7-(Total Agency Net Income) loss is shown for the total budget year at \$226,033; however, year to date figures show a positive variance of \$281,029.

Mr. Murray stated that on Page 10-(Administration Contingency Expense) \$180,000 is budgeted for the year. If these funds are not expended, the yearly loss figures should be reduced.

Mr. Murray stated that relative to Page 11-(Total Agency) Mrs. Linton had explained that all checks from Logisticare, the Medicaid appointed transportation manager, are deposited directly into the investment account at Wells Fargo Bank. They average \$24,000-\$30,000 per month for an approximate yearly total of \$288,000-\$360,000.

Mr. Murray stated the check register was reviewed, all questions were answered, and it was found to be in order.

Mr. Murray stated he and Mrs. Linton examined the Mendisadd Balance Sheet and Income Statement. There is an expense of \$256,111.89 for renovations to the Club House. These funds should be capitalized and amortized. Mrs. Linton said the auditor makes these adjustments at the end of the year. Mr. Murray stated that a better accounting practice is to capitalize funds, never showing them as pure expense.

Mr. Murray stated CSB property ownership will be discussed next month.

Mr. Murray made a motion that the financials for the month ending February 28, 2010 be approved and Ms. Colona seconded. Everyone unanimously approved by voice vote.

Disability Program Reports –
Clinical Services –

Ms. Parker was unable to attend.

Medical Services –

Dr. McClean-Rice stated he is continuing to consider the responsibility of the CSB relative to the treatment of sexual offenders.

There was much discussion on patients getting services from private physicians and issues surrounding medication management as well as overall competition for services in the private sector.

Prevention and Quality Improvement –

Mrs. Wharton reported that after a meeting with Richard Bowmaster, Superintendent of Northampton Schools, an agreement to partnership with the Board for the provision of substance abuse prevention services was made. If the Virginia Foundation for Healthy Youth (VFHY) grant is funded, there will be about \$20,000 to provide substance abuse prevention services to all pre-school youth on the Eastern Shore attending the Head Start program as well as Northampton County Public Schools.

Mrs. Wharton stated the first unannounced review of the year by the Office of Licensing occurred on March 30. The review focused on physical plant and human resource issues relative to the Mental Health Psychosocial program.

Mrs. Wharton reported the Unicare implementation process is being hampered by computer problems which may serve to derail plans to “go live” by July 1. The Implementation team is unable to determine the new date at this time.

Mrs. Wharton reported DrFirst, a computer software program which allows physicians to send prescriptions directly to pharmacies electronically, has

severed its relationship with Unicare which means the Board has to purchase the product separately.

Developmental Services –

Ms. Davis reported that the proposed cut in Environmental Modifications and Assistive Technology may be the only one.

Ms. Davis reported assisting the guardian of a resident at Southside Training Center in Petersburg to find an appropriate placement for the resident since she is deemed discharge ready. and the guardian is not opposed.

Ms. Davis reported she and Dr. Freeze met with the ARC to request assistance in expanding the Onancock facilities and they were very receptive, but due to lack of a quorum at the meeting could not officially approve the \$50,000 commitment. Mrs. Davis should know something soon, however. The request to KOVAR for an additional \$20,000 will go out later this month.

Human Resources –

Mrs. Kellam stated the Emergency Services Clinician position may be filled.

Mrs. Kellam stated five employees have informed her of their intent to retire/and she's educating them and in the process of assisting them with their VRS documentation. Recruitment has begun for the positions being vacated between May and July. One retiree will not leave until December.

Mrs. Kellam stated she is recruiting for an IT Support Technician position.

Acting Financial Director –

Mrs. Linton went over the financial report month ending February 28, 2010.

Mrs. Linton stated cash decreased, but accounts receivable increased by a profit of \$49,000.

IT Director –

Mr. Evans stated there have been speed issues with the new software. Unicare has installed the software four times for various reasons. The CSB has had the data lines and routers tested. Mr. Evans has been working with Shawn Frasier, an independent contractor recommended by Rural Telecom, who has over twenty years experience working with other agencies that use the Unicare software. He is fairly certain there is a software problem.

Executive Director –

Dr. Freeze reported Southeastern Virginia Training Center has not informed the individuals who will be moving out of the building. The Interim Commissioner or the Facility Director may draft a letter to let them know.

Dr. Freeze reported there have been three articles about Eastern Shore

Community Services Board that have been published recently. Dr. McClean-Rice's article on suicide, and an article on the Tech Center at Northampton County Public Schools, were in the Eastern Shore News, and there was an article in the Shoreline publication by Citizens for a Better Eastern Shore.

Old Business –

No old business was discussed at this time.

New Business –

No new business was discussed at this time.

Ms. Dukes asked for a motion to adjourn, Mr. Murray made a motion, and Mrs. Parsons seconded. The motion was approved by voice vote of the board.

There being no further business the meeting adjourned at 12:34 pm.

Respectfully submitted,

Barbara James, Recording Secretary/Dr. Claudia Johnson, Secretary

These minutes are subject to full

Board Approval.