

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: November 1, 2022

PLACE: Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185

CALL TO ORDER: 4:00 p.m.

BOARD MEMBERS PRESENT:

Ms. Sheri Newcomb – York County
Ms. Hazel Braxton- Williamsburg
Mr. John Collins- York County
Mr. Reynaldo Carpio- York County
Ms. Denise Kirschbaum-James City County
Ms. Kristen Nelson – York County
Ms. Donyale Wells – James City County
Col. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Mr. Ryan Ashe- James City County
Dr. Al Brassel- York County
Ms. Wendy Evans- Williamsburg
Ms. Crystal Howser – Poquoson
Mr. Steven Miller- York County
Ms. Erin Otis- James City County
Ms. Sherry Wharton – Poquoson

STAFF PRESENT:

Mr. David Coe
Ms. Linda Butler
Mr. Dan Longo
Ms. Marsha Obremski
Ms. Nancy Parsons
Ms. Chaenn Thomas
Ms. Ashleigh Cooke

GUESTS:

Don- League of Women
Voters

PUBLIC COMMENT:

None

CONSENT CALENDAR:

The Consent Calendar was presented for approval of the following minutes:

- Services and Evaluation Committee Meeting of September 28, 2022
- Board of Directors Meeting of October 4, 2022
- Administration Committee Meeting of October 18, 2022

It was noted that a correction was needed to the October 4, 2022, Board of Directors Meeting Minutes, to reflect that Ms. Kristen Nelson was not present. Ms. Hazel Braxton motioned to approve the minutes, given that correction. The motion was seconded by Mr. John Collins and passed unanimously.

Executive Director's Report:

The Executive Directors Report was provided in writing and distributed to Board Members. Discussion. The following items were also discussed in addition to written report:

- Ms. Kristen Nelson reports that she will reach out to A.C. Cordoza and Tommy Norment's teams to assist with scheduling legislative meetings.
- Mr. Reynaldo Carpio brought to the attention of the Board that the Public Awareness Committee has been unable to meet due to lack of quorum. He expressed that this is becoming an issue; Mr. Coe will address this issue.

Presentation:

Ms. Marsha Obremski presented four 15-second Gas Pump Videos that will be displayed at Gas Pumps throughout our area. Videos highlight lock boxes for medication, the 988 suicide hot-line, substance use, and gambling addiction, informing listeners where they can seek help.

Adjournment:

Mr. John Collins made a motion to adjourn; seconded by Ms. Hazel Braxton. The motion passed unanimously. The meeting adjourned at 5:00 p.m. The next meeting is scheduled for January 3rd at 4:00 p.m.



Ms. Sheri Newcomb, Vice-President



Hazel Braxton, Secretary

Colonial Behavioral Health Board of Directors Meeting

November 1, 2022, 4:00 P.M.

AGENDA

- I. Welcome and Call to Order
- II. Public Comment
- III. Consent Calendar:
 - Please consider approval of the following meeting minutes:
 - September 28, Services and Evaluation Committee Meeting
 - October 4, 2022, Board of Directors Meeting
 - October 18, 2022, Administration Committee Meeting
- IV. Executive Director's Report- *David Coe*
- V. Adjourn



Meeting Minutes

Minutes of: Services and Evaluation Committee Date: September 28, 2022

Present: John Collins, Denise Kirschbaum, Roy Witham, David Coe, Dan Longo, Linda Butler

Absent: Crystal Howser, Steven Miller

1. Members of the Committee toured the DD Residential Group Home located at 412 Caroline Circle.
 - After seeing the layout of the home, information was shared regarding the process of obtaining funding for and building the group homes, population served, services and fee structure and staffing.
 - In addition to committee members listed above, the following Board members/CBH staff were in attendance: Al Brassel, Rey Carpio, Ashleigh Cooke, Vivian Williams
 2. Adjournment
The meeting was adjourned at 4:25 p.m.
-

Submitted by: Linda Butler

Next Meeting

Date: October 26, 2022

Time: 3:30 p.m.

Location: People's Place 111 Warwick Court Williamsburg

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: October 4, 2022

PLACE: Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185

CALL TO ORDER: 4:00 p.m.

BOARD MEMBERS PRESENT:

Dr. Al Brassel- York County
Ms. Sheri Newcomb – York County
Ms. Hazel Braxton- Williamsburg
Mr. Ryan Ashe- James City County
Mr. John Collins- York County
Mr. Reynaldo Carpio- York County
Ms. Wendy Evans- Williamsburg
Ms. Denise Kirschbaum-James City County
Mr. Steven Miller- York County
Ms. Kristen Nelson – York County
Ms. Donyale Wells – James City County Col.
Roy Witham – James City County

BOARD MEMBERS ABSENT:

Ms. Crystal Howser – Poquoson
Ms. Kristen Nelson- York County
Ms. Erin Otis- James City County
Ms. Sherry Wharton – Poquoson

STAFF PRESENT:

Mr. David Coe
Ms. Linda Butler
Mr. Dan Longo
Ms. Marsha Obremski
Ms. Nancy Parsons
Ms. Chaenn Thomas
Mr. Will Armstrong
Ms. Ashleigh Cooke

GUESTS:

Pat Evers- League of Women
Voters

PUBLIC COMMENT:

Ms. Pat Evers noted that a correction needed to be made to the September minutes. The minutes reflected that it was Pat Evers present representing the League of Women Voters, but it was actually Karen Siracusa.

CONSENT CALENDAR:

The Consent Calendar was presented for approval of the following minutes:

- Board of Directors Meeting of September 6, 2022
- Executive Committee Meeting of September 20, 2022

Ms. Hazel Braxton motioned to approve the meeting minutes listed above as presented. The motion was seconded by Mr. Roy Witham and passed unanimously.

Presentation: Crisis Expansion Proposal- Dan Longo & Will Armstrong:

Mr. Dan Longo, Director of Behavioral Services and Mr. Will Armstrong, Emergency Services Coordinator, presented a PowerPoint on the Crisis Expansion Proposal. Discussion.

Executive Director's Report:

The Executive Directors Report was provided in writing and distributed to Board Members. Discussion.

The following items were also presented in addition to written report:

- Mr. David Coe reports that he has a tentative meeting with Senator Monty Mason scheduled for October 20th @ 3:00 p.m. Dr. Brassel, Mr. Ashe, and Ms. Braxton were invited to attend, as they are members of the legislative team assigned to Senator Mason.
- Mr. Coe also requested that Ms. Cooke schedule meetings with the other four legislators (Delegate Amanda Batten, Delegate A.C. Cordoza, Delegate Mike Mullen, and Senator Tommy Norment).
- Board Members were also reminded of the tour of People's Place, scheduled for October 26th.

Adjournment:

Ms. Denise Kirschbaum made a motion to adjourn, seconded by Mr. John Collins. The motion passed unanimously. The meeting adjourned at 5:15 p.m. The next meeting is scheduled for 4:00 p.m. on November 1st.

Dr. Al Brassel, Chairman

Hazel Braxton, Secretary



Meeting Minutes

Minutes of : Administration Committee Date: October 18, 2022

Present: Ryan Ashe, Dr. Alfred Brassel, Jr., John Collins,

Staff Present: David Coe, Ashleigh Cooke, Nancy Parsons, and Chaenn Thomas

Absent: Hazel Braxton, Wendy Evans, and Sheri Newcomb

1. Call to Order
 - The meeting was called to order at 4:02p.m. by Mr. Ryan Ashe.
2. New Business
 - a. Ms. Parsons informed the committee that York County had moved its FY 2024 budget proposal deadline to November 1st. Ms. Parsons presented a spreadsheet, reflecting a 7% increase in locality funding across the board.
 - b. Ms. Parsons presented the September financials. Discussion.
 - c. Ms. Thomas presented the recruitment update; per her report, we are actively recruiting 21 positions, and have filled 3 vacancies since October 3rd.
3. Conclusions, Recommendations, and Actions
 - a. After the budget discussion, Dr. Brassel proposed that we move forward with a proposed budget increase of 7.5% for all localities, aside from Poquoson. Mr. Collins seconded the motion.
4. Adjournment
 - A motion was made to adjourn the meeting by Mr. John Collins. Dr. Alfred Brassel seconded the motion. The meeting was adjourned by Mr. Ryan Ashe, Jr. at 4:55p.m.

Submitted by: Ashleigh Cooke

Next Meeting:

Date: November 15, 2022

Time: 4:00 p.m.

Location: 473 McLaws Circle, Williamsburg, VA 23185

COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – November 2022

Agency Issues

1. The temporary consolidation of our DD group home population took place in mid-May due to staff shortages. While not diminishing our desire to maintain our residential service options, we are also exploring other services that can enhance our offerings to DD consumers and their families.
2. While we will maintain options for telehealth services for consumers who wish to continue with that service, we are in the process of further expanding our in-office operations for direct service provision.
3. Due to an earlier deadline (November 1) for submission of local government budget request from York County, we reviewed possible scenarios with the Administration Committee and made submission.

Community Issues

1. While we are still excited about the reports of progress related to the Eastern State surplus property, there are no updates yet available. We hope to have positive news to share in early 2023.
2. Our community is beginning to schedule discussions that we hope will lead to development of a Behavioral Health Court docket in the foreseeable future. We have long hoped for this important development in helping to decriminalize mental illness.
3. We are proceeding with plans for our 50th Anniversary Celebration on December 6th. This event will be held in lieu of our regular Board meeting for December. You should have received your invitation at this point and your RSVP is appreciated. The event is scheduled for 2:00 PM at Great Wolf Lodge.
4. Our need for a Marcus Alert Coordinator continues as we endeavor to facilitate the development of our Local Plan to develop mandated protocols. This would be an intensive but time-limited assignment.

Regional Issues

1. Region 5 has submitted its proposal for expanding Permanent Supportive Housing (due 10/31). Linda Butler and John Brumfield led our participation in that process.

Public Policy

1. Meetings have been held with Senator Mason and Delegate Batten to date regarding our legislative priorities. Each of them has committed to supporting CBH priorities in 2023.
2. A meeting with Delegate Mullin has been scheduled for November 29th as we continue to pursue meeting times with Senator Norment and Delegate Cordoza.
3. The proposed plan to evaluate a redesign of Virginia's public behavioral health/developmental services system should be getting underway soon. It is unclear what the plan intends to accomplish at this point.
4. The Governor's budget plan is due to be released in mid-December. A summary of relevant items will be shared with the Board as soon as it can be assembled for distribution.

Respectfully submitted,
David A. Coe



YEAR TO DATE REVENUES AND EXPENDITURES
as of
September 30, 2022

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 8,869,900	\$ 2,796,839	\$ 2,217,475	126%	\$ 579,364
Local	\$ 3,527,000	879,871	881,750	100%	\$ (1,879)
Fees	\$ 6,567,737	1,309,559	1,641,934	80%	\$ (332,375)
Grants/Other	\$ 1,247,363	344,033	311,841	110%	\$ 32,192
Total Revenue	\$ 20,212,000	\$ 5,330,302	\$ 5,053,000	105%	\$ 277,302

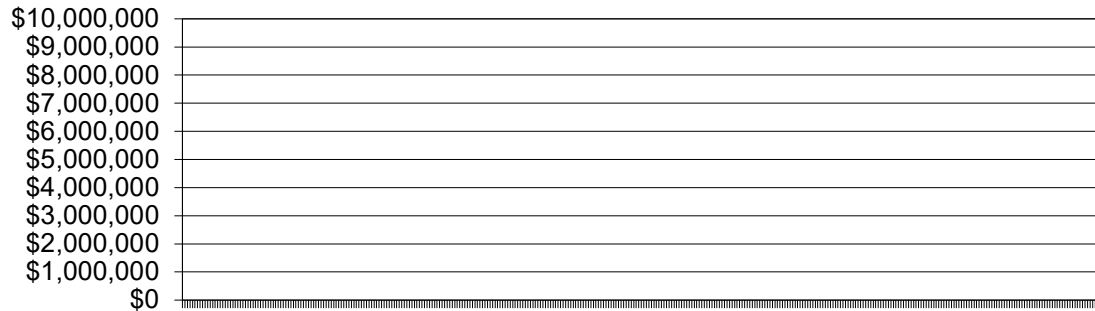
EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 15,946,183	\$ 3,668,806	\$ 4,293,203	85%	\$ 624,397
Staff Development	\$ 69,561	20,092	17,390	116%	(2,702)
Facility	\$ 1,068,026	171,710	267,007	64%	95,297
Equipment and Supplies	\$ 821,421	179,872	205,355	88%	25,483
Transportation	\$ 258,617	12,888	64,654	20%	51,767
Consultant and Contractual	\$ 1,856,155	544,128	464,039	117%	(80,089)
Miscellaneous	\$ 192,037	4,894	48,009	10%	43,116
Total Expenditures	\$ 20,212,000	\$ 4,602,390	\$ 5,359,657	86%	\$ 757,267

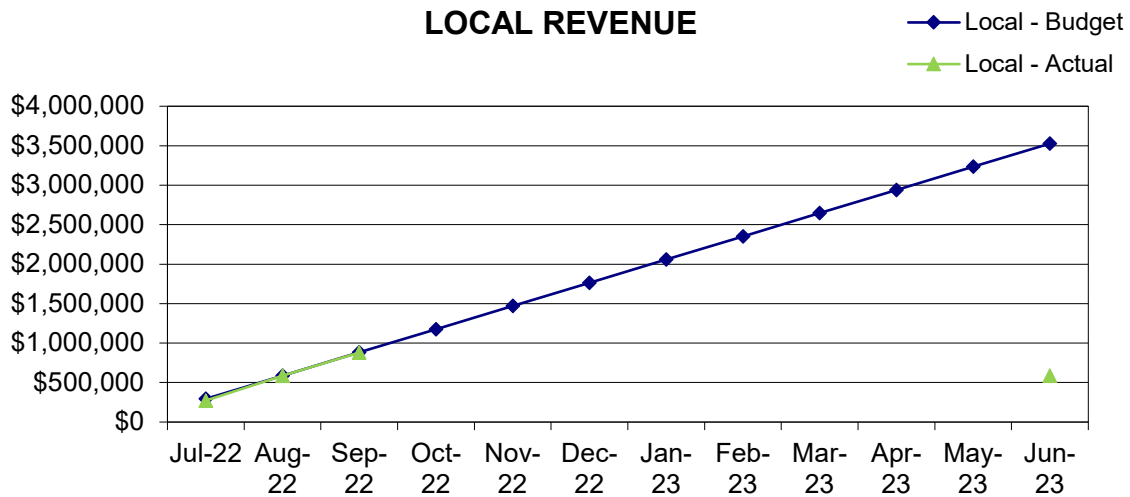
Operating Margin	\$ -	\$ 727,912	\$ (306,657)	14%	\$ 1,034,570
------------------	------	------------	--------------	-----	--------------

Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

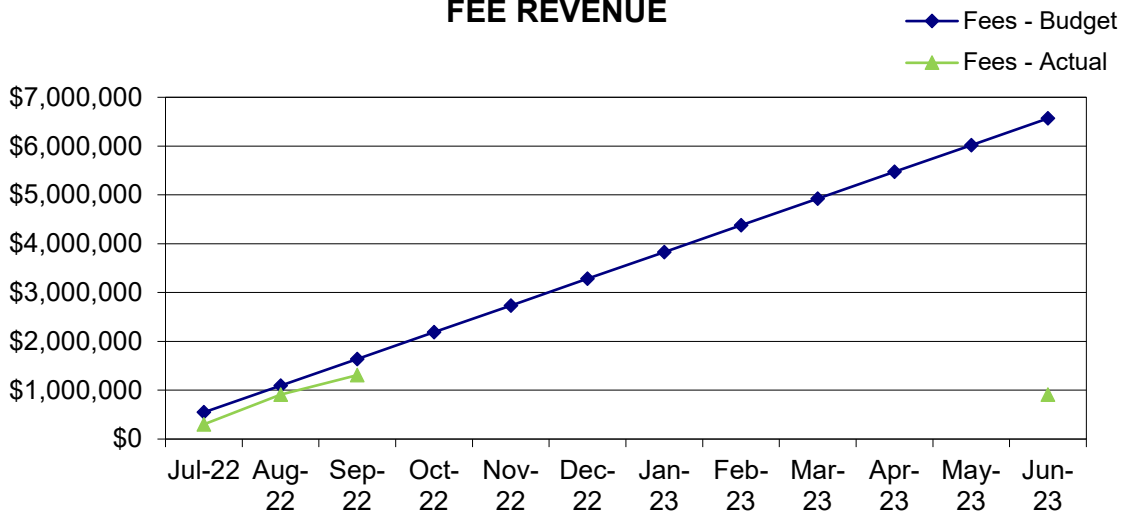
STATE REVENUE



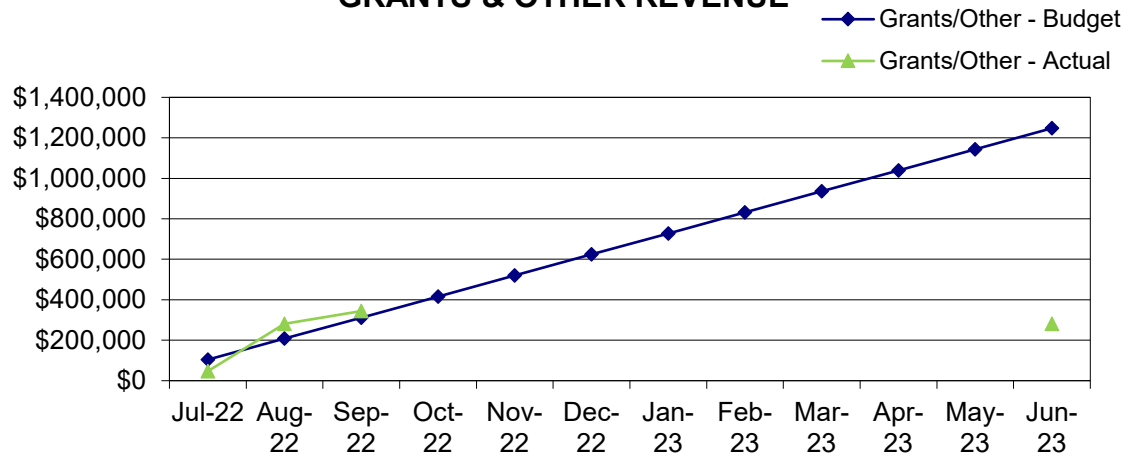
LOCAL REVENUE



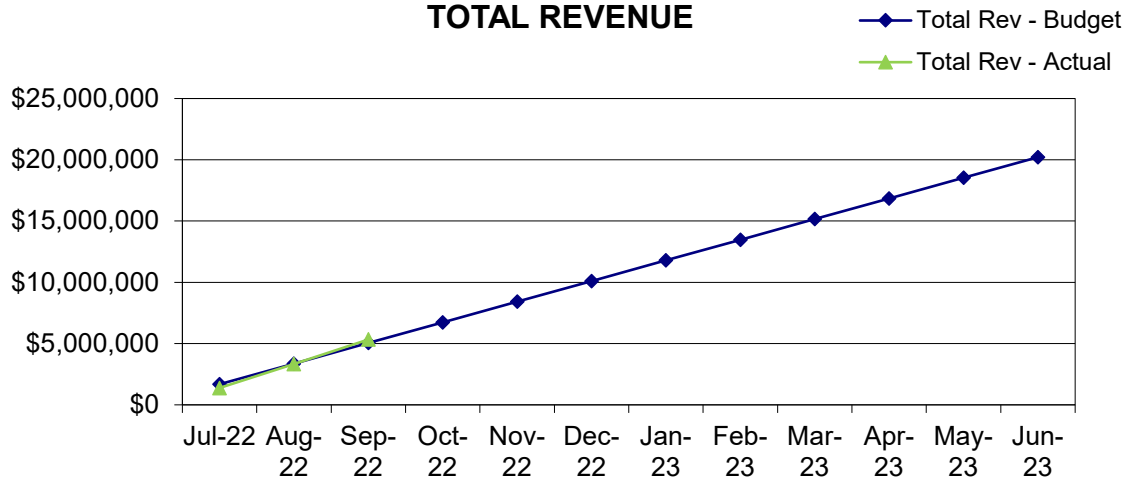
FEE REVENUE



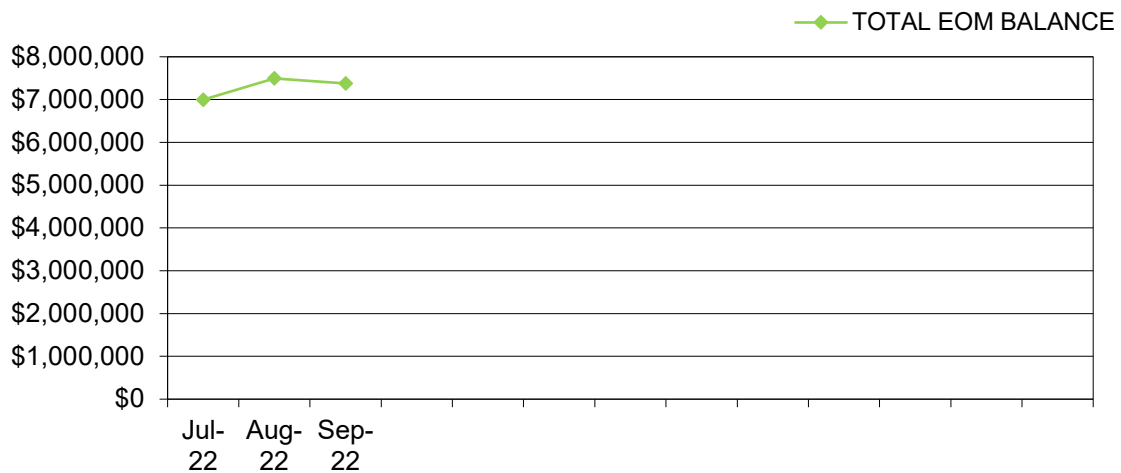
GRANTS & OTHER REVENUE



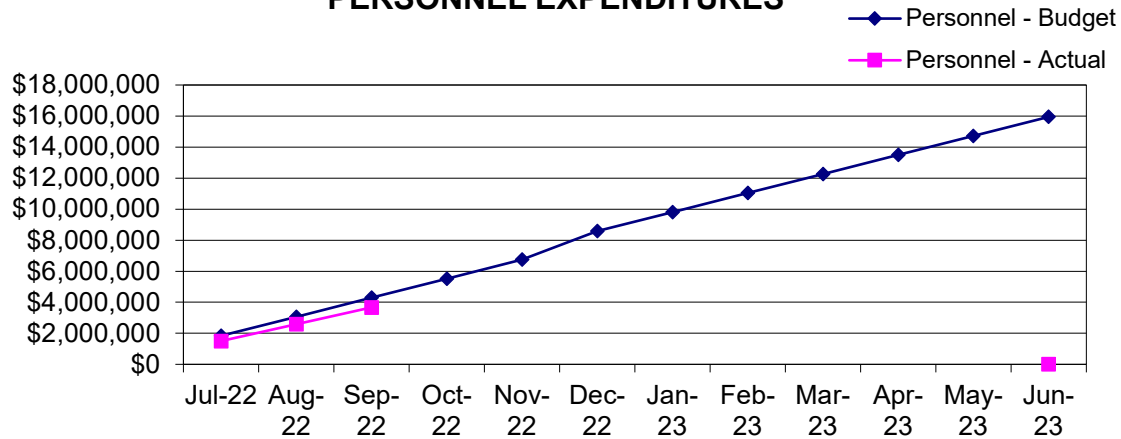
TOTAL REVENUE



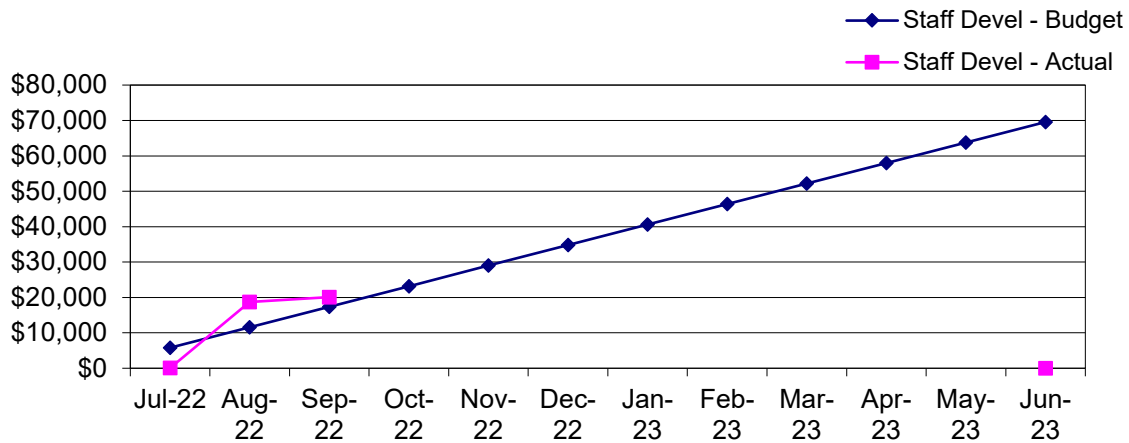
CASH & INVESTMENTS BALANCE



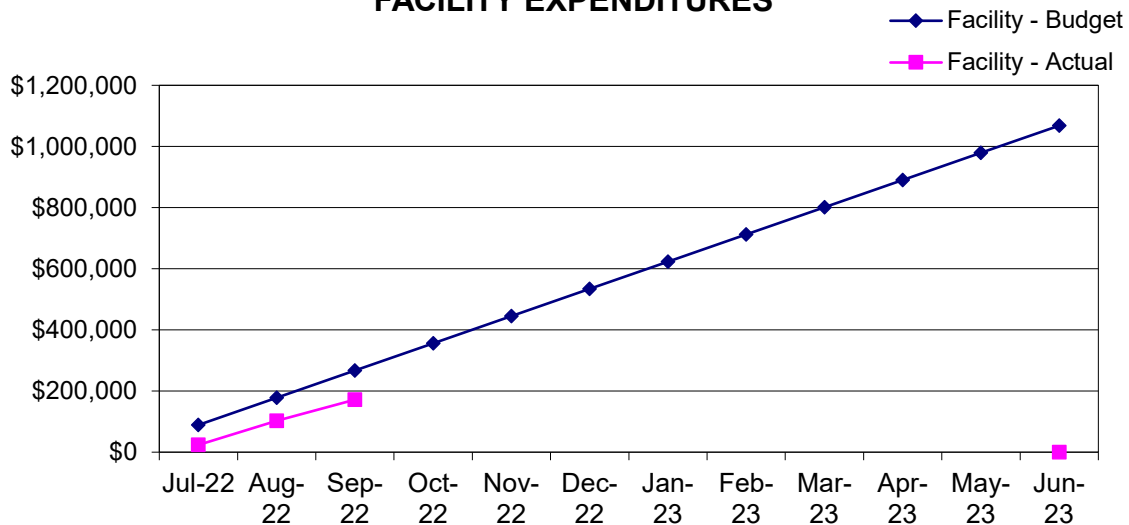
PERSONNEL EXPENDITURES



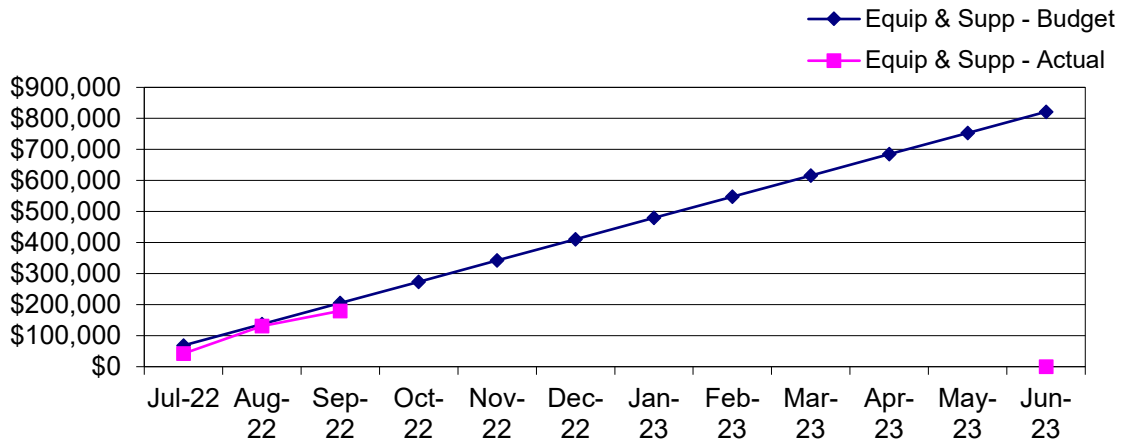
STAFF DEVELOPMENT EXPENDITURES



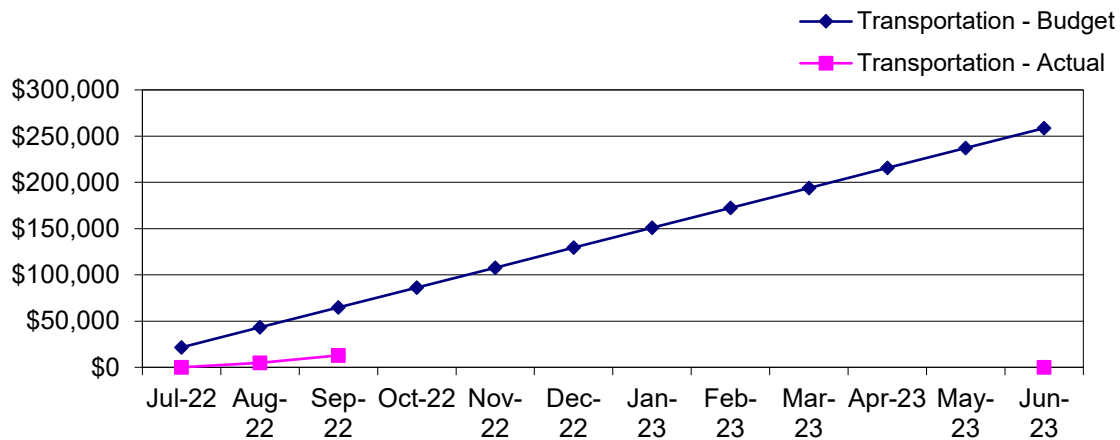
FACILITY EXPENDITURES



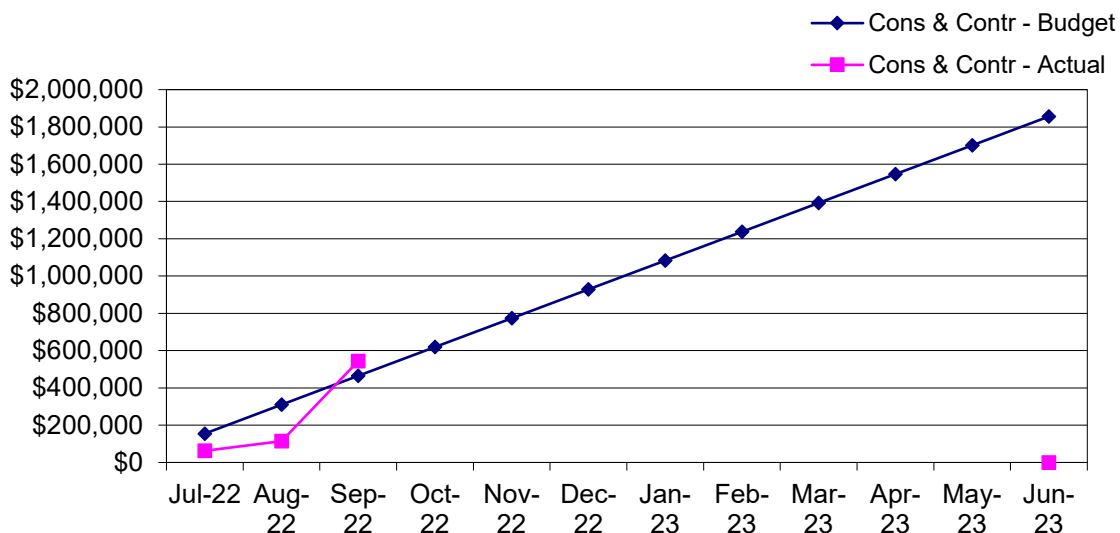
EQUIPMENT & SUPPLIES EXPENDITURES



TRANSPORTATION EXPENDITURES

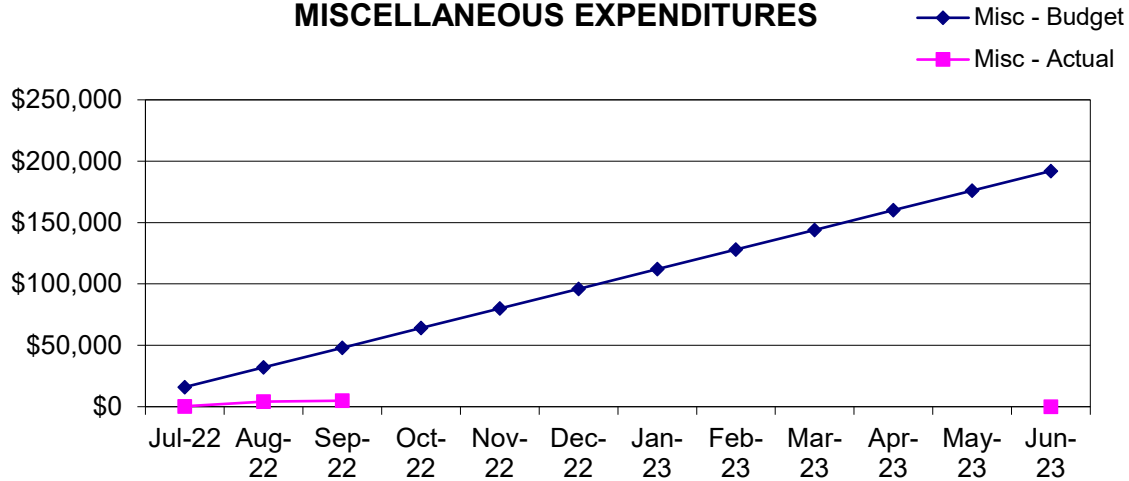


CONSULTANT & CONTRACTUAL EXPENDITURES

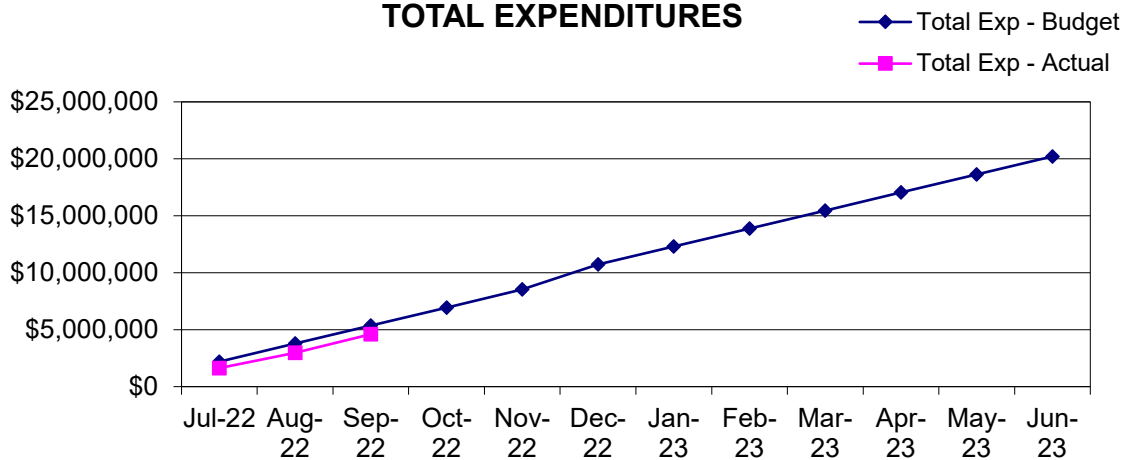


YEAR TO DATE EXPENDITURES
as of
09/30/22

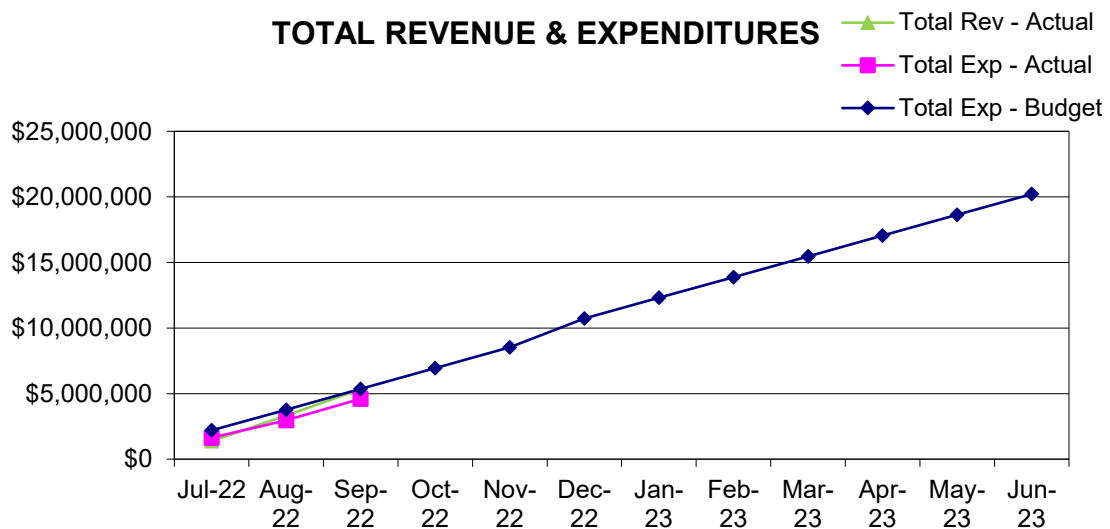
MISCELLANEOUS EXPENDITURES



TOTAL EXPENDITURES



TOTAL REVENUE & EXPENDITURES



Recruiting Overview

Positions Vacant	Number of Vacancies	Positions Filled	External/Internal	Current Vacancies As of 10/25
Case Manager II- DD	3			3
DSP Residential FT & PT	6			6
DSP Day Support	2			2
Case Manager I- DD	1		1 External Candidate	0
Health Information Tech	1			1
Quality Compliance Analyst	1			1
Human Resources Specialist	1			1
PSR Specialist	1			1
Emergency Specialist	1			1
MH-SA Case Manager	1			1
Licensed Eligible- OP	1			1
Licensed Therapist- OP	1			1
Licensed Eligible- C&A	1			1
Case Manager- C & A	1			1
Licensed Therapist- GWCAC	1			1
Therapist (Master's Level) MDC	1		1 External Candidate	0
Clinical Documentation Specialist	1			1
Family Support Partner	1			1
Office Manager	1		1 Internal Candidate	0
IT Manager	1			1
<u>New Vacancies</u>				
Emergency Services Manager	1			1
Total	28	3		25