

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

TIME: 4:00 p.m.

DATE: May 4, 2021

Dr. Alfred Brassel, Chairman, called the meeting to order. For the record, this is a meeting of the CBH Board of Directors, being held via electronic means. This action was taken because of the health emergency resulting from the Coronavirus pandemic, making an assembly of the board and staff and members of the public in one place unsafe because of the highly contagious nature of the coronavirus pandemic.

BOARD MEMBERS PRESENT:

Dr. Alfred Brassel - York County
Mr. John Kuplinski – James City County
Ms. Rebecca Vinroot - James City County
Ms. Sherry Wharton - Poquoson
Mr. Bruce Keener – York County
Ms. Hazel Braxton - Williamsburg
Ms. Kristen Nelson - York County
Ms. Wendy Evans - Williamsburg
Ms. Terry Christin – James City County
Mr. Talbot Vivian – York County
Mr. Ryan Ashe – James City County
Ms. Sheri Newcomb – York County

STAFF PRESENT:

Mr. David Coe
Dr. Dan Longo
Ms. Debbie-Townsend-Pittman
Ms. Marsha Obremski
Ms. Kari Traver
Mr. Keith German
Ms. Anita Michalec

BOARD MEMBERS ABSENT:

Ms. Cindy Spitzer - Poquoson
Dr. Baljit Gill - York County
Ms. June Hagee – James City County

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

1. Board of Directors Meeting of April 6, 2021
2. Executive Committee Meeting of April 20, 2021
3. Administration Committee Meeting of April 20, 2021

The Board of Directors unanimously approved the items on the Consent Calendar as presented.

NOMINATING COMMITTEE FOR FY 2022 EXECUTIVE COMMITTEE: Dr. Brassel

Dr. Brassel stated that Rebecca Vinroot and John Kuplinski has been asked to lead the Nominating Committee. Dr. Brassel also noted he sent an e-mail to Board members inviting those interested in serving on the committee to contact Ms. Vinroot or Mr. Kuplinski. The Nominating Committee will submit a slate of officers for consideration and approval at the June Board meeting.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS: Dr. Brassel

Dr. Brassel stated that Mr. Coe's Performance Evaluation is due to be reviewed for consideration of renewal in June 2021. Dr. Brassel noted that he had distributed the Performance Evaluation to Board members via e-mail requesting the form be completed and returned no later than May 21, 2021. Evaluation forms may be returned to Dr. Brassel via USPS or e-mail.

INTEGRATED CARE COMMITTEE UPDATE: Dr. Brassel/D. Coe

Mr. Coe provided a brief update from the Integrated Care Committee Meeting. Mr. Coe presented information relating to the Board's position as discussed in Colonial Behavioral Health's (CBH) April Board Meeting. Olde Towne Medical and Dental Center (OTMDC) representatives shared no interest at this time in a merger but would be interested in potential collaborative opportunities. OTMDC indicated they would contact CBH to further discuss. The next meeting of the Integrated Care Committee is scheduled in June.

The CBH Executive Committee has determined CBH was at a point to consider development of a property plan. CBH has been requested to initiate development of site plans; also capable of providing primary care without the involvement of OTMDC and continue moving forward as planned. Discussion.

EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Coe reported that efforts regarding implementation of the Marcus Alert legislation are ongoing. CBH continues to work with localities in the implementation of the database required for compliance with this legislation. CBH localities are creating the database and CBH's role will be to assist in educating the community regarding matters relating to registration for that database. Discussion.

Mr. Coe is pleased to announce that Prevention Services is now publishing a newsletter. Mr. Nana Amaniampong, Lead Health Promotion Specialist has taken the initiative and responsibility for the creation and publication of a monthly Prevention Services Newsletter. Mr. Amaniampong is to be commended for his efforts. Mr. Coe will forward a copy of the newsletter to Board members.

There being no further business to discuss, the meeting adjourned at 4:33 p.m.


Dr. Alfred Brassel, Chair


Dr. Baljit Gill, Secretary

AGENDA

COLONIAL BEHAVIORAL HEALTH

BOARD MEETING

May 4, 2021

4:00 P.M.

- I. Welcome and Call to Order
- II. Public Comment
- III. Consent Calendar
Approval of Minutes – Consider approval of the following meeting minutes:
 - Board of Directors Meeting of April 6, 2021
 - Executive Committee Meeting of April 20, 2021
 - Administration Committee Meeting of April 20, 2021
- IV. Nominating Committee for FY 2022 Executive Committee - *Dr. Brassel*
- V. Executive Director Performance Evaluation process - *Dr. Brassel*
- VI. Integrated Care Committee Update - *Dr. Brassel/D. Coe*
- VII. Executive Director's Report - *D. Coe*
- VIII. Adjournment

The mission of Colonial Behavioral Health, the local Community Services Board, is to facilitate opportunities for recovery, resilience and wellness to individuals and families affected by mental illness, intellectual disabilities and substance use disorders. Through an array of strategies and collaborative partnerships with local and regional providers, CBH will demonstrate a commitment to quality assessment, prevention, treatment, and habilitation through best practice methodology for the citizens of James City County, City of Poquoson, City of Williamsburg and York County.

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

TIME: 4:00 p.m.

DATE: April 5, 2021

Dr. Alfred Brassel, Chairman, called the meeting to order. For the record, this is a meeting of the CBH Board of Directors, being held via electronic means. This action was taken because of the health emergency resulting from the Coronavirus pandemic, making an assembly of the board and staff and members of the public in one place unsafe because of the highly contagious nature of the coronavirus pandemic.

BOARD MEMBERS PRESENT:

Dr. Alfred Brassel - York County
Mr. John Kuplinski – James City County
Ms. Rebecca Vinroot - James City County
Ms. Sherry Wharton - Poquoson
Ms. June Hagee - James City County
Ms. Hazel Braxton - Williamsburg
Ms. Kristen Nelson - York County
Mr. Bruce Keener - York County

STAFF PRESENT:

Mr. David Coe
Dr. Dan Longo
Ms. Debbie-Townsend-Pittman
Ms. Marsha Obremski
Ms. Nancy Shackleford
Mr. Keith German
Ms. Anita Michalec
Ms. Kari Traver

BOARD MEMBERS ABSENT:

Ms. Cindy Spitzer - Poquoson
Ms. Wendy Evans - Williamsburg
Ms. Sheri Newcomb - York County
Dr. Baljit Gill - York County
Ms. Terry Christin - James City County
Mr. Talbot Vivian - York County
Mr. Ryan Ashe - James City County

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

1. Services & Evaluation Committee Meeting of January 27, 2021
2. Board of Directors Meeting of February 2, 2021
3. Executive Committee Meeting of February 16, 2021
4. Administration Committee Meeting of February 16, 2021
5. Services & Evaluation Committee Meeting of February 24, 2021
6. Executive Committee Meeting of March 16, 2021
7. Administration Committee Meeting of March 16, 2021
8. Services & Evaluation Committee Meeting of March 24, 2021

Ms. Braxton motioned to approve the items on the Consent Calendar as presented. The motion was seconded and passed unanimously.

Action Item A-1 was presented for approval of a Resolution honoring Ms. Nancy Shackleford for her years of service and commitment to CBH. Dr. Brassel motioned to approve the Resolution as presented. The motion was seconded and passed unanimously.

Action Item A-2 a recommendation and power point presentation was presented for approval for use in the April Community Integrated Care Committee meeting. The presentation is in response to the February meeting in which Olde Towne Medical and Dental Center (OTMDC) representatives indicated they were no longer in favor of pursuing recommendations of the HMA Study. OTMDC representatives expressed an alternative desire for enhanced coordination. CBH representatives shared they could not bring forward a position without Board involvement and were invited to present at the April Meeting. The attached presentation was reviewed by the Executive Committee, who commends the content and conclusions to the full Board for approval. Discussion.

The CBH Board of Directors unanimously approved the recommended position and presentation for use in the April meeting of the Community Integrated Care Committee as provided.

EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Coe reported that over half of CBH staff have now received at least one dose of the COVID-19 vaccine with the majority having received both doses.

Although Genoa is scheduled to be a distributor of the COVID vaccine, this has not occurred as quickly as originally anticipated. CBH continues to support registration with Genoa for vaccinations but is also encouraging staff, consumers and family members to register and receive the vaccine wherever available. Vaccination sites at CBH will be located at Peoples Place and the York-Poquoson office as processes are finalized.

There being no further business to discuss, the meeting adjourned at 5:32 p.m.


Dr. Alfred Brassel, Chair


Dr. Baljit Gill, Secretary



Meeting Minutes

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|---|
| Minutes of: Executive Committee Meeting Date: April 20, 2021 |
|---|

Present: Dr. Brassel, John Kuplinski, Rebecca Vinroot, Dr. Gill, Hazel Braxton, David Coe, Keith German, Anita Michalec

Absent: Nancy Shackelford

1. Call to Order – The meeting was called to order at 4:00 p.m. Due to COVID-19, this meeting was conducted via Microsoft Teams.

2. New Business

Update on Integrated Care Committee process: Mr. Coe provided an update from the Integrated Care Committee Meeting. As a follow-up to the previous meeting, Mr. Coe presented information relating to the Board's position as discussed in the Colonial Behavioral Health (CBH) April Board meeting. Olde Towne Medical and Dental Center (OTMDC) representatives indicated they would like to meet with CBH to discuss a potential Memorandum of Agreement regarding coordination. Mr. Coe noted there was no objection to this, however, he shared that coordination, collaboration and co-location are not integration and any discussions around collaboration needed to be on issues that are pertinent to the goals. Discussion.

Board Planning Day: Mr. Coe noted due to issues concerning COVID 19 and related issues; it was necessary to cancel the FY 2020 Planning Day. Mr. Coe noted the planning day is regularly held in July and solicited input from committee members regarding an FY 2021 Planning Day. It was decided to defer a decision regarding the Board planning day until a later date.

Nominating Committee: Dr. Brassel reported that Board officers are elected annually. A Nominating Committee is appointed to compose a slate of proposed officers to be submitted for consideration. Volunteers were solicited to serve on the Nominating Committee. Mr. Kuplinski and Ms. Vinroot volunteered their services. It was noted that the current slate of officers are eligible to serve another term. Dr. Brassel also stated he would e-mail Board members inviting them to serve on the Nominating Committee and inform those interested to contact Rebecca Vinroot or John Kuplinski.

HR Director- interim plans: Mr. Coe announced that he would be acting as interim HR Director until the position is filled.

Leadership Academy graduates: Mr. Coe reported that 16 staff members had graduated from the CBH Leadership Academy. Graduates completed several components of course work, live training from CBH Directors and training from an outside speaker. Mr. Coe expressed an interest in recognizing graduates at either the May or June Board meeting. The recommendation was given that this recognition would be beneficial if it could be presented in person with the graduates. Discussion.

ED Evaluation: Dr. Brassel reported that the Executive Directors Evaluation is due to be renewed in June 2021. Dr. Brassel will distribute the evaluation to Board members via e-mail. Board members will be instructed to return completed evaluations no later than May 21, 2021. Evaluation forms may be returned to Dr. Brassel via e-mail or USPS.

3. Adjournment - The meeting adjourned at 4:55 p.m.

Submitted by: A. Michalec

Next Meeting

Date: May 18, 2021

Time: 4:00 p.m.

Location: Microsoft Teams



Meeting Minutes

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|--|
| Minutes of: Administration Committee Meeting Date: April 20, 2021 |
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Present: Dr. Brassel, John Kuplinski, Rebecca Vinroot, Dr. Gill, Hazel Braxton, David Coe, Keith German, Anita Michalec

Absent: Nancy Shackelford

1. Call to Order – The meeting was called to order at 4:56 p.m. Due to COVID-19, the meeting was conducted via Microsoft Teams.

2. New Business

March 31, 2021 Financial Report: Mr. German reviewed the March 31, 2021 Financial and Expenditure Reports. Mr. German stated that FY 20 and FY 21 budgets are in comparable financial positions and pretty much as predicted. It was noted that when the Cerner software product goes live in May, an interruption in billing and some downturn in fee collection is expected. Discussion.

FY 2022 Budget Update: Mr. German provided an overview of the FY 2022 proposed budget. Mr. German reported it was a high-level preview as to what it is expected to look like next month. It was noted that there was a 4% across the board increase as well as an increase in health insurance costs. Mr. German also reported that to his knowledge all four jurisdictions have included full requests in their proposed budgets. Discussion.

3. Adjournment – The meeting adjourned at 5:23 p.m.

Submitted by: A. Michalec

Next Meeting

Date: May 18, 2021

Time: 4:00 p.m.

Location: Microsoft Teams

COLONIAL BEHAVIORAL HEALTH

Executive Director's Report – May 2021

Agency Issues

1. After several delays, we are pleased to announce that we are “going live” with our new Cerner Millennium electronic health record (EHR) the first week of May. A tremendous amount of work has gone into this effort from our entire Information Services staff, as well as our Cerner Core Team and many other champions in the agency.
2. We plan to increase in-person service availability to consumers and families on June 1st. The nature of our services (individual, group, home-based, etc.) means that not all services will function in exactly the same manner. We also expect to maintain a higher percentage of staff working remotely or via telehealth than prior to the pandemic. We believe that consumer choice will be enhanced by these new options.
3. DD Case Management services began providing in-person services again on May 1st. This date had been dictated by DBHDS due to DOJ Settlement Agreement concerns.
4. Upon Nancy Shackelford's retirement, I am assuming the role of Interim Human Resources Director until we complete our process of staffing our HR department.
5. CBH's first Leadership Academy (involving staff aspiring to move into management as well as others already in management roles) has successfully concluded, with additional classes planned in the future. Sixteen (16) staff members graduated from this inaugural class.

Community Issues

1. We continue to work with our localities to plan for and implement the database required for early compliance with Virginia's Marcus Alert legislation. Our localities are creating the database(s), and CBH's role will be to help educate the community (particularly our consumers and families) about when and how to sign up for that database.
2. Each of our localities have fully funded the CBH budget request in their published proposed/draft budgets. No jurisdiction has yet completed a final budget.
3. We hope to begin in-person Board and Committee meetings as soon as possible, but no timetable is in place for that change.

Regional Issues

1. Marcus Alert legislation has been passed to create mental health/law enforcement co-response models in every Virginia community by 2026. There will be at least one such model in place by the end of 2021, with at least one more by the end of 2022.
 - a. While implementation planning is occurring across the state, Virginia continues to develop plans for the central call centers that will change mental health crisis response. The efforts are taking somewhat parallel tracks, but it is expected that the first communities to implement Marcus Alert programs will do so before the call center effort has materialized.

Public Policy

1. There are several indications that the General Assembly may hold another Special Session this coming August.

Respectfully submitted,
David A. Coe



YEAR TO DATE REVENUES AND EXPENDITURES
as of
March 31, 2021

REVENUE

| CATEGORY | TOTAL BUDGET | RECEIVED YTD | BUDGET YTD | % RECEIVED | BALANCE |
|---------------|---------------|---------------|---------------|------------|--------------|
| State | \$ 7,807,322 | \$ 6,758,617 | \$ 5,855,492 | 115% | \$ 903,126 |
| Local | \$ 3,050,000 | 2,310,750 | 2,287,500 | 101% | \$ 23,250 |
| Fees | \$ 6,027,580 | 3,771,188 | 4,520,685 | 83% | \$ (749,497) |
| Grants/Other | \$ 766,421 | 425,374 | 574,816 | 74% | \$ (149,442) |
| Total Revenue | \$ 17,651,323 | \$ 13,265,929 | \$ 13,238,492 | 100% | \$ 27,437 |

EXPENDITURES

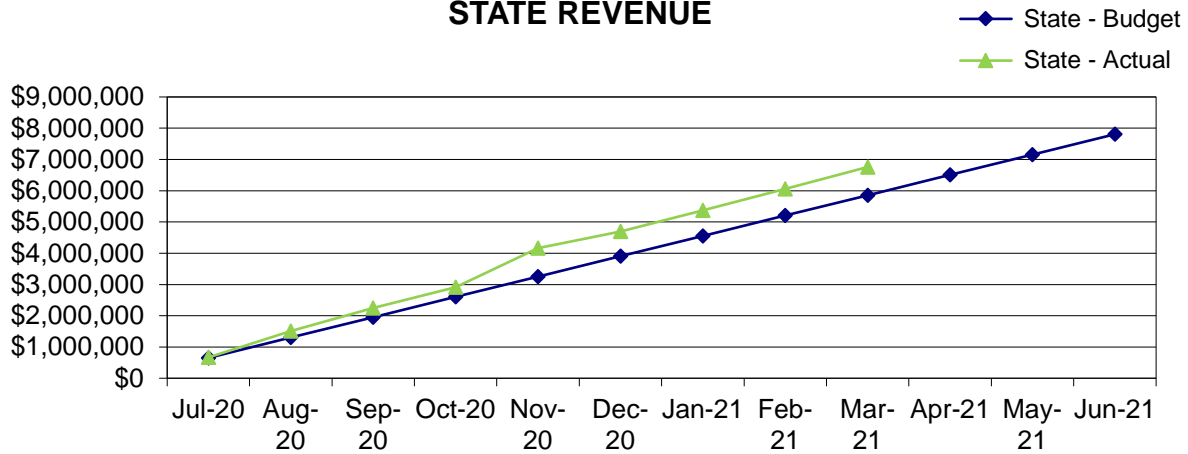
| CATEGORY | TOTAL BUDGET | EXPENDED YTD | BUDGET YTD | % EXPENDED | BALANCE |
|----------------------------|---------------|---------------|---------------|------------|--------------|
| Personnel | \$ 13,671,168 | \$ 10,014,037 | \$ 10,516,283 | 95% | \$ 502,246 |
| Staff Development | \$ 54,610 | 22,404 | 40,958 | 55% | 18,554 |
| Facility | \$ 1,167,421 | 640,428 | 875,566 | 73% | 235,138 |
| Equipment and Supplies | \$ 710,755 | 508,087 | 533,066 | 95% | 24,979 |
| Transportation | \$ 345,290 | 35,377 | 258,968 | 14% | 223,591 |
| Consultant and Contractual | \$ 1,580,677 | 1,136,273 | 1,185,508 | 96% | 49,235 |
| Miscellaneous | \$ 121,402 | 32,128 | 91,052 | 35% | 58,924 |
| Total Expenditures | \$ 17,651,323 | \$ 12,388,734 | \$ 13,501,399 | 92% | \$ 1,112,665 |

| | | | | | |
|------------------|------|------------|--------------|----|--------------|
| Operating Margin | \$ - | \$ 877,195 | \$ (262,907) | 7% | \$ 1,140,102 |
|------------------|------|------------|--------------|----|--------------|

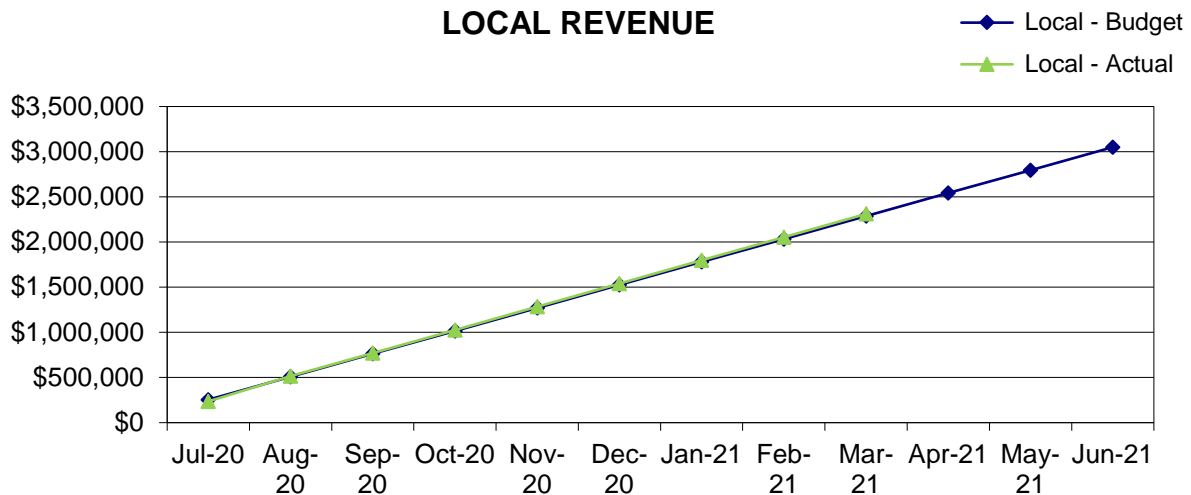
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

YEAR TO DATE REVENUES
as of
03/31/21

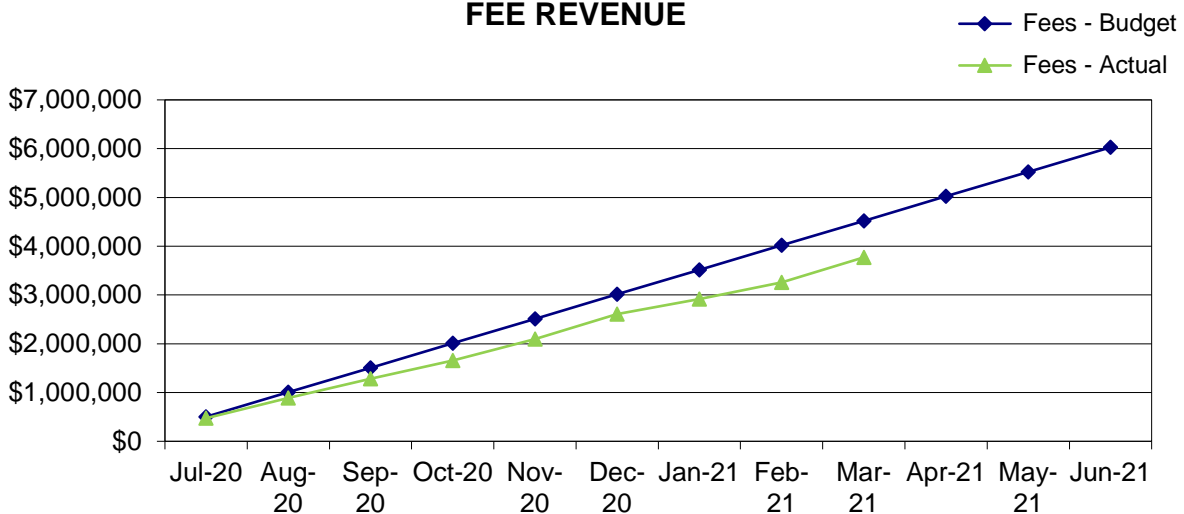
STATE REVENUE



LOCAL REVENUE

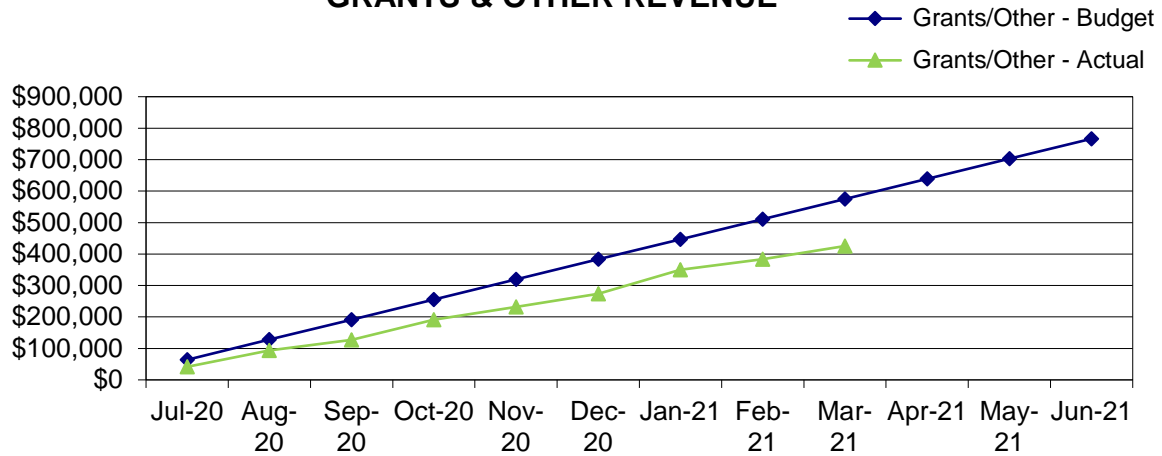


FEE REVENUE

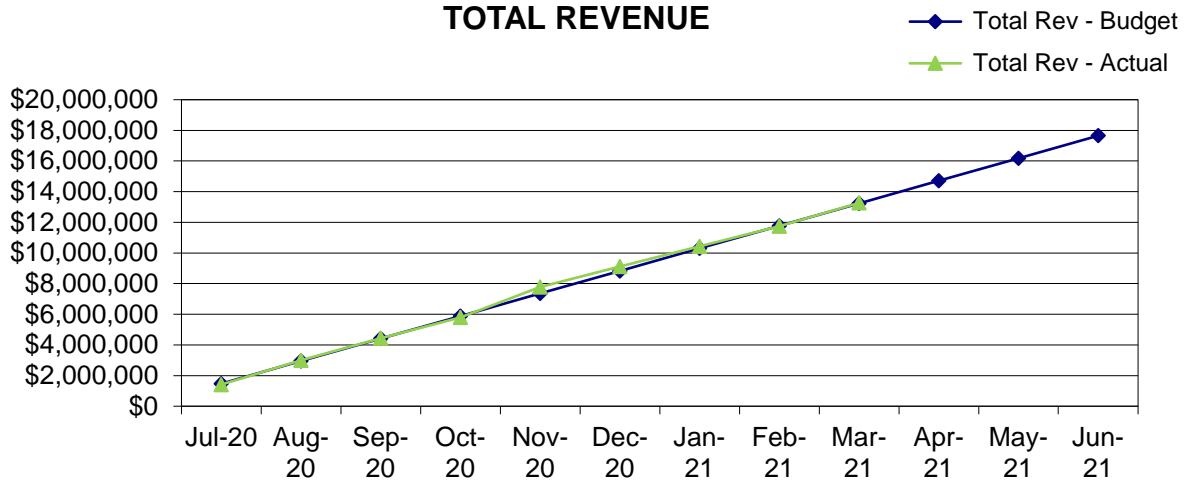


YEAR TO DATE REVENUES
as of
03/31/21

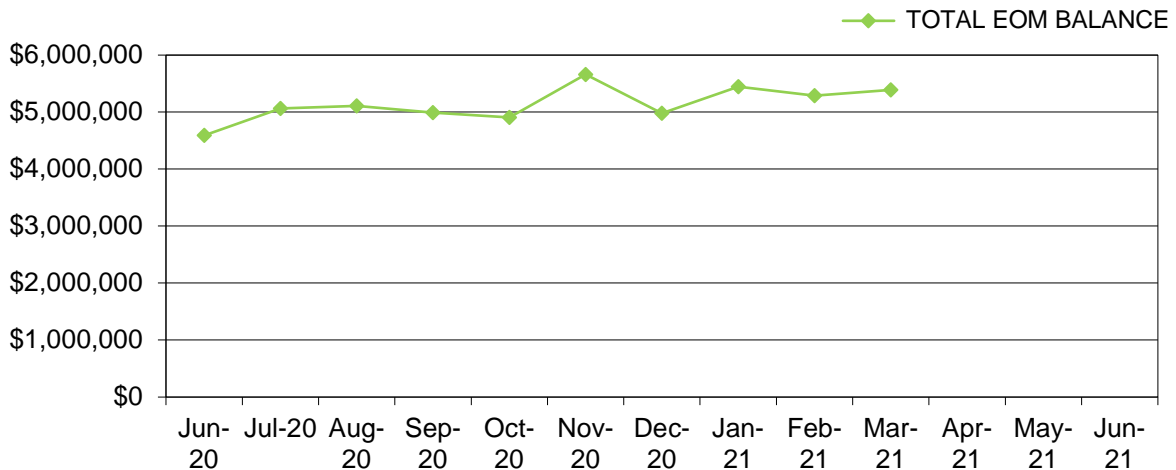
GRANTS & OTHER REVENUE



TOTAL REVENUE

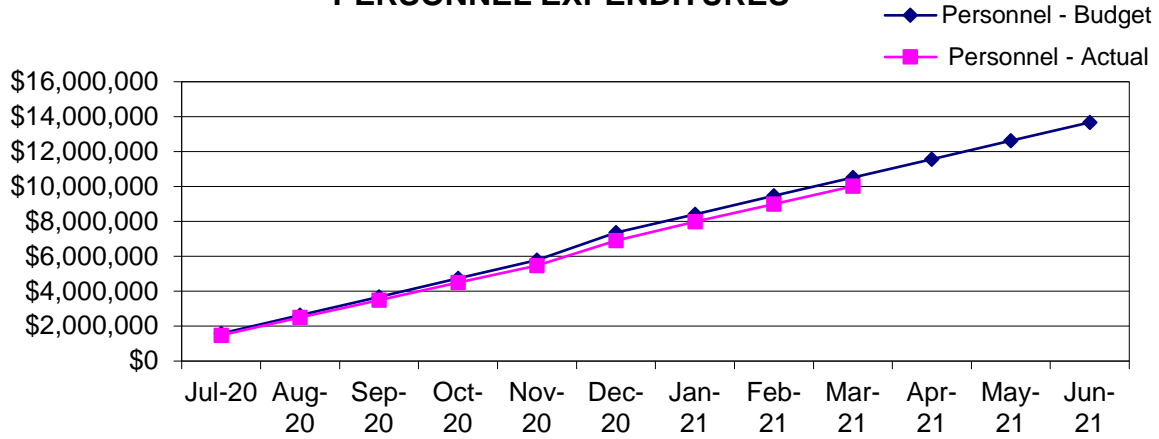


CASH & INVESTMENTS BALANCE

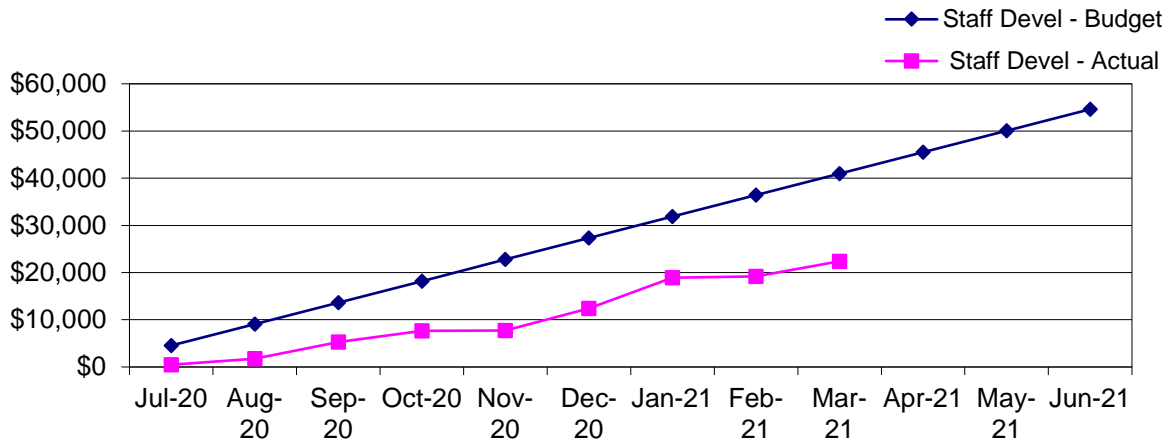


YEAR TO DATE EXPENDITURES
as of
03/31/21

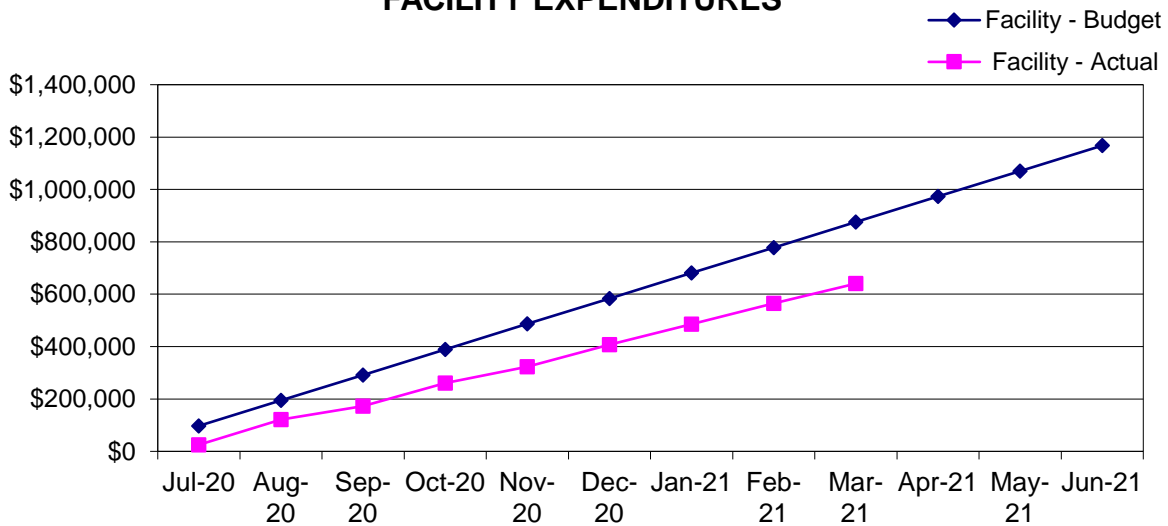
PERSONNEL EXPENDITURES



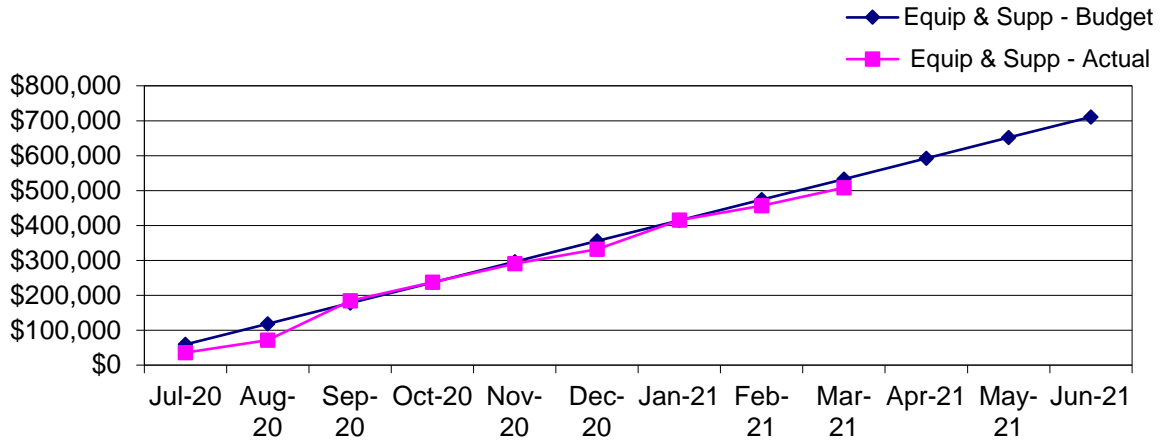
STAFF DEVELOPMENT EXPENDITURES



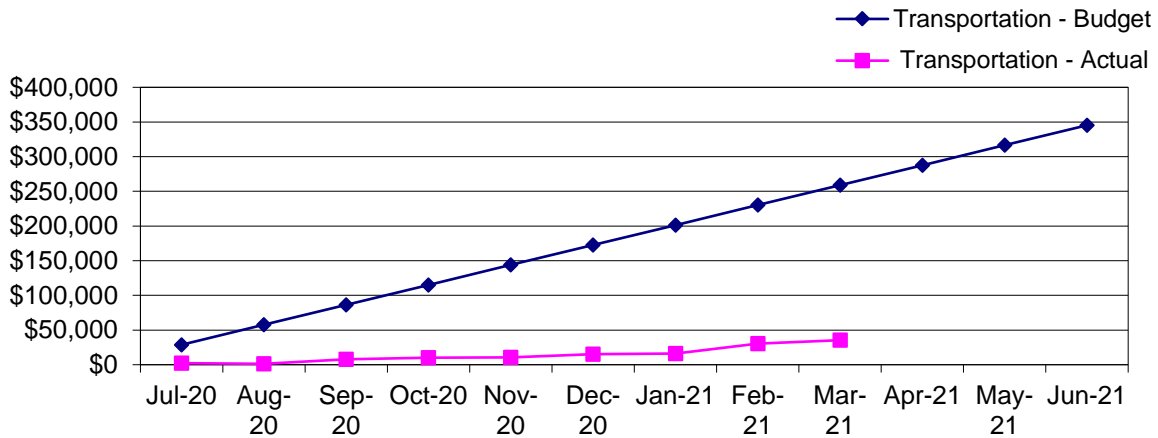
FACILITY EXPENDITURES



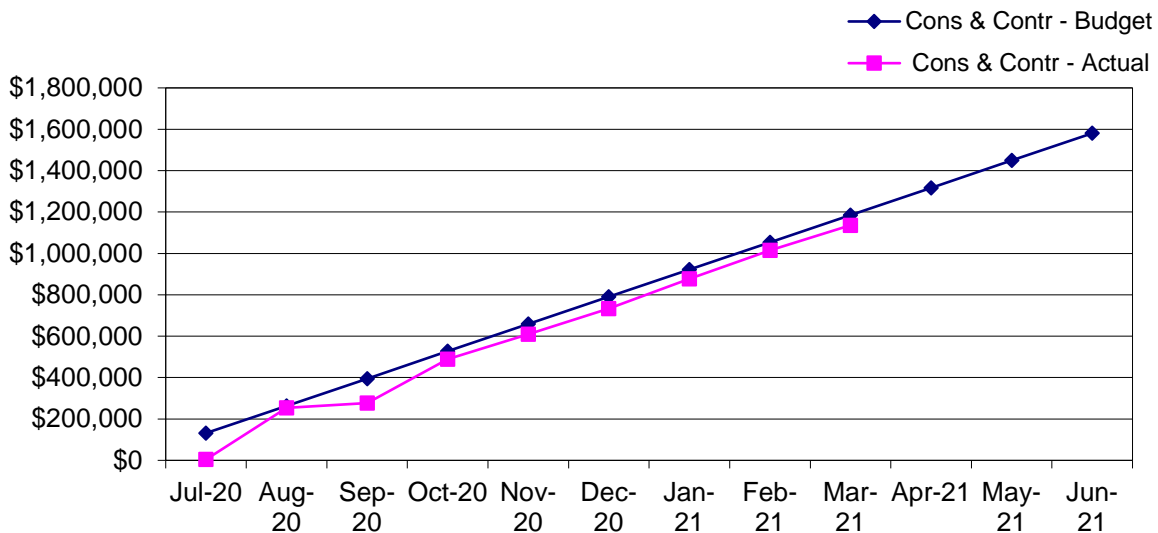
EQUIPMENT & SUPPLIES EXPENDITURES



TRANSPORTATION EXPENDITURES

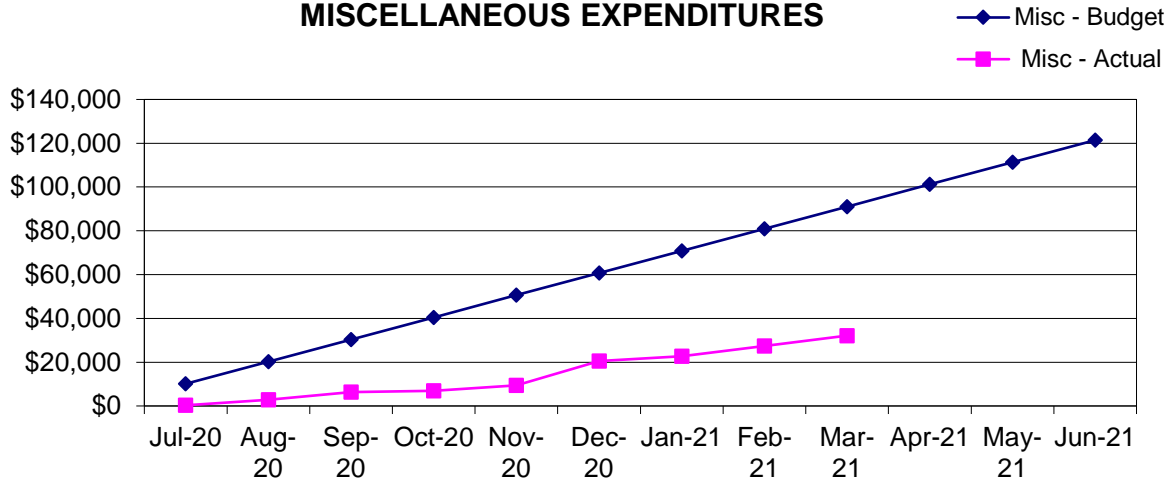


CONSULTANT & CONTRACTUAL EXPENDITURES

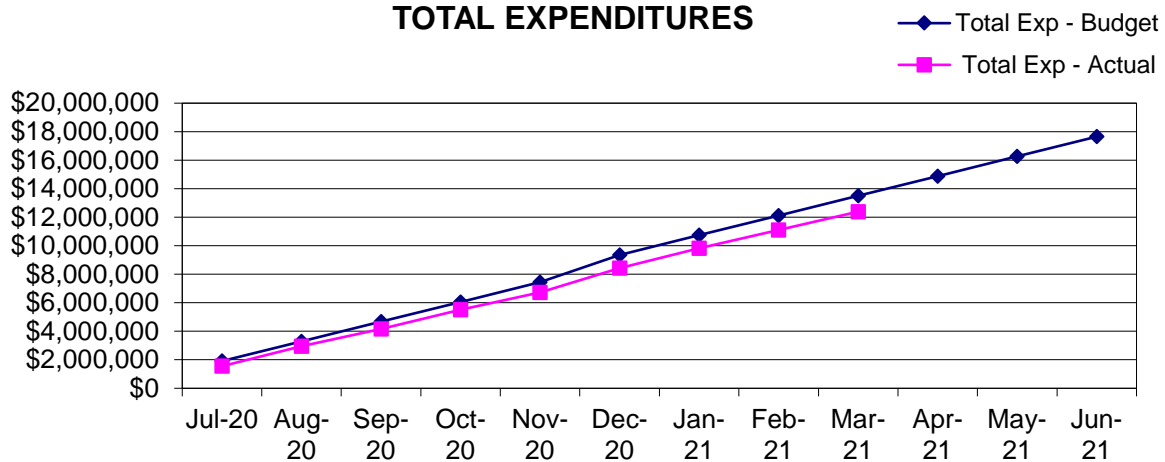


YEAR TO DATE EXPENDITURES
as of
03/31/21

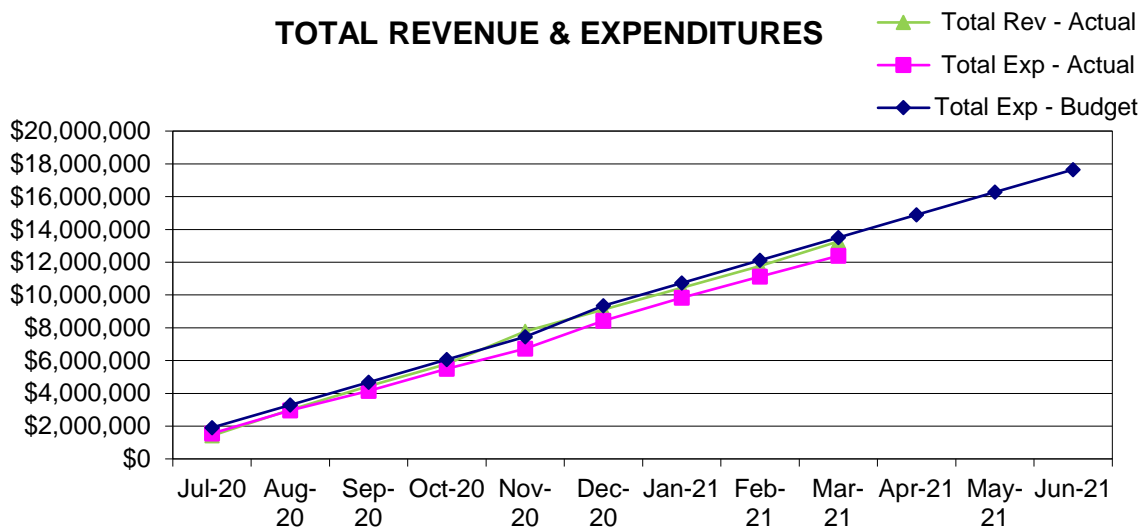
MISCELLANEOUS EXPENDITURES



TOTAL EXPENDITURES



TOTAL REVENUE & EXPENDITURES



COLONIAL BEHAVIORAL HEALTH
FY 2022 DRAFT
PROPOSED BUDGET

REVENUE & EXPENDITURE SUMMARY

| REVENUE CATEGORY | FY 2020 ACTUAL | BUDGETED AMOUNT | | INCR / (DECR) | |
|----------------------|----------------------|----------------------|----------------------|---------------------|-------------|
| | | ORIGINAL FY 2021 | PROPOSED FY 2022 | \$ | % |
| STATE / FED | \$ 8,736,579 | \$ 7,807,319 | \$ 8,619,002 | \$ 811,683 | 10.4% |
| LOCAL | \$ 3,050,000 | \$ 3,050,000 | \$ 3,289,000 | \$ 239,000 | 7.8% |
| FEES | \$ 5,567,275 | \$ 6,027,580 | \$ 6,189,216 | \$ 161,636 | 2.7% |
| MISCELLANEOUS | \$ 834,635 | \$ 766,421 | \$ 637,327 | \$ (129,094) | (16.8%) |
| TOTAL REVENUE | \$ 18,188,489 | \$ 17,651,320 | \$ 18,734,545 | \$ 1,083,225 | 6.1% |

| EXPENDITURE CATEGORY | FY 2020 ACTUAL | BUDGETED AMOUNT | | INCR / (DECR) | |
|---------------------------|----------------------|----------------------|----------------------|---------------------|-------------|
| | | ORIGINAL FY 2021 | PROPOSED FY 2022 | \$ | % |
| PERSONNEL | \$ 13,129,292 | \$ 13,670,165 | \$ 14,592,130 | \$ 921,965 | 6.7% |
| OPERATING | 4,005,259 | 3,937,155 | 4,098,415 | \$ 161,260 | 4.1% |
| TRANSFER TO CIP | | 44,000 | 44,000 | \$ - | 0.0% |
| TOTAL EXPENDITURES | \$ 17,134,551 | \$ 17,651,320 | \$ 18,734,545 | \$ 1,083,225 | 6.1% |