

## **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. 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

## Colonial Behavioral Health Board of Directors Meeting

October 4, 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 6, 2022, Board of Directors Meeting
    - September 20, 2022, Executive Committee Meeting
- IV. Presentation:  
*Crisis Expansion Proposal-Dan Longo, Director of Behavioral Health & Will Armstrong, Emergency Services Coordinator*
- V. Executive Director's Report- *David Coe*
- VI. Adjourn

## COLONIAL BEHAVIORAL HEALTH BOARD MEETING

**DATE: September 6, 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. Wendy Evans- Williamsburg  
Ms. Denise Kirschbaum-James City County  
Ms. Kristen Nelson – York County  
Ms. Erin Otis- James City County  
Ms. Donyale Wells – James City County  
Col. Roy Witham – James City County

**BOARD MEMBERS ABSENT:**

Ryan Ashe- James City County  
Dr. Alfred Brassel- York County  
Ms. Crystal Howser – Poquoson  
Mr. Steven Miller- York County  
Ms. Sherry Wharton – Poquoson

**STAFF PRESENT:**

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

**GUESTS:**

Pat Evers- League of Women  
Voters

**PUBLIC COMMENT:**

There was no public comment, however Ms. Pat Evers entered the meeting at approximately 4:15 p.m.; no introduction was made.

**CONSENT CALENDAR:**

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

- Board Meeting of August 2, 2022

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

**The following questions were not on the consent agenda, but were presented to the Board by Mr. David Coe:**

Q1: Would the Board like to resume monthly meetings at 473 McLaws Circle?

Q2: Would the Board like to make masks optional during meetings?

Ms. Hazel Braxton motioned to move meetings back to 473 McLaws; the motion was seconded by Mr. John Collins and passed unanimously.

Mr. John Collins motioned to make masks optional during Board of Directors meetings, effective immediately. Ms. Hazel Braxton seconded the motion and passed unanimously.

**Presentation: ACT Services- Theresa Pritchard:**

Ms. Theresa Pritchard, ACT Coordinator, presented a PowerPoint on the ACT Program. Discussion.

**Action Items:**

- **Action Item A-1- 2023 Legislative Priorities:**

Board members inquired about why the Conference Committee referenced in the Background information presented did not include funding for CSB's as anticipated. Per David, the Committee did not feel they had enough information from CSB's about what was needed; there was enough information to show there was a problem, but not enough to show solutions.

Board members also inquired about whether or not we have a lobbyist; per Mr. Coe, we do.

Board members inquired about start-up costs vs. ongoing costs for the Crisis Continuum Expansion; the question was asked if funding will be available from the state on an ongoing basis. Mr. Coe is hopeful that funding will be ongoing, once available.

Board members also inquired about why the Crisis Center Expansion is only a 23-hour program, vs. 24-hours. Mr. Coe explained that we are not able to maintain anything past 23 hours; as it would require residential licensure (which we do not have).

Mr. Coe proposed that the Board take on the 3 Legislative Priorities, as presented. Ms. Wendy Evans made a motion to approve the "Suggested Action" in the Board packet, Ms. Hazel Braxton seconded the motion; it was 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 presented in addition to written report:

- Board Members were reminded of the group home tour scheduled for September 28th. They were provided with details regarding transportation to the group home.

**Adjournment:**

Ms. Denise Kirschbaum made a motion to adjourn, seconded by Mr. John Collins. The motion passed unanimously. The meeting adjourned at 5:04 p.m. The next meeting is scheduled for 4:00 p.m. on October 4th.

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Ms. Sheri Newcomb, Vice-Chair

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Hazel Braxton, Secretary



## Meeting Minutes

Minutes of : Executive Committee Date: September 20, 2022
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Present: Dr. Alfred Brassel, Jr., Hazel Braxton, David Coe, John Collins, Ashleigh Cooke, Nancy Parsons, and Chaenn Thomas

Absent: Ryan Ashe and Sheri Newcomb

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1. Call to Order
  - The meeting was called to order at 4:00 p.m. by Dr. Alfred Brassel, Jr.
2. New Business
  - a. Mr. Coe reported that the Public Awareness Committee had not been meeting due to lack of quorum. Board Chair, Dr. Brassel, is removing Ms. Sherry Wharton (Poquoson) from the Public Awareness Committee, effective immediately, due to lack of participation, which has impacted the group's ability to meet.
3. Conclusions, Recommendations, and Actions
  - a. Dr. Brassel requested that a letter of concern to be drafted and sent to Poquoson regarding lack of a Board Member's participation.
  - b. The Director of Behavioral Health (Dan Longo) and the Emergency Services Coordinator (Will Armstrong) will do a 30-minute presentation on the Crisis Expansion Proposal at the October Board of Directors meeting.
4. Adjournment

A motion was made to adjourn the meeting by Ms. Hazel Braxton. Mr. John Collins seconded the motion. The meeting was adjourned by Dr. Alfred Brassel, Jr. at 4:29 p.m.

Submitted by: Ashleigh Cooke

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### Next Meeting:

Date: October 18, 2022

Time: 4:00 p.m.

Location: 473 McLaws Circle, Williamsburg, VA 23185

# **COLONIAL BEHAVIORAL HEALTH**

## **Executive Director's Report – October 2022**

### **Agency Issues**

1. Our SUD Intensive Outpatient Program (IOP) was reviewed by CARF (Council for Accreditation of Rehabilitation Facilities) from September 12-14. We believe the review went very well but will have to wait another 4-6 weeks before receiving the official report.
2. The temporary consolidation of our DD group home population took place in mid-May due to staff shortages. We need to begin considering a deadline for staffing improvements as we consider future planning for DD services.
3. We have initiated a process to restore People's Place to pre-pandemic levels in terms of consumer attendance. The CDC's relaxation of social distancing guidelines has made this possible.
4. Opportunities Unlimited (DD Day Services) individuals can now participate in two volunteer activity sites, Heritage Human Society and ReStore. Individuals volunteering at Restore complete light housekeeping mainly of the furniture display floor. Their volunteer hours are tracked via individual accounts, so the individuals can learn a pre-employment skill of "clocking in and out". We have also been able to add Grove Outreach where individuals will pack diapers and socks on a weekly basis. Approximately 50% of the individuals attending DD Day Services are participating in one or more of the opportunities.

### **Community Issues**

1. We are exploring opportunities for a more regular presence on Tide Radio to bring additional awareness for behavioral health/DD topics over the next year and possibly longer.
2. While we are still excited about the reports of progress related to the Eastern State surplus property, there are no updates yet available.
3. The HTDPC's Town Hall was held 9/26 with a focus on creating specialty court dockets and on "making connections" with individuals we encounter and serve.
4. We are proceeding with plans for our 50<sup>th</sup> Anniversary Celebration on December 6<sup>th</sup>. This event will be held in lieu of our regular Board meeting for December.

### **Regional Issues**

1. ESH is in the process of creating Jail Response teams to work with the two correctional facilities making the most referrals to the hospital. This is an attempt to reduce the number of beds filled with forensic consumers, thus creating more bed capacity for civil admissions.
2. Region 5 is developing its proposal for expanding Permanent Supportive Housing. Linda Butler is leading our participation in that process. The plan is due for submission to DBHDS by 10/31.

### **Public Policy**

1. The time has come to begin scheduling meetings with individual legislators prior to the 2023 General Assembly session. We will specifically need to find strong budget amendment sponsors for our Crisis Receiving Center priority.
2. We have a new interest area – the proposed plan to evaluate a redesign of Virginia's public behavioral health/developmental services system. We know almost nothing about this now but will have to seek opportunities to have meaningful input into the process and outcome.

Respectfully submitted,  
David A. Coe

## Recruiting Overview

Positions Vacant	# of Vacancies	Positions Filled	External/Internal	Current Vacancies As of 09/26
Case Manager II- DD	3			3
DSP Residential FT & PT	6			6
House Lead (DD Residential)	1	1 Internal Candidate		0
Case Manager I- DD	1			1
Case Manager-DD Lead	1	1 Internal Candidate		0
Health Information Tech	1			1
Quality Compliance Analyst	1			1
Accounting Tech	1	1 Internal Candidate		0
Human Resources Specialist	1			1
PSR Specialist	1			1
Emergency Specialist	2	1 Internal Candidate		1
ACT Case Manager	1	1 External Candidate		0
MH-SA Case Manager	1			1
Licensed Eligible- OP	1			1
Licensed Therapist- OP	1			1
Licensed Eligible- C&A	1			1
Licensed Therapist- GWCAC	1			1
Therapist (Master's Level) MDC	1			1
<u>New Vacancies</u>				
Clinical Documentation Specialist	1			1
Family Support Partner	1			1
Office Manager	1			1
IT Manager	1			1
<b>Total</b>	<b>30</b>	<b>5</b>		<b>25</b>





## YEAR TO DATE REVENUES AND EXPENDITURES

as of  
August 31, 2022

### REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 8,869,900	\$ 1,554,730	\$ 1,478,317	105%	\$ 76,413
Local	\$ 3,527,000	586,861	586,860	100%	\$ 0
Fees	\$ 6,567,737	910,592	1,095,596	83%	\$ (185,004)
Grants/Other	\$ 1,247,363	281,835	207,894	136%	\$ 73,941
Total Revenue	\$ 20,212,000	\$ 3,334,018	\$ 3,368,667	99%	\$ (34,649)

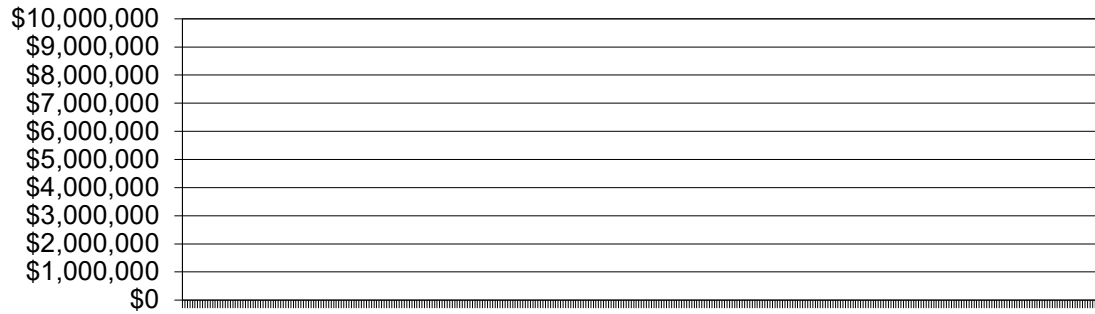
### EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 15,946,183	\$ 2,595,726	\$ 3,066,574	85%	\$ 470,848
Staff Development	\$ 69,561	18,688	11,594	161%	(7,095)
Facility	\$ 1,068,026	103,054	178,004	58%	74,950
Equipment and Supplies	\$ 821,421	131,331	136,904	96%	5,573
Transportation	\$ 258,617	4,730	43,103	11%	38,372
Consultant and Contractual	\$ 1,856,155	114,989	309,359	37%	194,370
Miscellaneous	\$ 192,037	4,254	32,006	13%	27,752
Total Expenditures	\$ 20,212,000	\$ 2,972,773	\$ 3,777,543	79%	\$ 804,771

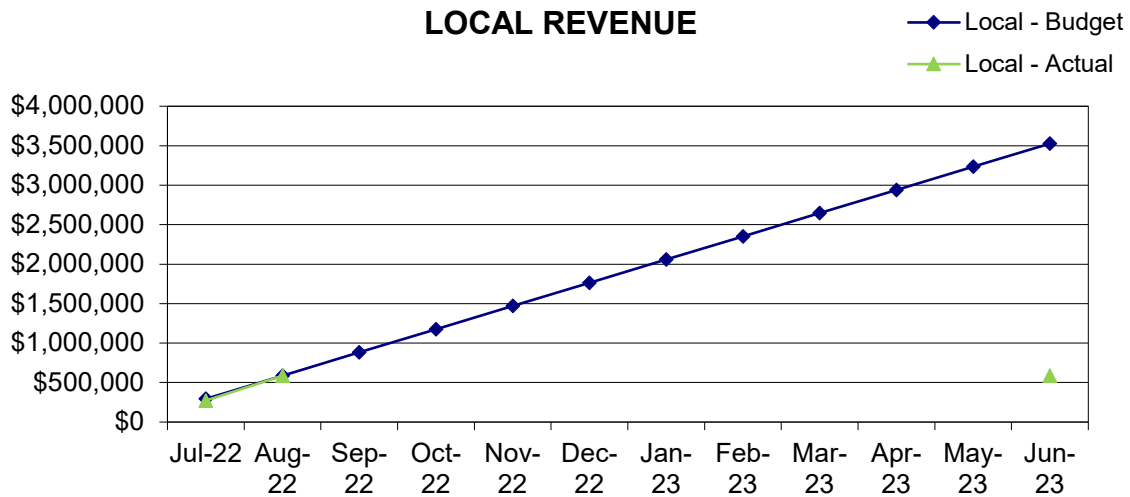
Operating Margin	\$ -	\$ 361,245	\$ (408,876)	11%	\$ 770,122
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Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

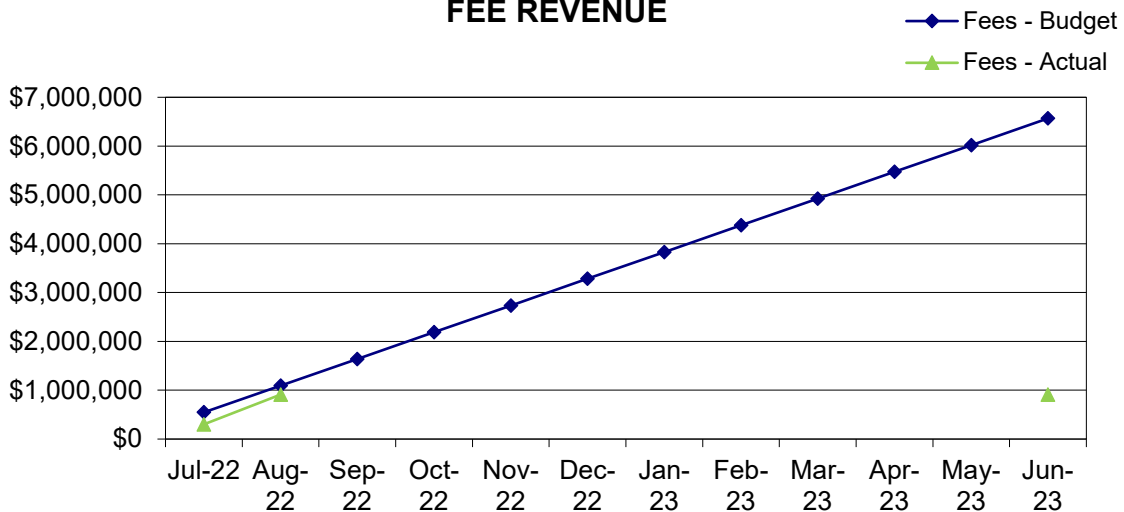
### STATE REVENUE



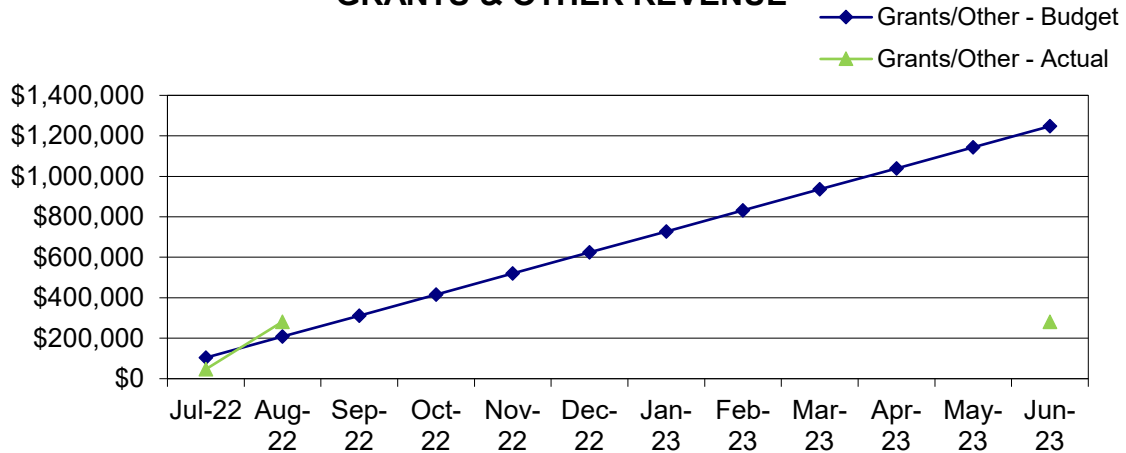
### LOCAL REVENUE



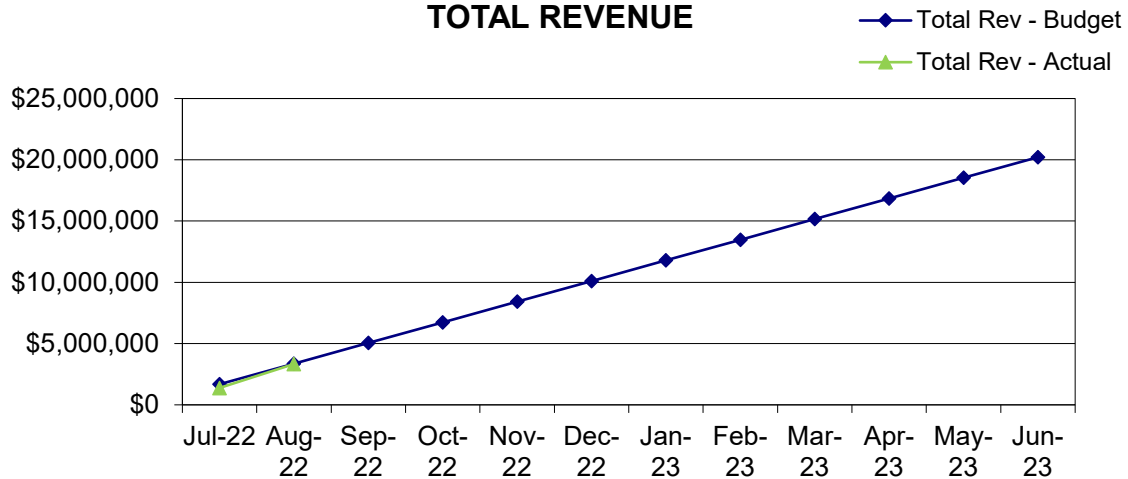
### FEE REVENUE



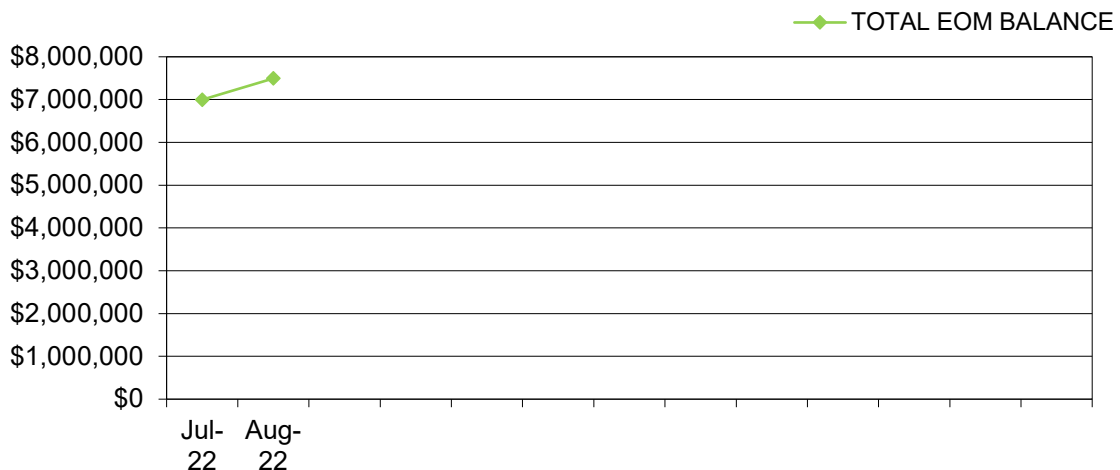
### GRANTS & OTHER REVENUE



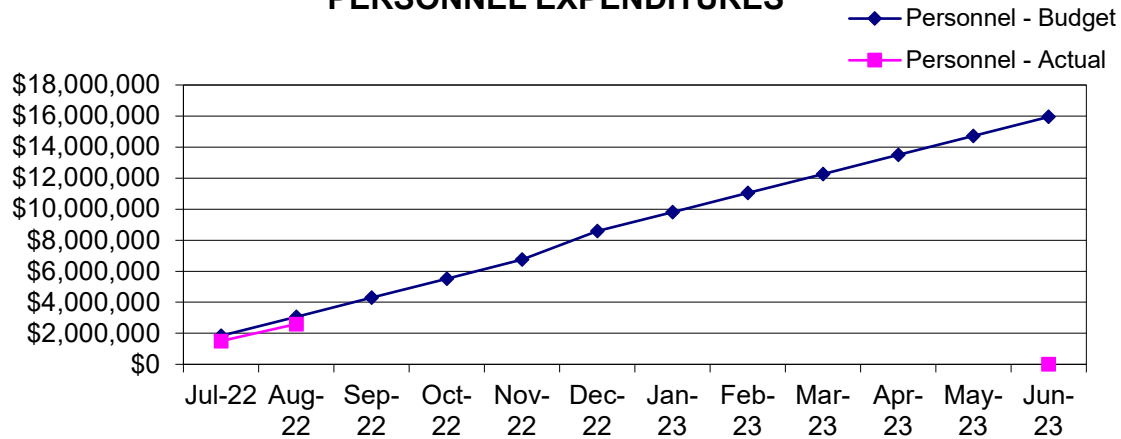
### TOTAL REVENUE



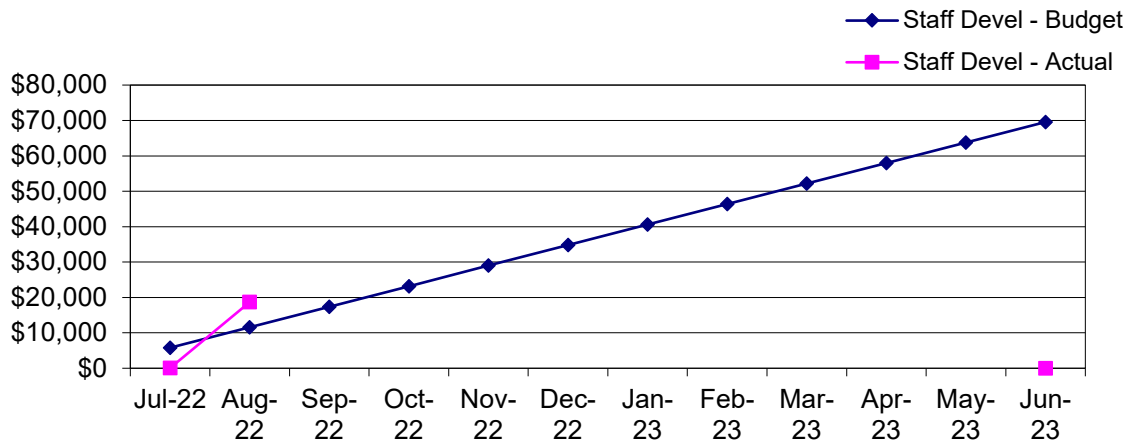
### CASH & INVESTMENTS BALANCE



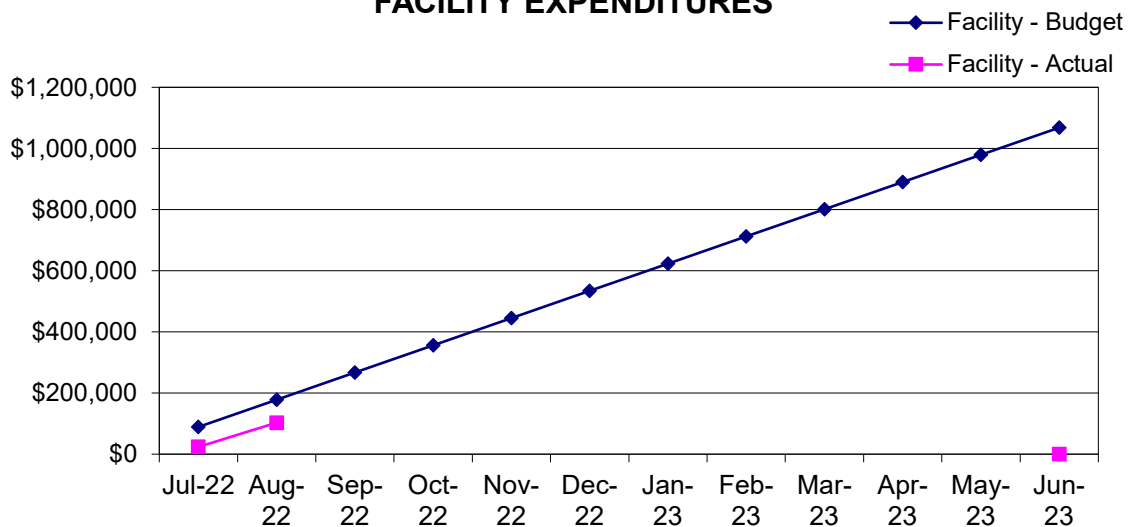
### PERSONNEL EXPENDITURES



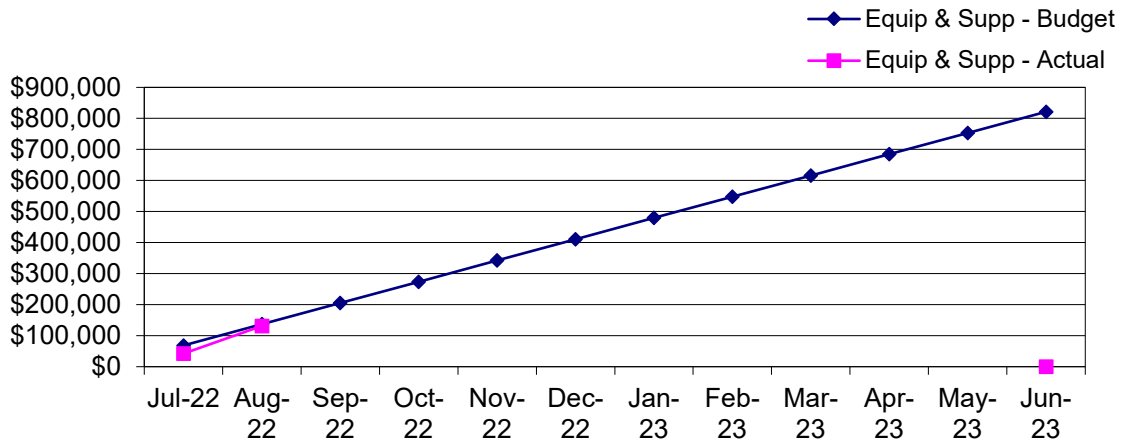
### STAFF DEVELOPMENT EXPENDITURES



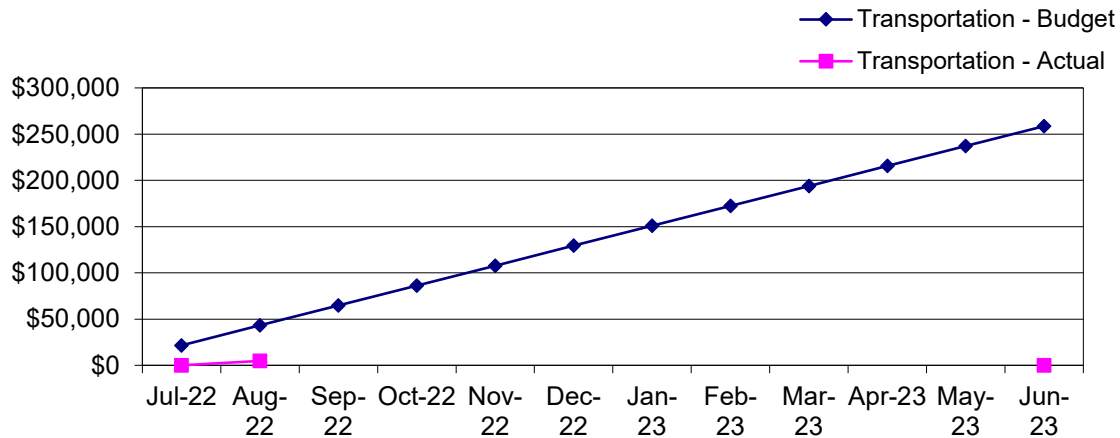
### FACILITY EXPENDITURES



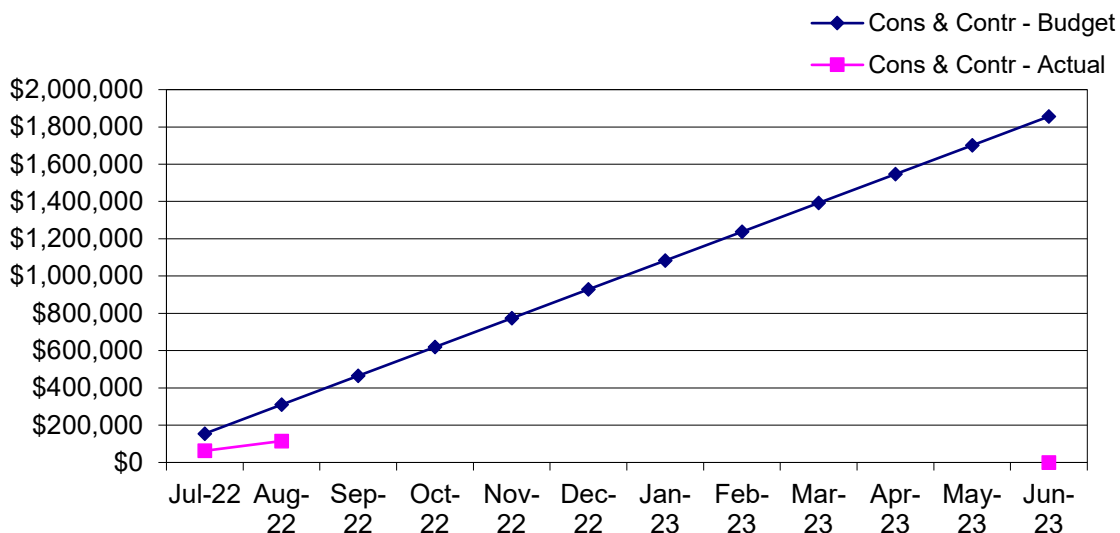
### EQUIPMENT & SUPPLIES EXPENDITURES



### TRANSPORTATION EXPENDITURES

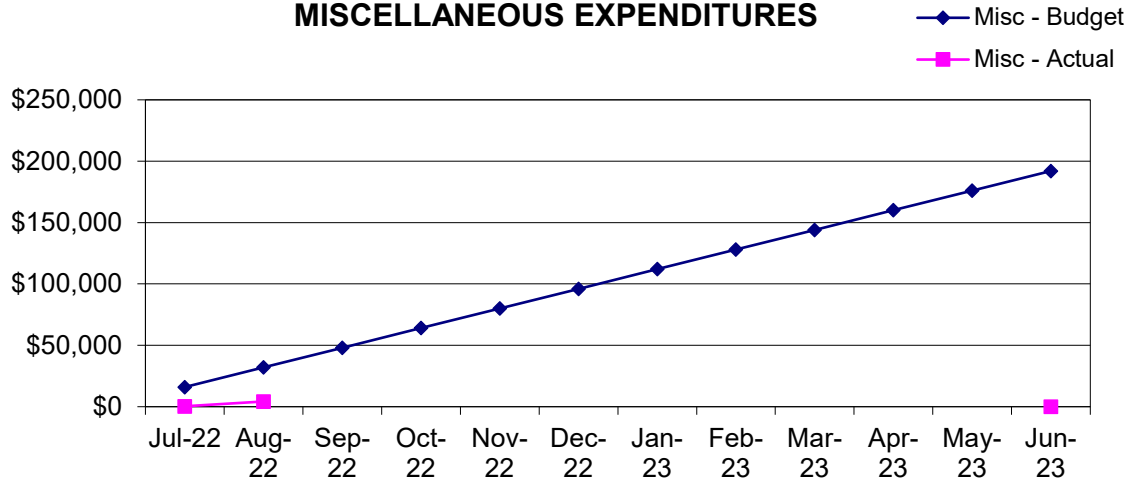


### CONSULTANT & CONTRACTUAL EXPENDITURES

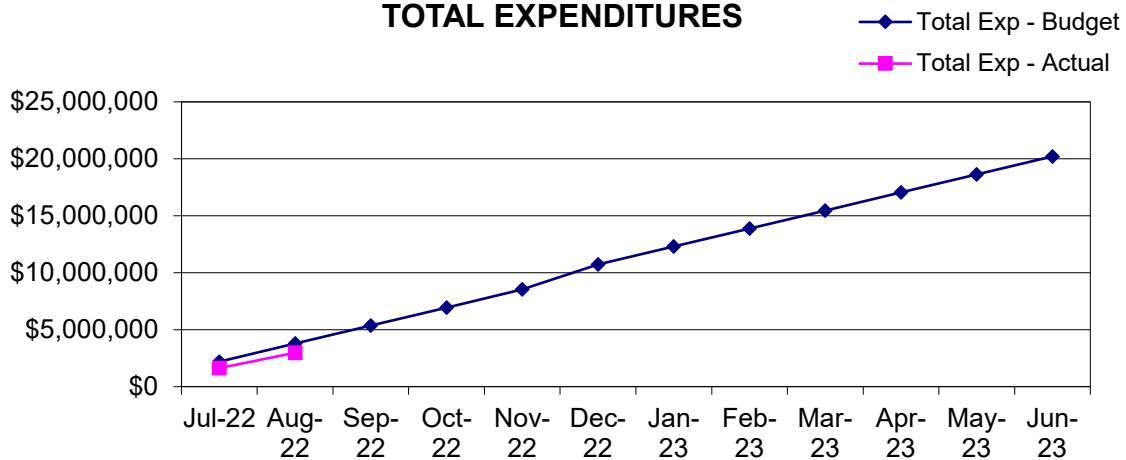


**YEAR TO DATE EXPENDITURES**  
as of  
**08/31/22**

**MISCELLANEOUS EXPENDITURES**



**TOTAL EXPENDITURES**



**TOTAL REVENUE & EXPENDITURES**

