

**COLONIAL BEHAVIORAL HEALTH
BOARD MEETING**

TIME: 4:00 p.m.

PLACE: Colonial Behavioral Health, 1657 Merrimac Trail, Williamsburg, VA 23185

DATE: March 1, 2022

BOARD MEMBERS PRESENT:

Ms. Rebecca Vinroot – James City County
Ms. Hazel Braxton – Williamsburg
Mr. Ryan Ashe – James City County
Mr. John Collins – York County
Ms. June Hagee – James City County
Ms. Wendy Evans - Williamsburg
Ms. Sheri Newcomb – York County
Ms. Kristen Nelson – York County

STAFF PRESENT:

Mr. David Coe
Ms. Marsha Obremski
Dr. Dan Longo
Ms. Anita Michalec
Ms. Kari Traver
Ms. Linda Butler
Ms. Chaenn Thomas
Mr. Keith German
Ms. Michelle Lakins-Waller

BOARD MEMBERS ABSENT:

Dr. Alfred Brassel – York County
Ms. Sherry Wharton – Poquoson
Ms. Crystal Howser - Poquoson

PUBLIC COMMENT:

None

CONSENT CALENDAR:

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

- Board of Directors Meeting of January 4, 2022
- Executive Committee Meeting of January 18, 2022
- Administration Committee Meeting of January 18, 2022
- Executive Committee Meeting of February 15, 2022
- Administration Committee Meeting of February 15, 2022

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

Quality Management: M. Lakins-Waller

Ms. Lakins-Waller, Quality and Compliance Officer provided a power point presentation on the CBH 2021 Annual Quality Management Report. Ms. Lakins-Waller noted the reporting time ranged from January 1, 2021 to December 31, 2021. Discussion.

Action Item A-1 was presented for approval of a Resolution honoring Ms. Kari Traver for her years of service and commitment to CBH.

Ms. Newcomb motioned to approve the Resolution as presented. Motioned seconded and passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Coe reported that the House Appropriations and Senate Finance Committees released their amendments to the Governor's Budget in February. Mr. Coe provided a summary and further details relating to those budgets as well as key legislative items. Discussion.

Mr. Coe noted that the State's Emergency Order for COVID-19 has been extended by Governor Youngkin until March 22, 2022. This extension allows CBH the flexibility to hold Board and committee meetings virtually. Therefore, meetings scheduled between now and March 22, 2022, may be held virtually and/or in person.

There being no further business to discuss, the meeting adjourned at 5: 16 p.m.



Sheri Newcomb, Secretary

AGENDA

COLONIAL BEHAVIORAL HEALTH BOARD MEETING March 1, 2022 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 January 4, 2022
 - Executive Committee Meeting of January 18, 2022
 - Administration Committee Meeting of January 18, 2022
 - Executive Committee Meeting of February 15, 2022
 - Administration Committee Meeting of February 15, 2022
- IV. Action Item:
A-1 Resolution Honoring Kari Traver - *D. Coe*
- V. Presentation:
Quality Management - *M. Lakins-Waller*
- VI. Executive Director's Report - *D. Coe*
- VII. 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.

PLACE: Colonial Behavioral Health, 1657 Merrimac Trail, Williamsburg, VA 23185

DATE: January 4, 2022

BOARD MEMBERS PRESENT:

Dr. Alfred Brassel - York County
Ms. Rebecca Vinroot – James City County
Mr. Ryan Ashe – James City County
Mr. John Collins – York County
Ms. June Hagee – James City County
Ms. Wendy Evans - Williamsburg
Ms. Sheri Newcomb – York County
Ms. Kristen Nelson – York County
Ms. Hazel Braxton – Williamsburg
Ms. Crystal Howser – Poquoson

BOARD MEMBERS ABSENT:

Ms. Sherry Wharton – Poquoson
Mr. Tal Vivian – York County

STAFF PRESENT:

Mr. David Coe
Ms. Marsha Obremski
Dr. Dan Longo
Ms. Anita Michalec
Ms. Kari Traver
Ms. Linda Butler
Ms. Chaenn Thomas
Ms. Leigh Carroll-Stump

GUEST:

Ms. Jamie VanBergen

PUBLIC COMMENT:

None

CONSENT CALENDAR:

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

- Services & Evaluation Committee Meeting of October 27, 2021
- Board of Directors Meeting of November 2, 2021
- Executive Committee Meeting of November 16, 2021

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

Introduction:

Ms. Chaenn Thomas was introduced, Ms. Thomas has been appointed as Acting Director of Human Resources for Colonial Behavioral Health.

Presentation: J. VanBergen

Mr. Coe introduced Ms. Jamie VanBergen. Ms. VanBergen is a member of the community and wished to share knowledge gained through her experience and involvement with the Crisis staff of Colonial Behavioral Health (CBH). She stated her background knowledge was limited at one time. However, situationally the insight she has gained is that CBH staff is very efficient and empathetic in a time of

need. She feels it is important this knowledge and information be shared in depth with all community members. This would provide a significant resource to all youth requiring services within the system. Ms. VanBergen donated \$2500 to be used to support Crisis Services for children and teenagers.

Ms. Hagee motioned that the \$2500 donation be earmarked for Crisis Services for children and teenagers. Motion seconded and passed unanimously.

Action Item A-1 was presented for approval of the Virginia Department of Rail and Public Transportation (DRPT) Grant, Title VI Plan. In order to receive funding through DRPT, grantees must adhere to all requirements which include approval of the Title VI Plan by the CBH Board of Directors. Discussion.

Ms. Evans made the motion to approve the Virginia Department of Rail and Public Transportation Title VI Plan as presented. Motion was seconded and passed unanimously.

Executive Committee Changes: A. Brassel

Dr. Brassel reported that John Kuplinski and Teresa Christin have resigned from the CBH Board of Directors. In lieu of these vacancies, the following Committee appointments have been made:

Vice-Chair	–	Rebecca Vinroot
Treasurer	–	Ryan Ashe
Secretary	–	Sheri Newcomb

Services & Evaluation Committee Discussion: R. Ashe

Mr. Ashe reported that the Services & Evaluation Committee met. He noted that the Committee discussed the committee's purpose, its function, and presentations. Information presented at the meetings is received by committee members alone and they felt it was important to share this knowledge and information with the entire Board. The Committee also noted the importance to advocate and enhance knowledge regarding services provided at CBH. Therefore, a proposal was made to schedule a presentation from the Services & Evaluation Committee at the regularly scheduled Board Meetings. Presentations would be kept short and time limited. Discussion.

Mr. Ryan motioned to have a presentation scheduled from the Services & Evaluation Committee each month at the regularly scheduled Board Meetings. Motion seconded and passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Coe reported that the Williamsburg Health Foundation released its Request for Information (RFI) concerning Integrated Primary Care and Behavioral Health Service delivery October 8, 2021. CBH has been invited to make a presentation of our response in February.

Mr. Coe reported that due to the ransomware attack on the Virginia Assembly operation, legislation being proposed in the upcoming session is inaccessible. It is unknown when this information will be available to the public.

Mr. Coe reported that Governor Northern released his biennial budget on 12/16/21. A summary of pertinent items was reviewed/discussed. It is anticipated that this budget will be amended significantly by Governor-Elect Youngkin.

There being no further business to discuss, the meeting adjourned at 5:14 p.m.


Dr. Alfred Brassel, Chair


Sheri Newcomb, Secretary



Meeting Minutes

Minutes of: Executive Committee Meeting Date: January 18, 2022

Present: Dr. Brassel, Rebecca Vinroot, Ryan Ashe, Sheri Newcomb, Hazel Braxton, Wendy Evans, David Coe, Keith German, Anita Michalec

Absent: None

1. Call to Order – The meeting was called to order at 4:00 p.m.
2. New Business

In-Person Board/Committee Meetings: Mr. Coe reported that a new 30-day Emergency Order related to the Omicron Variant was issued and is in effect until February 9th. There was discussion concerning this new order, the variables it presents, as well as the fact that Mr. Coe will be unable to attend the scheduled February Board Meeting. The committee made the following decisions:

- The February Board Meeting will be cancelled.
- Between Now and February 9th, Board committees may meet via Microsoft Teams. Currently only the Services & Evaluation Committee meeting is scheduled within that time, and the meeting will be held via Teams.
- Unless the Emergency Order is extended, all meetings will revert to in-person status effective February 10.

Updates from Richmond: The Virginia Association of Community Services Boards (VACSB) 2022 Bills of Note were distributed. The Bills of Note are VACSB's Budget Amendments (for funds that were not included in the outgoing governor's introduced budget). Mr. Coe provided an overview of the amendments and presented further information and details. Discussion.

3. Adjournment- The meeting adjourned at 4:32 p.m.
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Submitted by: Anita Michalec

Next Meeting

Date: February 15, 2022
Time: 4:00 p.m.
Location: McLaws Board Room



Meeting Minutes

Minutes of: Administration Committee Meeting Date: January 18, 2022
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Present: Dr. Brassel, Rebecca Vinroot, Ryan Ashe, Sheri Newcomb, Wendy Evans, David Coe, Keith German, Anita Michalec

Absent: None

1. Call to Order – The meeting was called to order at 4:32 p.m.
2. New Business

December 31, 2021 Financial Report: The December 31, 2021 Financial Reports were distributed and reviewed. Mr. German noted that although fees continue to remain low there was a slight increase this month. Discussion.

FY 23 Budget Update: Mr. German provided information relating to the FY 2023 Budget. Mr. German noted that all four local applications have been completed and submitted to the respective localities. The budget process is ongoing, meetings have been scheduled and final projections will be made once notification has been received regarding total state funding. Discussion.

FY 21 Financial Audit: The FY 21 Financial Audit Report was distributed and reviewed. Mr. German highlighted various components of the information provided. CBH contracted with Robinson, Farmer, Cox Associates to perform this audit. Discussion.

Ms. Vinroot motioned to accept the 2021 CBH Audit Report as submitted by Robinson, Farmer, Cox Associates. The motion was seconded and carried unanimously.

3. Adjournment- The meeting adjourned at 5:10 p.m.
-

Submitted by: Anita Michalec

Next Meeting

Date: February 15, 2022
Time: 4:00 p.m.
Location: McLaws Board Room



Meeting Minutes

Minutes of: Executive Committee Meeting Date: February 15, 2022
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Present: Dr. Brassel, Rebecca Vinroot, Ryan Ashe, Sheri Newcomb, Hazel Braxton, David Coe, Keith German, Anita Michalec, Chaenn Thomas

Absent: None

1. Call to Order – The meeting was called to order at 4:25 p.m.
2. New Business

Legislative Update: Mr. Coe distributed a handout, CBH Bills of Interest from the 2022 General Assembly Session. Mr. Coe reviewed the information and provided additional input relating to the various bills and their disposition. Discussion.

CBH Bylaws Review – Process Discussion: The CBH ByLaws are to be periodically reviewed and updated. Mr. Coe outlined the current review process and solicited input regarding the process and/or any recommendations. Discussion. The CBH ByLaws will be forwarded to Committee members and further discussed at the next meeting.

Board Member Vacancies: Mr. Coe noted that currently there are three vacancies on the Board. James City County and York County are actively working to fill the appointments. It is anticipated that the vacancies will be filled within the next few weeks. Discussion.

WHF Integrated Care RFI Process: Mr. Coe reported that CBH in collaboration with Riverside Health System presented a proposal to the Williamsburg Health Foundation in response to their Integrated Care RFI on February 3, 2022. There has been no response regarding the proposal or the RFI process. Discussion.

Items for March BOD Meeting: The March Board Meeting was discussed. Mr. Coe solicited input and inquired if there were any additional items to be added to the agenda. The agenda will include the Services & Evaluation presentation and Kari Traver's Retirement Resolution, as well as the standard reports.

3. Adjournment- The meeting adjourned at 5:34 p.m.
-

Submitted by: Anita Michalec

Next Meeting

Date: March 15, 2022

Time: 4:00 p.m.

Location: McLaws Board Room



Meeting Minutes

Minutes of: Administration Committee Meeting Date: Feb 15, 2022
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Present: Dr. Brassel, Rebecca Vinroot, Ryan Ashe, Sheri Newcomb, Wendy Evans, Hazel Braxton, David Coe, Keith German, Anita Michalec, Chaenn Thomas

Absent: None

1. Call to Order – The meeting was called to order at 4:00 p.m.

2. New Business

January 31, 2022 Financial Report: The January 31, 2022 Financial Reports were distributed and reviewed. Mr. German provided additional information and noted that fee revenue remains a concern. However; once the new billing system is fully up to speed it is anticipated this will have a positive impact on fee generation. Discussion.

3. Adjournment- The meeting adjourned at 4:25 p.m.

Submitted by: Anita Michalec

Next Meeting

Date: March 15, 2022

Time: 4:00 p.m.

Location: McLaws Board Room

Action Item A-1

Resolution Honoring Kari Traver Upon Her Retirement

Background

After almost 27 years of continuous employment, CBH Director of Information Services Kari Traver has announced her retirement from Colonial Behavioral Health.

It is of note that Kari has been a part of CBH for just over 30 years, but was originally employed by the former DMHMRSAS (now DBHDS) while located at CBH.

Kari's retirement on April 1, 2022, will mark one of the most impactful retirements in CBH's history. Her expertise, planning acumen and vision will be greatly missed.

This Resolution is presented to the Board for consideration and adoption.

Requested Action

That the CBH Board of Directors adopt this Resolution honoring Kari Traver upon her retirement.

**Honoring
Kari G. Traver
On Her Retirement**

WHEREAS, Kari G. Traver, CBH Director of Information Services, will retire after almost twenty-seven years of outstanding and meritorious service to Colonial Behavioral Health and to the community; and

WHEREAS, Kari began her career with Colonial Behavioral Health on May 1, 1995, as Management Information Systems (MIS) Manager, advancing to the position of MIS Coordinator in 2002 and assuming the position of Information Systems Coordinator in 2004; and

WHEREAS, as a result of continued diligent work and demonstrated ability, Kari was promoted to become Chief Information Officer in 2008, and then promoted to her current position of Director of Information Services in 2015; and

WHEREAS, during Kari's tenure and under her leadership, Colonial Behavioral Health has remained among Virginia's CSB leaders in technological development and innovation through superior planning and implementation strategies that have enabled CBH to implement two electronic health records and innumerable other improvements in the areas of technology, development and communications; and

WHEREAS, in recognition of her skills, professionalism, and commitment to Colonial Behavioral Health and our community, we are proud of having served with her prior to and during her tenure on the CBH Leadership Team where she served from 2015 until her retirement; and

WHEREAS, throughout her many years of service, Kari has served the people of our community and across the Commonwealth of Virginia with excellence and dedication, providing exemplary leadership within her areas of responsibility with dedication and consistent support to her staff and peers; Therefore, be it

RESOLVED, that we, the Members of the Board, do hereby extend to Kari Traver, Director of Information Services, our sincere and grateful appreciation for her dedicated service to Colonial Behavioral Health, our congratulations on her well-earned retirement, and our best wishes to for continued success, happiness, and good health in the years to come.

Approved and adopted the 1st day of March 2022. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Colonial Behavioral Health Board of Directors.



Chair, Colonial Behavioral Health Board of Directors

COLONIAL BEHAVIORAL HEALTH

Executive Director's Report – March 2022

Agency Issues

1. We are continuing to recruit for our vacant Human Resource positions. We are pleased to report that a new HR Generalist is scheduled to begin work with us during the month of March.
2. Recruitment for our Director of Information Services is underway. Dawn Wilborn will become our Acting Director, while Development and Communications staff will report to the Executive Director until a new structure is put into place.
3. Staffing challenges continue across most industries, and human services is certainly included. We continue to have difficulty recruiting several direct service positions, which has a corresponding impact on our ability to serve as many individuals as needed.

Community Issues

1. CBH partnered with Riverside Health System to make a proposal to the Williamsburg Health Foundation on February 3rd in response to their Integrated Care RFI. We have learned that the Foundation's board will consider next steps in this process on March 4th. There has been no other communication regarding this process.
2. Marcus Alert planning is underway, with formation of the community's Stakeholder Group complete and with meetings also having begun. Changes to the process are being made in the General Assembly at this time, which will (at a minimum) allow a longer time frame for planning.
3. The Commonwealth has reportedly awarded the surplus property that was formerly Eastern State Hospital to a developer. At the time this report is being written, still no announcement has been regarding the identity of the winning bidder. (Repeated from previous report.)

Regional Issues

1. Eastern State Hospital admissions have been partially reopened, as have most state facilities. However, the number of available beds remains diminished from previous levels by a count of 212, and admissions are only allowed as current patients are discharged.
2. Riverside has received state and local government funding to create a Partial Hospitalization program in the Hampton-Newport News area. Funding for this expansion was provided by DBHDS, and support is reportedly also being provided by the local governments. It is expected that Riverside will also expand their outpatient behavioral health services in the area as well.

Public Policy

1. We have a new DBHDS Commissioner, Nelson Smith. Initial discussions with Commissioner Smith have been refreshing in tone and style – a welcome change. Another positive is that both the new Commissioner and Virginia HHR Secretary see workforce issues as their top priority.
2. The House Appropriations and Senate Finance Committees each released their amendments to the Governor's Budget on February 20th. A summary of those budgets (as well as key legislative items) will be available as an attachment to this report prior to this Board's March meeting.
3. Many significant bills in this year's General Assembly session focused once again on our state's crisis response system, many of those bills in direct response to the DBHDS closure of state hospitals during parts of 2021 (and the ongoing admission challenges).

Respectfully submitted,
David A. Coe



YEAR TO DATE REVENUES AND EXPENDITURES
as of
January 31, 2022

REVENUE

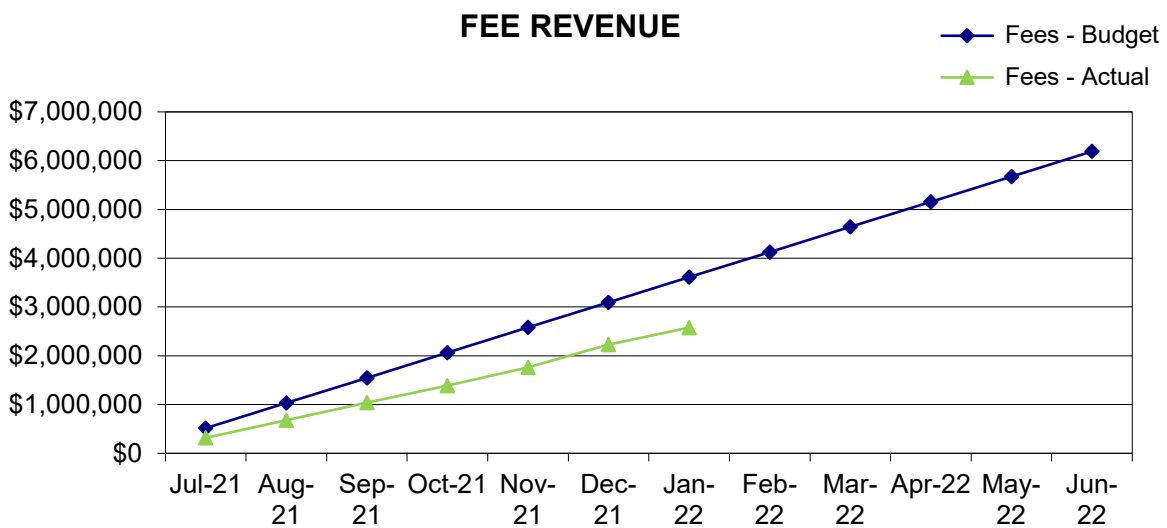
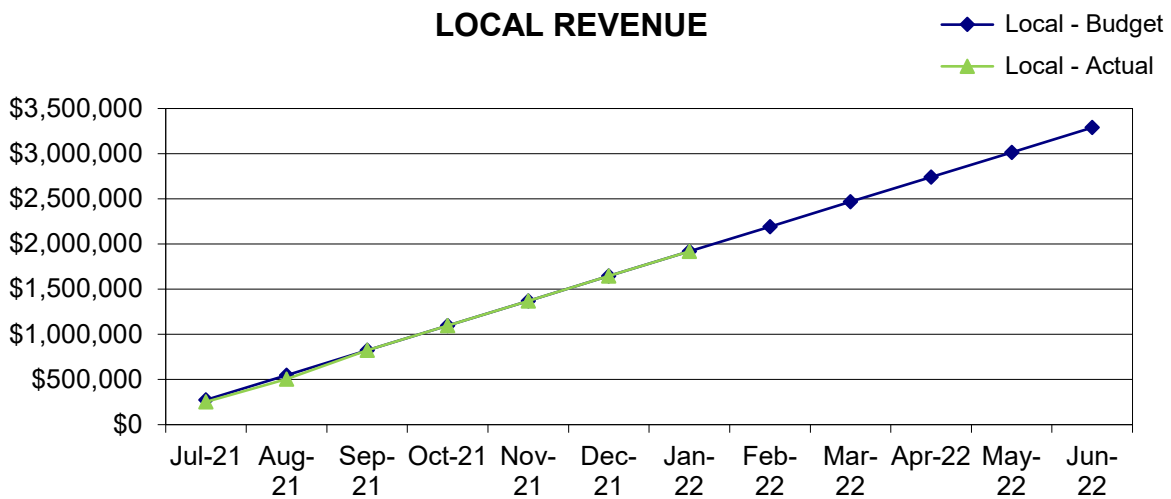
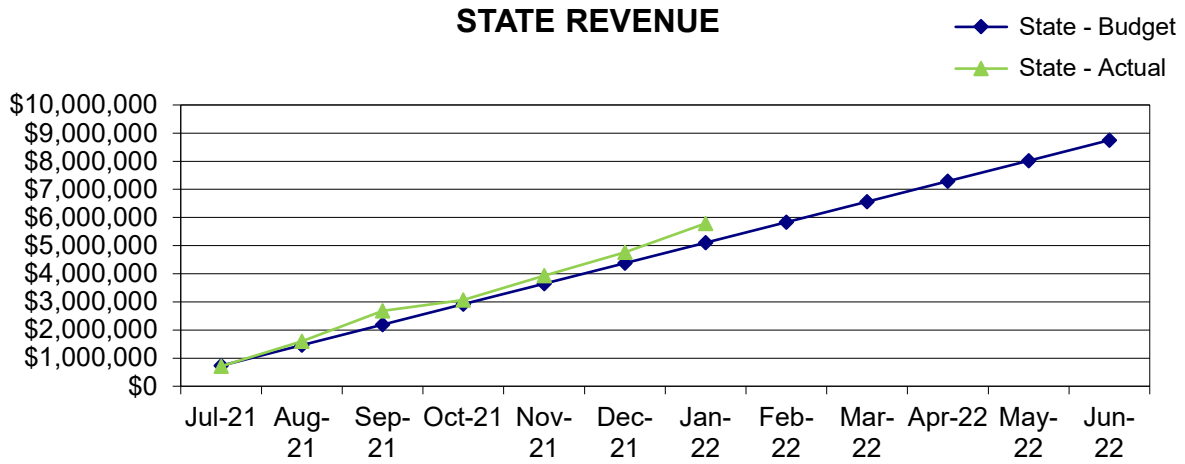
CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 8,748,766	\$ 5,789,940	\$ 5,103,447	113%	\$ 686,493
Local	\$ 3,289,000	1,918,582	1,918,583	100%	\$ (1)
Fees	\$ 6,189,217	2,577,857	3,610,377	71%	\$ (1,032,520)
Grants/Other	\$ 637,327	363,797	371,774	98%	\$ (7,977)
Total Revenue	\$ 18,864,310	\$ 10,650,176	\$ 11,004,181	97%	\$ (354,005)

EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 14,741,898	\$ 8,374,545	\$ 9,071,937	92%	\$ 697,392
Staff Development	\$ 76,661	35,986	44,719	80%	8,733
Facility	\$ 1,107,940	428,720	646,298	66%	217,578
Equipment and Supplies	\$ 743,434	362,634	433,670	84%	71,036
Transportation	\$ 258,787	35,938	150,959	24%	115,021
Consultant and Contractual	\$ 1,829,900	1,002,738	1,067,442	94%	64,704
Miscellaneous	\$ 105,690	24,393	61,653	40%	37,260
Total Expenditures	\$ 18,864,310	\$ 10,264,954	\$ 11,476,678	89%	\$ 1,211,724
Operating Margin	\$ -	\$ 385,222	\$ (472,497)	4%	\$ 857,719

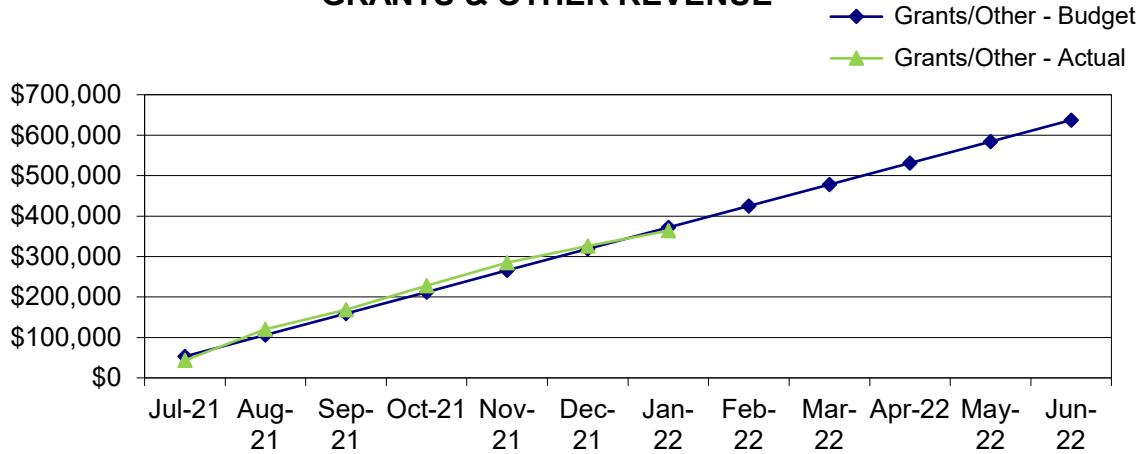
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

YEAR TO DATE REVENUES
as of
01/31/22

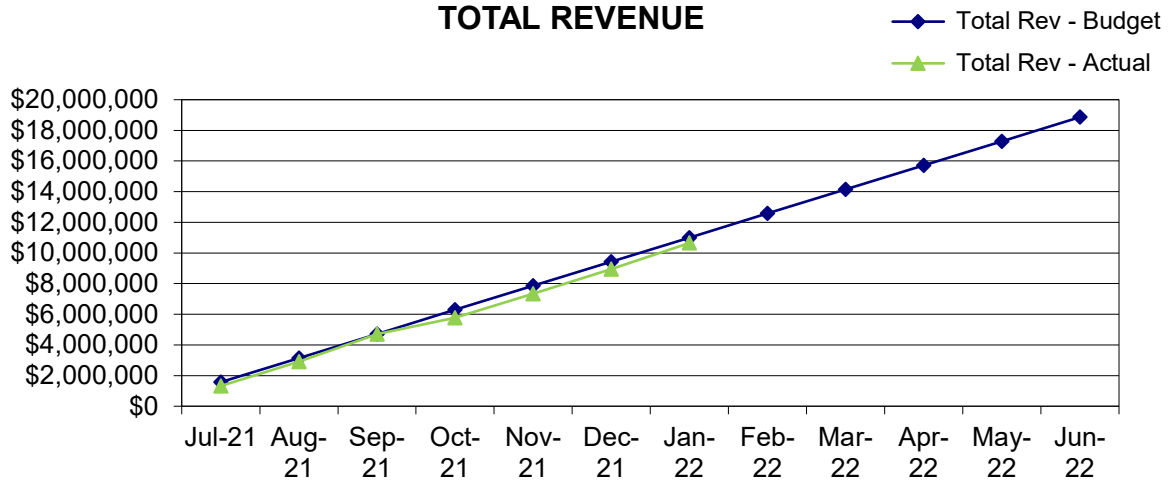


YEAR TO DATE REVENUES
as of
01/31/22

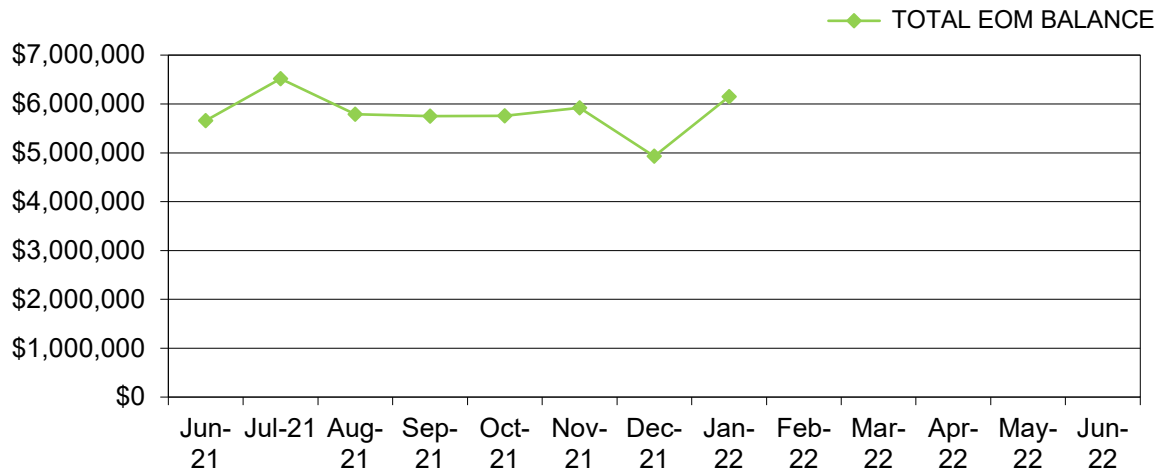
GRANTS & OTHER REVENUE



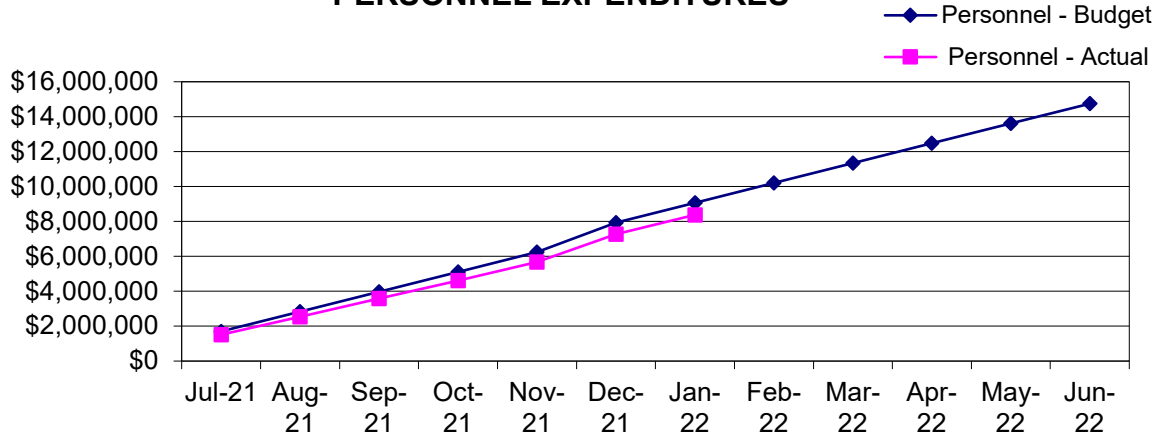
TOTAL REVENUE



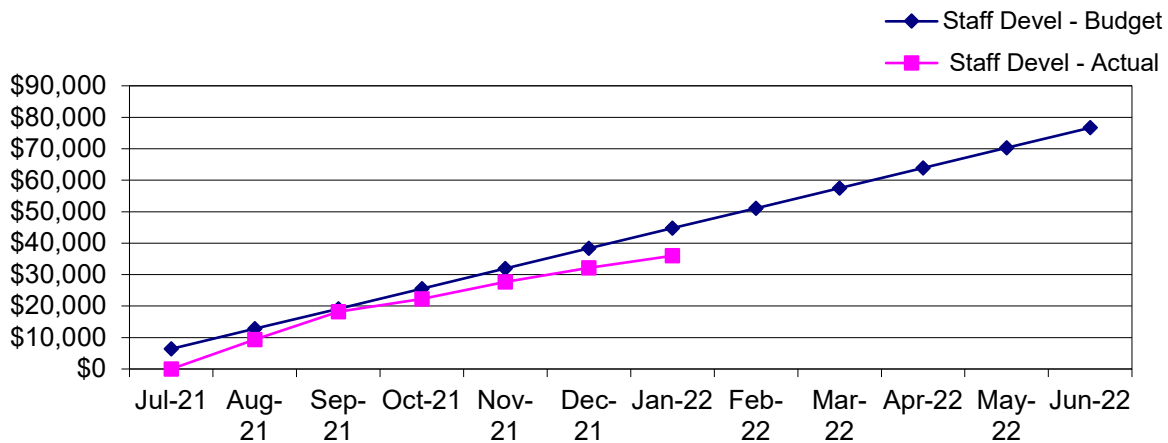
CASH & INVESTMENTS BALANCE



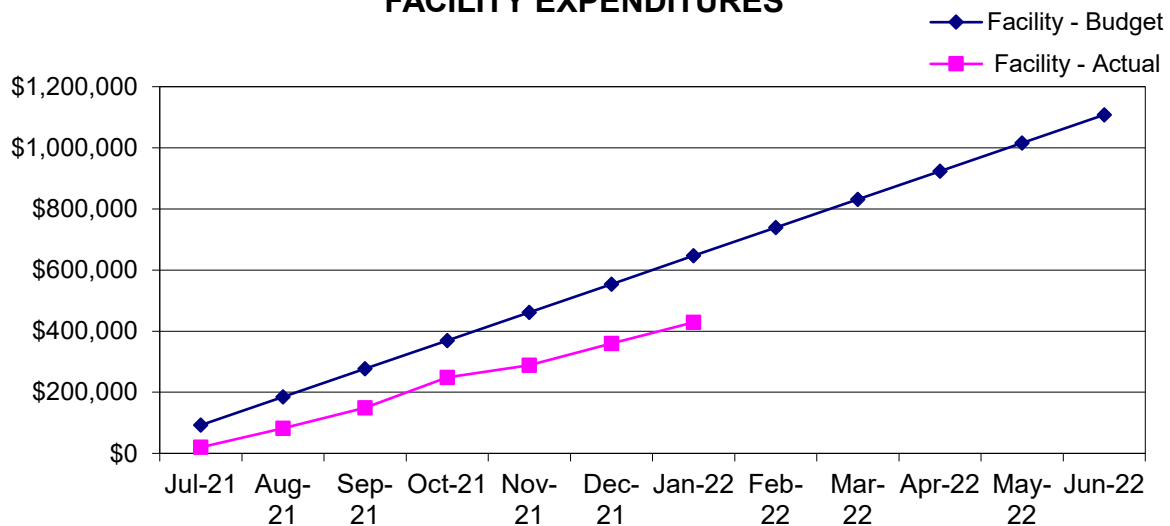
PERSONNEL EXPENDITURES



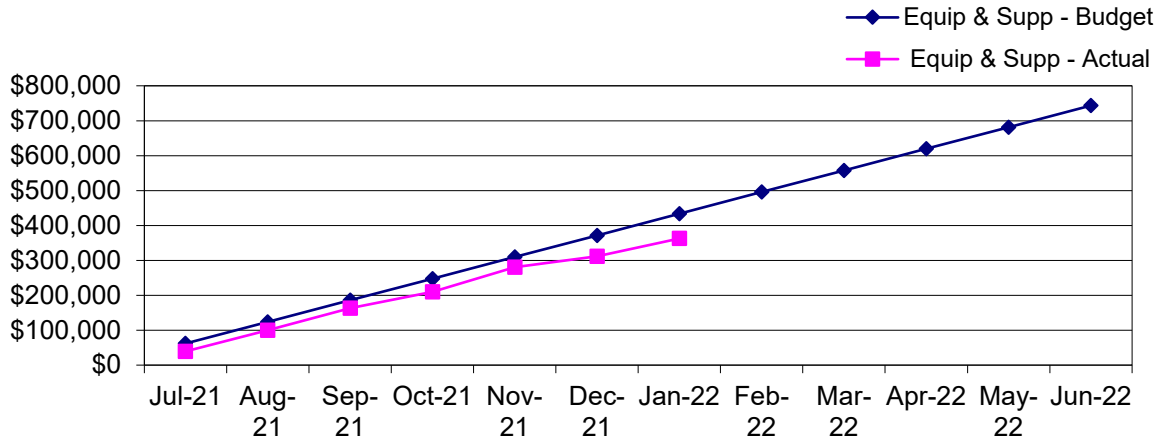
STAFF DEVELOPMENT EXPENDITURES



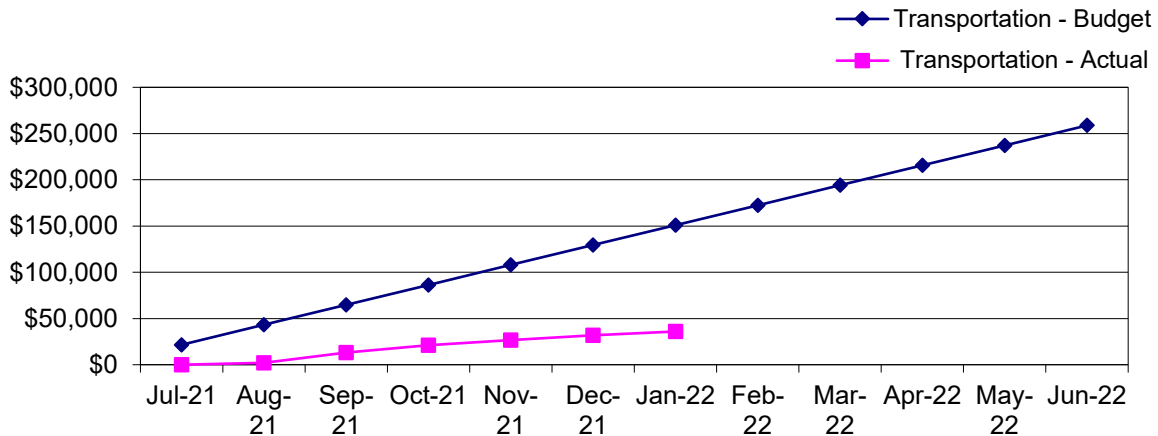
FACILITY EXPENDITURES



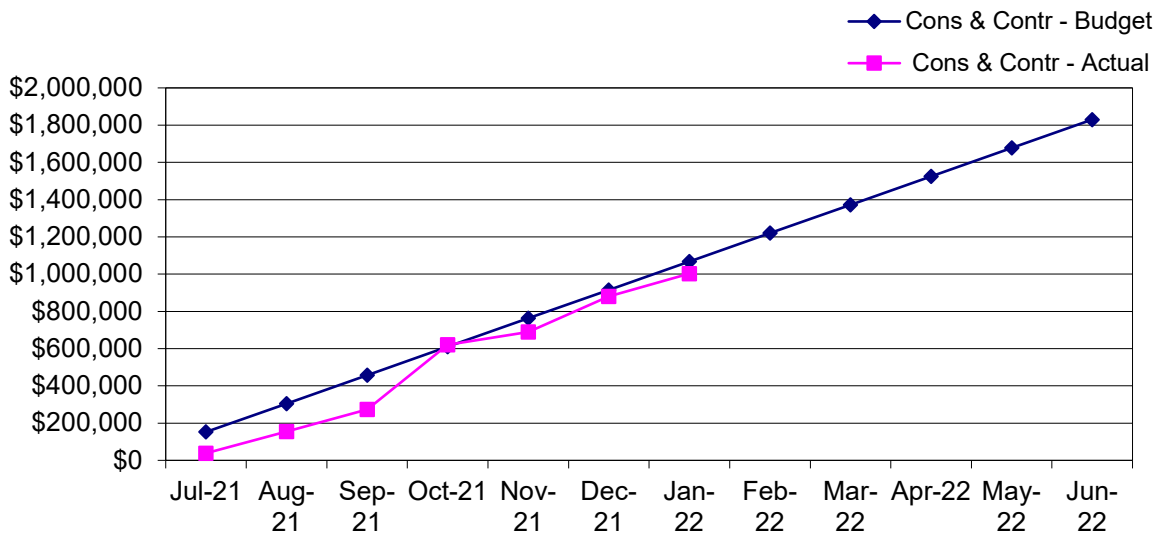
EQUIPMENT & SUPPLIES EXPENDITURES



TRANSPORTATION EXPENDITURES

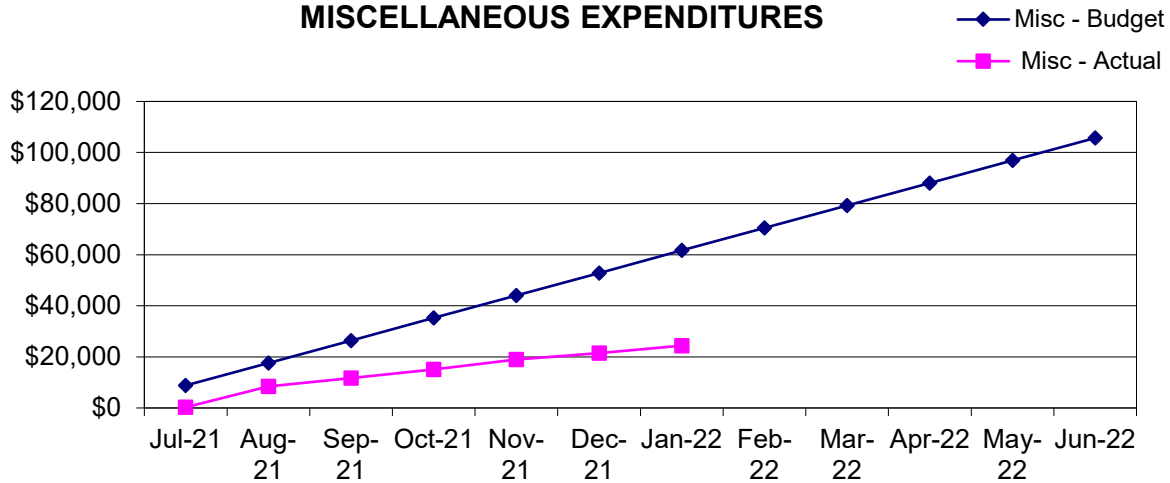


CONSULTANT & CONTRACTUAL EXPENDITURES

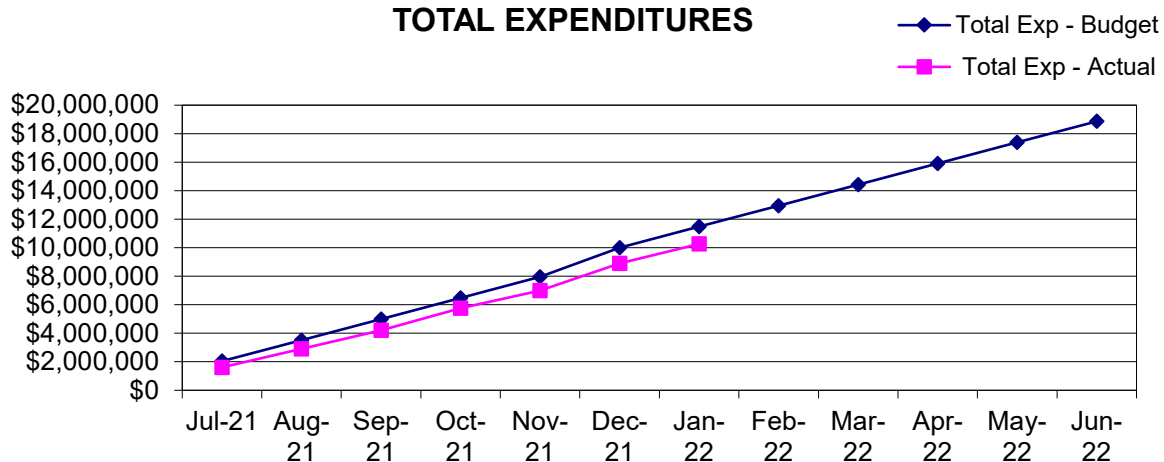


YEAR TO DATE EXPENDITURES
as of
01/31/22

MISCELLANEOUS EXPENDITURES



TOTAL EXPENDITURES



TOTAL REVENUE & EXPENDITURES

