

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**TIME:** 4:00 p.m.

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

**DATE:** November 2, 2021

**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. Terry Christin – James City County  
Mr. Tal Vivian – York County  
Dr. Baljit Gill – York County

**STAFF PRESENT:**

Mr. David Coe  
Ms. Marsha Obremski  
Dr. Dan Longo  
Ms. Anita Michalec  
Mr. Keith German

**BOARD MEMBERS ABSENT:**

Ms. Kristen Nelson – York County  
Ms. Crystal Howser - Poquoson  
Ms. Hazel Braxton - Williamsburg  
Mr. John Kuplinski – James City County  
Ms. Sherry Wharton - Poquoson

**PUBLIC COMMENT:**

None

**Introduction of New Board Member:**

Dr Brassel introduced Mr. John Collins to Board members. Mr. Collins was appointed to serve on the CBH Board of Directors as a representative for the County of York.

**CONSENT CALENDAR:**

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

- Board of Directors Meeting of October 5, 2021

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

**Action Item A-1** was presented for approval of a Resolution honoring Ms. Debbie Townsend-Pittman for her years of service and commitment to CBH.

Dr. Gill motioned to approve the Resolution as presented. Motioned seconded and passed unanimously.

**CLOSED SESSION:**

Mr. Vivian moved that a closed meeting of the Board be held as permitted under the Code of Virginia section 2.2-3711. A.16, to discuss the following matter:

- Results to date and potential impact of the Colonial Behavioral Health COVID-19 Vaccination Policy.

The motion was seconded by Dr. Gill.

At 4:06 p.m., the Board entered Closed Session.

At 4:50 p.m., the Board reconvened into Open Session.

Dr. Brassel moved to certify the Closed Session. Members were polled to certify only matters covered in the motion for closed session were discussed. The vote was AYE: 10, NAY: 0

**CERTIFICATION OF CLOSED MEETING:**

WHEREAS, the CBH Board of Directors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-37.12 of the Code of Virginia requires a certification by the Committee that such meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the CBH Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the CBH Board of Directors.

**Williamsburg Health Foundation RFI: D. Coe**

Mr. Coe reported that the Request for Information (RFI) relating to Primary Care and Behavioral Health service delivery was released by the Williamsburg Health Foundation on October 8, 2021. Mr. Coe provided further details and an overview of the request. It was noted that responses to the RFI are due by December 3, 2021. Discussion.

**EXECUTIVE DIRECTOR'S REPORT:**

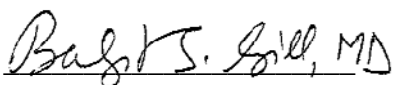
The Executive Directors Report was provided in writing and distributed to Board Members.

Mr. Coe reported that preliminary results of the facility study conducted by the architectural firm, Crabtree, Rohrbaugh, & Associates is due to be completed by the end of the month. Once received, a presentation will be provided to Board members at the next scheduled meeting.

Mr. Coe noted that recruitment efforts for vacant Human Resource positions are ongoing. An offer has been extended for the advertised Human Resource Generalist. The offer was accepted. Interviews for the HR Director position have been scheduled. It is expected that this process will be concluded by the end of the week.

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

  
Dr. Alfred Brassel, Chair

  
Dr. Baljit Gill, Secretary

## **AGENDA**

### COLONIAL BEHAVIORAL HEALTH

#### BOARD MEETING

November 2, 2021

4:00 P.M.

- I. Welcome and Call to Order
- II. Public Comment
- III. New Board Member Introduction - *A. Brassel*
- IV. Consent Calendar  
Approval of Minutes – Consider approval of the following meeting minutes:
  - Board of Directors Meeting of October 5, 2021
- V. Action Item:  
A-1 Resolution Honoring Debbie Townsend-Pittman - *D. Coe*
- VI. Discussion Items:
  - a. CBH COVID-19 Vaccination Policy - *D. Coe*
  - b. Williamsburg Health Foundation RFI - *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.

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

**DATE:** October 5, 2021

### **BOARD MEMBERS PRESENT:**

Dr. Alfred Brassel - York County  
Ms. Rebecca Vinroot – James City County  
Dr. Baljit Gill – York County  
Ms. Hazel Braxton – Williamsburg  
Ms. June Hagee – James City County  
Ms. Wendy Evans - Williamsburg  
Ms. Crystal Howser – Poquoson  
Ms. Sheri Newcomb – York County  
Ms. Kristen Nelson – York County

### **BOARD MEMBERS ABSENT:**

Ms. Sherry Wharton – Poquoson  
Ms. Terry Christin – James City County  
Mr. John Kuplinski – James City County  
Mr. Ryan Ashe – James City County  
Mr. Tal Vivian – York County

### **STAFF PRESENT:**

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

### **PUBLIC PRESENT:**

Delegate Amanda Batten  
Dayle Brittain  
Pat Evers, League of Women Voters

### **PUBLIC COMMENT:**

The Honorable Amanda Batten, Delegate representing the 96<sup>th</sup> District, presented Colonial Behavioral Health (CBH) with House Joint Resolution No. 621 passed by the 2021 General Assembly in honor of CBH's 50<sup>th</sup> Anniversary. Delegate Batten commended CBH representatives and staff for their dedication and service.

### **CONSENT CALENDAR:**

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

- Board of Directors Meeting of September 7, 2021
- Public Awareness Committee Meeting of September 15, 2021
- Executive Committee Meeting of September 21, 2021
- Administration Committee Meeting of September 21, 2021
- Services & Evaluation Committee Meeting of September 22, 2021
- CBH COVID-19 Vaccination Policy & Action Item

Ms. Howser requested the September Board of Directors Minutes be pulled from the Consent Calendar. Discussion.

Dr. Gill motioned to approve the September Board of Directors Minutes with corrections reflecting Ms. Crystal Howser as a representative for the City of Poquoson. The motion was seconded and passed unanimously.

Ms. Braxton motioned to approve the Consent Calendar excluding the September Board Minutes. The motion seconded and passed unanimously.

**Annual FOIA Training:**

FOIA Pamphlets were distributed to Board members and reviewed. Mr. Coe also provided further information relating to FOIA guidelines as required by State Code.

**Action Item A-1** was presented for approval of the Legislative Priorities as endorsed by the Public Awareness Committee. Discussion.

Dr. Gill motioned to approve the CBH Legislative Priorities for the 2022 Session of the General Assembly as presented. The motion was seconded and passed unanimously.

**Services & Evaluation Committee Role: T. Christin** - Postponed.

**HMA Study & Integrated Care: D. Coe**

Mr. Coe provided an update relating to the HMA Study. Mr. Coe reported that the Williamsburg Health Foundation announced intentions to release a Request for Information (RFI) to procure fully integrated primary care/behavioral health services in the Greater Williamsburg area. Details/requirements relating to the RFI are currently unknown. The RFI is expected during the first week in October with a 6-week turnaround time for responses. Discussion.

**EXECUTIVE DIRECTOR'S REPORT:**

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


Mr. Coe reported that CBH Prevention Services and the Historic Triangle Drug Prevention Coalition (HTDPC) partnered to raise suicide awareness with four local pizza restaurants. Each of the jurisdictions were represented. The campaign comprised of a custom pizza box design, which included the National Suicide Awareness Prevention Lifeline, Veteran Crisis Line and Crisis Text Line, and the dissemination of 4,000 boxes, free of charge to the restaurants. Two additional restaurants agreed to distribute suicide awareness fliers during the campaign and some participating restaurants offered to post suicide awareness messages on their Facebook page and website.

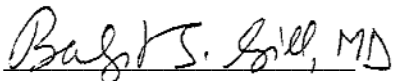
Mr. Coe reported that the facility study being conducted by the architectural firm, Crabtree, Rohrbaugh, & Associates has begun. Initial tours and interviews have been completed. This study is a prerequisite for ESH surplus property planning and recommendations are projected for completion in November.

Discussion was held relating to the information presented at today's meeting and the importance of information for continued presentation at the next Board meeting. It was recommended that Board members be polled for attendance at the November Board Meeting.

Ms. Hagee motioned to have Board members polled for attendance at the November Board meeting. The motion was seconded and carried unanimously.

There being no further business to discuss, the meeting adjourned at 5:38 p.m.

  
Dr. Alfred Brassel, Chair

  
Dr. Baljit Gill, Secretary

**Action Item A-1**

**Resolution Honoring Debbie Townsend-Pittman  
Upon Her Retirement**

**Background**

After more than 39 years of continuous employment, CBH Director of Rehabilitative Services Debbie Townsend-Pittman has announced her retirement from Colonial Behavioral Health.

Debbie's retirement on December 1, 2021, will mark one of the most significant retirements in CBH's history. Her expertise, consistency and managerial skills will be missed in many ways.

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

**Requested Action**

That the CBH Board of Directors adopt this Resolution honoring Debbie Townsend-Pittman upon her retirement.



**Honoring  
Debbie Townsend-Pittman  
On Her Retirement**

WHEREAS, Debbie Townsend-Pittman, CBH Director of Rehabilitative Services, will retire after more than thirty-nine years of outstanding and meritorious service to Colonial Behavioral Health and to the community; and

WHEREAS, Debbie began her career with Colonial Behavioral Health on August 16, 1982, as an Independent Living Skills Instructor, advancing to the position of Rehabilitative Services Coordinator in 1985 and to the position of Mental Retardation Adult Services Coordinator in 1988; and

WHEREAS, as a result of continued diligent work and demonstrated ability, Debbie was promoted to become Director of Community Services in 2006, then assumed the roles of Director of Community Integration in 2008 and her current position of Director of Rehabilitative Services in 2009; 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 during her tenure on the CBH Leadership Team where she served from 2006 until her retirement; and

WHEREAS, throughout her many years of service, Debbie has served the people of our community and across the Commonwealth of Virginia with excellence and dedication, providing exemplary leadership within her many 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 Debbie Townsend-Pittman, Director of Rehabilitative 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 2<sup>nd</sup> day of November 2021. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Colonial Behavioral Health's Board of Directors.

  
Chair, Colonial Behavioral Health Board of Directors

## **DISCUSSION ITEM**

### **CBH COVID-19 VACCINATION POLICY**

The CBH Board Executive Committee voted to enact the Colonial Behavioral Health COVID-19 Vaccination Policy on September 21, 2021. The policy was announced the following day. The CBH Board confirmed the action of Executive Committee in the October Board meeting.

Staff are expected to be vaccinated by November 15, 2021 or face disciplinary action, up to and including termination from employment. Per federal regulation and law, qualifying medical and religious exemptions must be considered when requested by employees.

The situation regarding employee vaccination status is changing daily. The Board will receive a report in this meeting regarding that status as of November 2, 2021, as well as the potential impacts upon CBH programs and operations as they become clearer.

Depending on the situation at the time, and based on the nature of the resulting discussion, a closed session may be proper for this item.

**COLONIAL BEHAVIORAL HEALTH**  
**Executive Director's Report – November 2021**

**Agency Issues**

1. We are continuing to recruit for our vacant Human Resource positions. We succeeded in filling one position and are interviewing other candidates for remaining positions. We hope to be able to report additional results at the time of the meeting.
2. The Facility Study we have discussed as a prerequisite for ESH surplus property planning is underway. Preliminary recommendations from the architectural firm (Crabtree, Rohrbaugh & Associates) should be finalized by Thanksgiving. A presentation from our architectural firm is currently planned for the December meeting.
3. The new CBH COVID-19 Vaccination Policy was successfully announced on September 22<sup>nd</sup>. An update on progress and feedback received will be provided in the Board meeting to assure the timeliness of information available, as well as potential impact on some agency programs.

**Community Issues**

1. The Williamsburg Health Foundation released its Request for Information (RFI) regarding Integrated Primary Care/BH service delivery on October 8<sup>th</sup>. Responses are due by December 3<sup>rd</sup>.
2. Marcus Alert planning is underway, with formation of the local Stakeholder Group currently under discussion. CBH has been requested to facilitate planning for our four jurisdictions in preparing for this very large effort. Our community plan must be submitted by 6/30/2022.
3. Our 50<sup>th</sup> Anniversary Celebration's in-person event has been rescheduled for December 6, 2022 (in our 51<sup>st</sup> year). CBH staff continue to work developing the CBH agency video, which will be used to help with our planned celebration process for the 50<sup>th</sup> anniversary and beyond.
4. 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.

**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, and admissions are only allowed as current patients are discharged. Therefore, the challenges remain significant for Emergency Services staff, as well as for law enforcement and hospital ER personnel.

**Public Policy**

1. We continue to struggle with our state administration's inability to balance the needs of the state facilities with the needs of the community system. A central theme of the VACSB's message for the upcoming 2022 General Assembly is the request that every dollar spent on the hospital system be matched in the community system and vice versa.
2. Depending on the results of today's election, we may experience a significant change in state policy related to CSB services and support for those dealing with mental illness, substance use disorders and developmental disabilities.
3. Governor Northam is currently scheduled to release his final biennial budget on 12/16/2021. His budget will be amended significantly by a new Governor, so a very active session is expected.

Respectfully submitted,  
David A. Coe



**YEAR TO DATE REVENUES AND EXPENDITURES**  
as of  
**September 30, 2021**

**REVENUE**

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 8,748,766	\$ 2,673,524	\$ 2,187,192	122%	\$ 486,333
Local	\$ 3,289,000	822,250	822,250	100%	\$ -
Fees	\$ 6,189,217	1,040,662	1,547,304	67%	\$ (506,642)
Grants/Other	\$ 637,327	168,200	159,332	106%	\$ 8,868
Total Revenue	\$ 18,864,310	\$ 4,704,636	\$ 4,716,078	100%	\$ (11,442)

**EXPENDITURES**

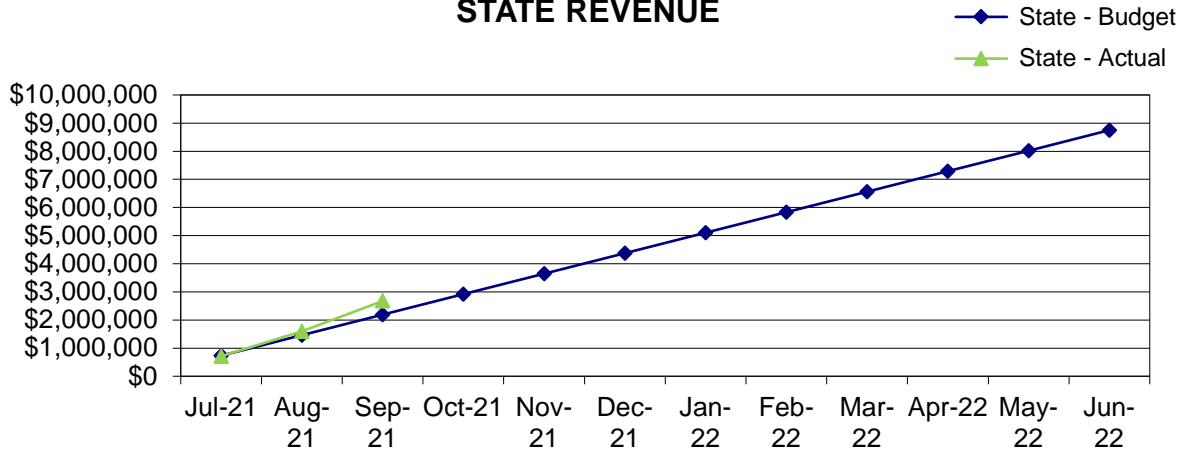
CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 14,741,898	\$ 3,588,288	\$ 3,968,973	90%	\$ 380,685
Staff Development	\$ 76,661	18,235	19,165	95%	930
Facility	\$ 1,107,940	149,603	276,985	54%	127,382
Equipment and Supplies	\$ 743,434	163,181	185,859	88%	22,678
Transportation	\$ 258,787	13,301	64,697	21%	51,396
Consultant and Contractual	\$ 1,829,900	273,000	457,475	60%	184,475
Miscellaneous	\$ 105,690	11,684	26,423	44%	14,739
Total Expenditures	\$ 18,864,310	\$ 4,217,292	\$ 4,999,576	84%	\$ 782,284

Operating Margin	\$ -	\$ 487,344	\$ (283,498)	10%	\$ 770,842
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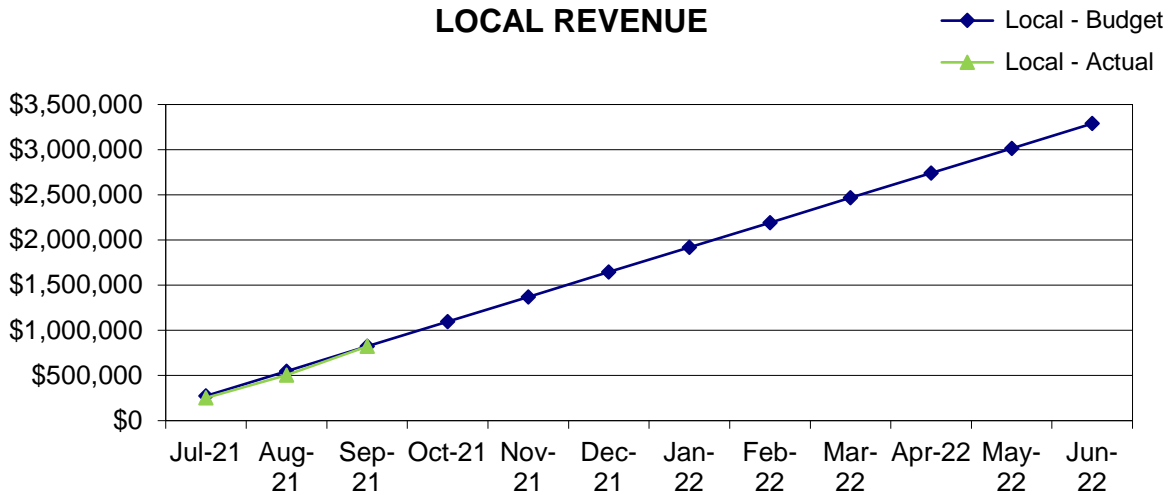
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

**YEAR TO DATE REVENUES**  
as of  
**09/30/21**

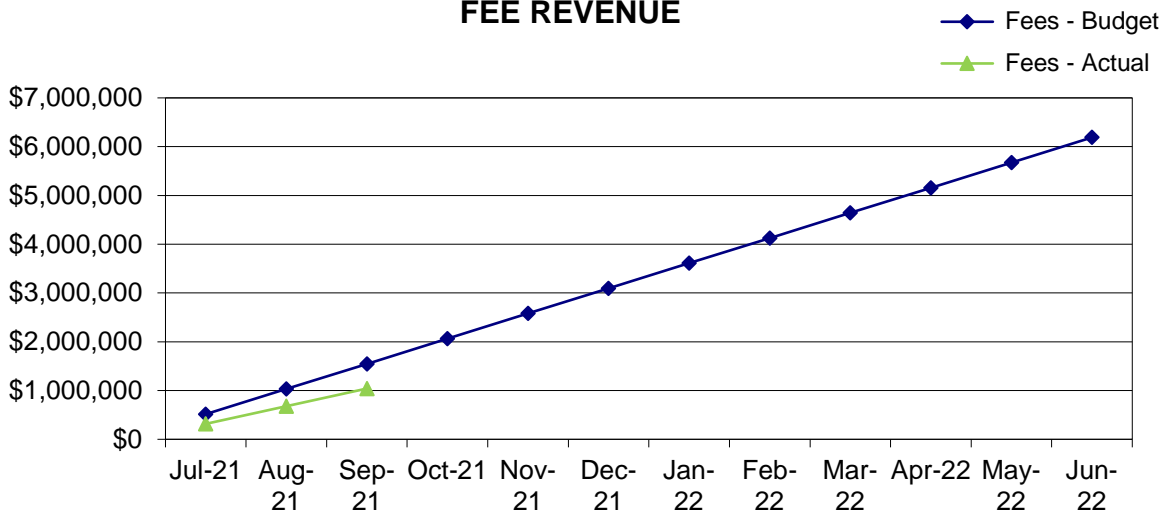
**STATE REVENUE**



**LOCAL REVENUE**

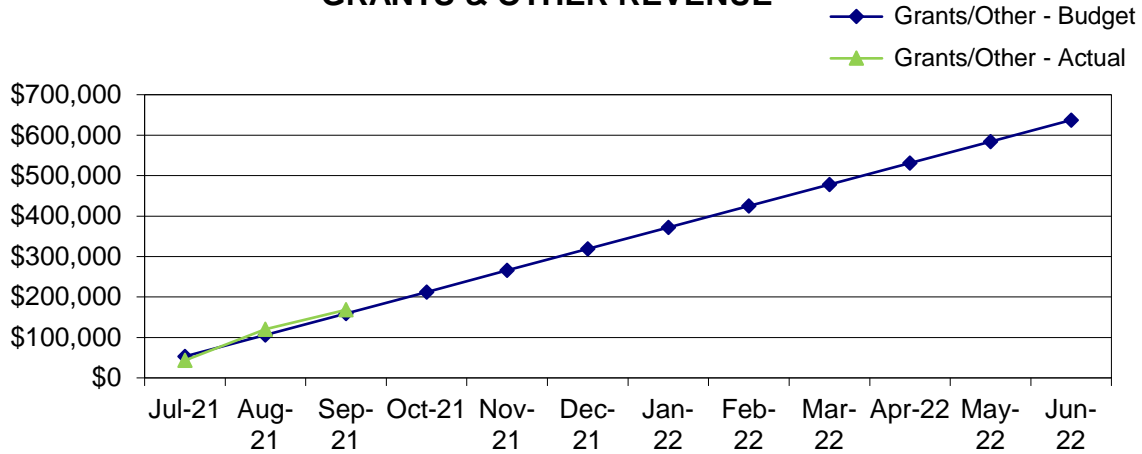


**FEE REVENUE**

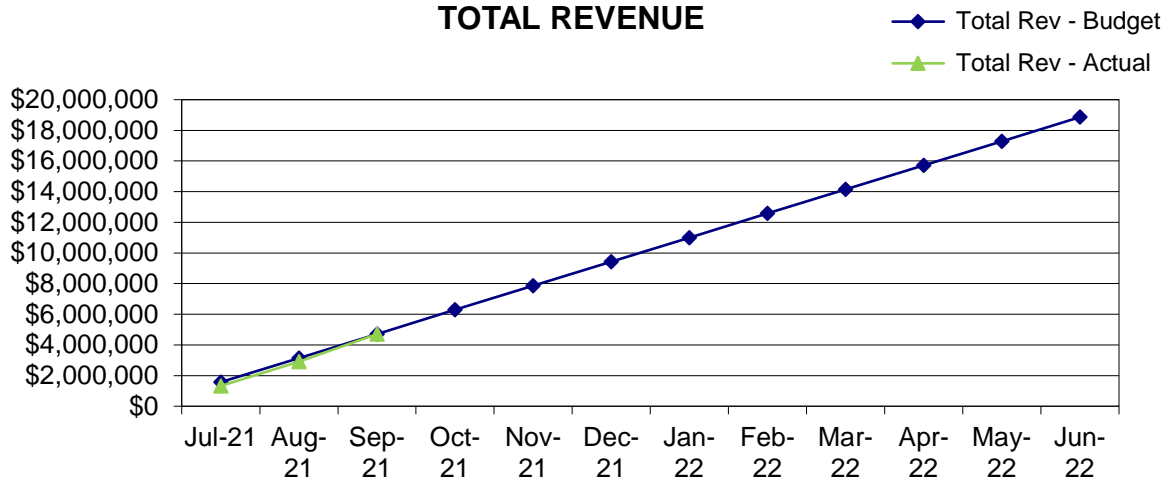


**YEAR TO DATE REVENUES**  
as of  
**09/30/21**

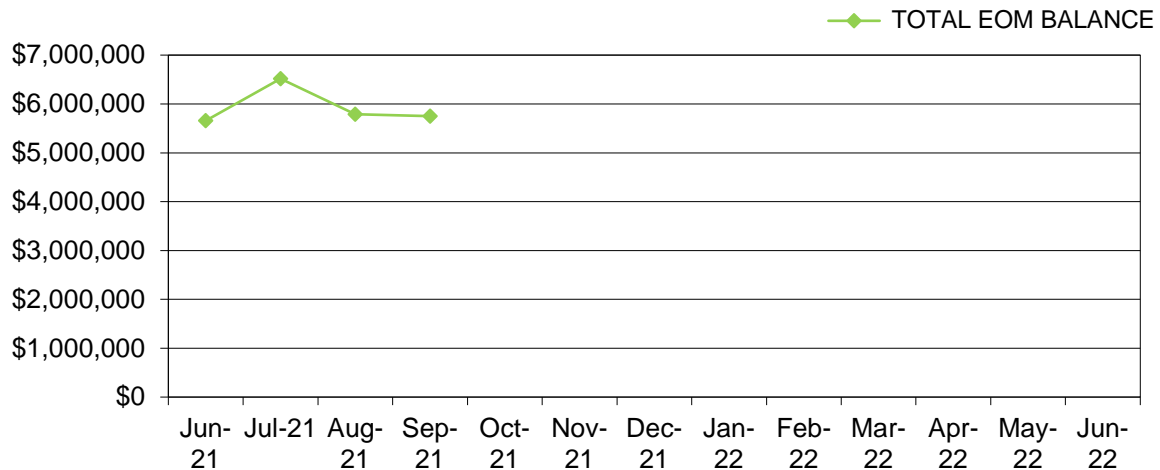
**GRANTS & OTHER REVENUE**



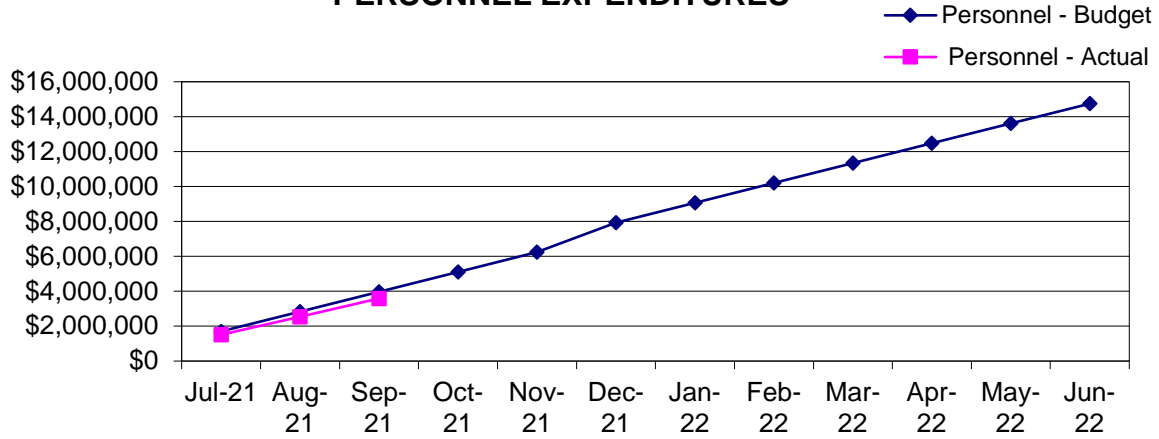
**TOTAL REVENUE**



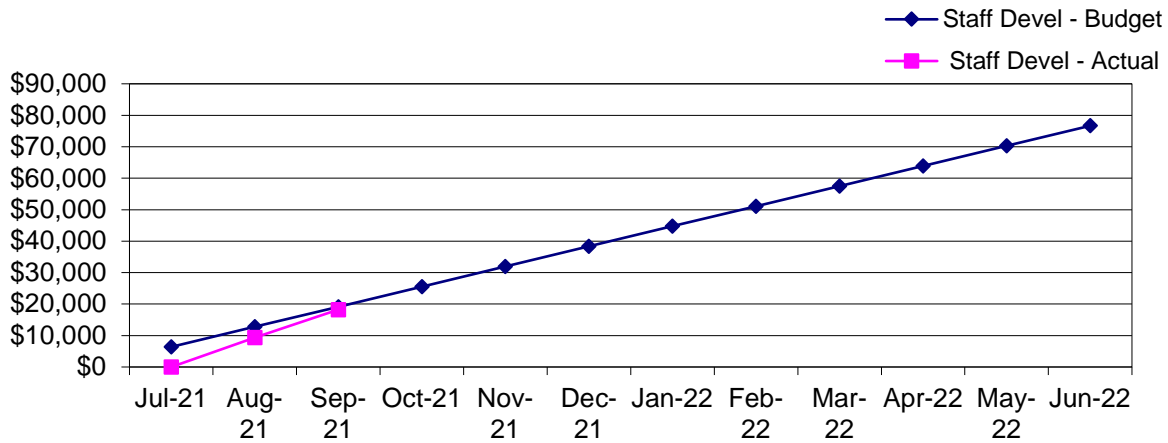
**CASH & INVESTMENTS BALANCE**



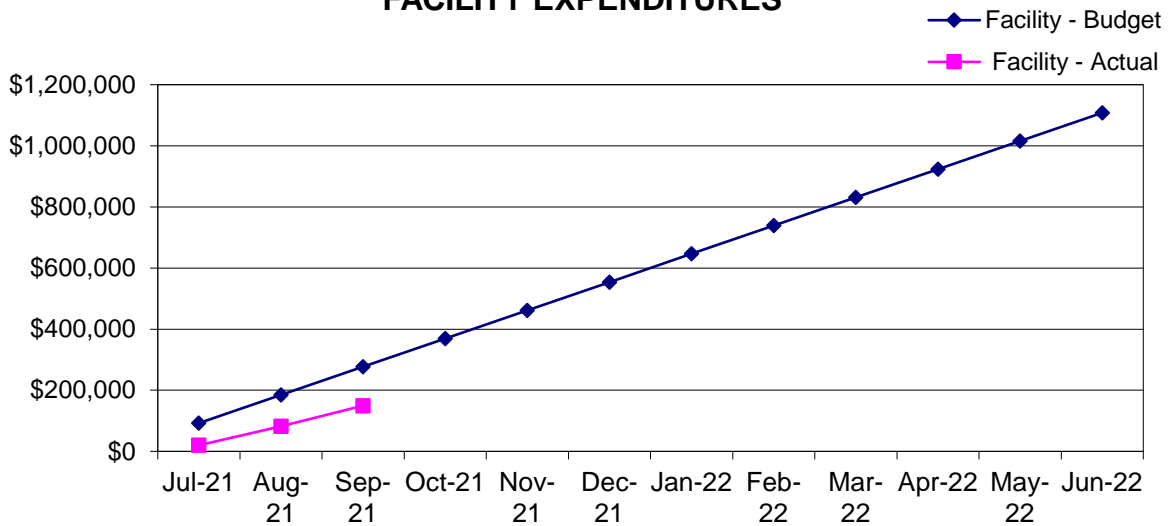
### PERSONNEL EXPENDITURES



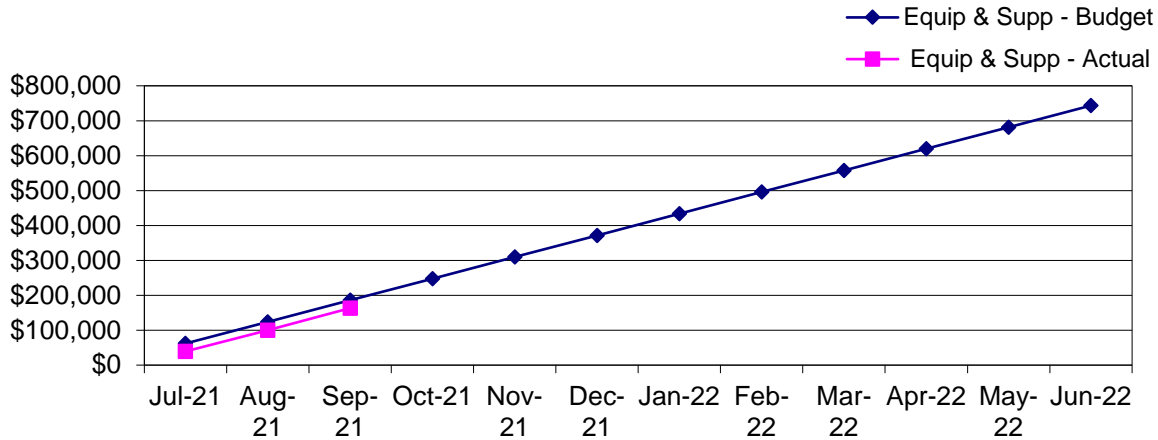
### STAFF DEVELOPMENT EXPENDITURES



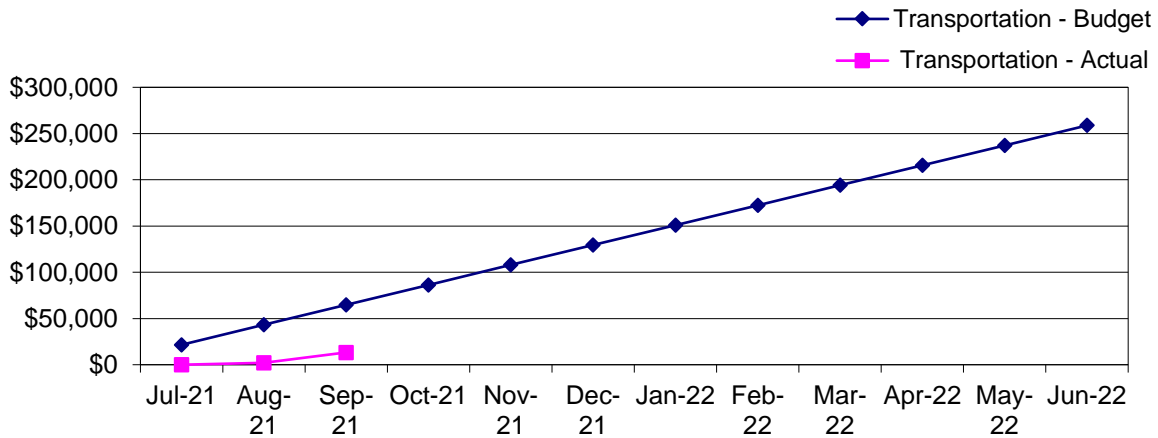
### FACILITY EXPENDITURES



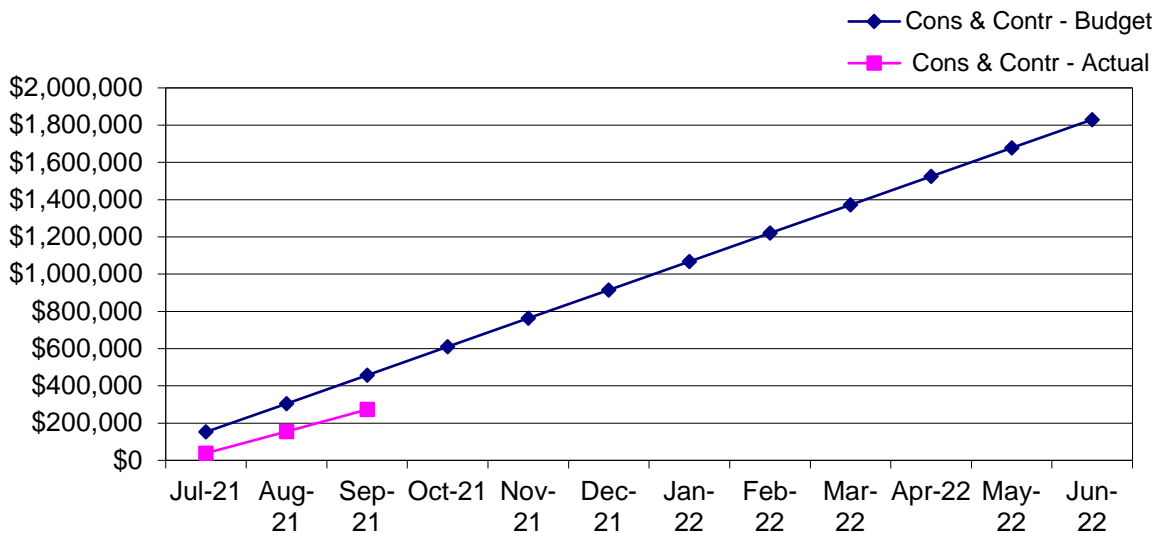
### EQUIPMENT & SUPPLIES EXPENDITURES



### TRANSPORTATION EXPENDITURES



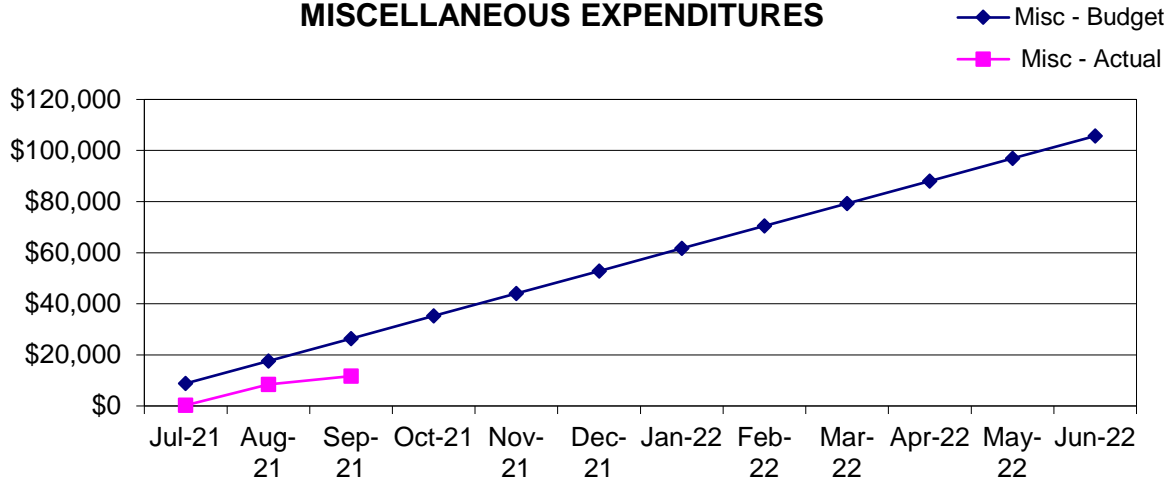
### CONSULTANT & CONTRACTUAL EXPENDITURES



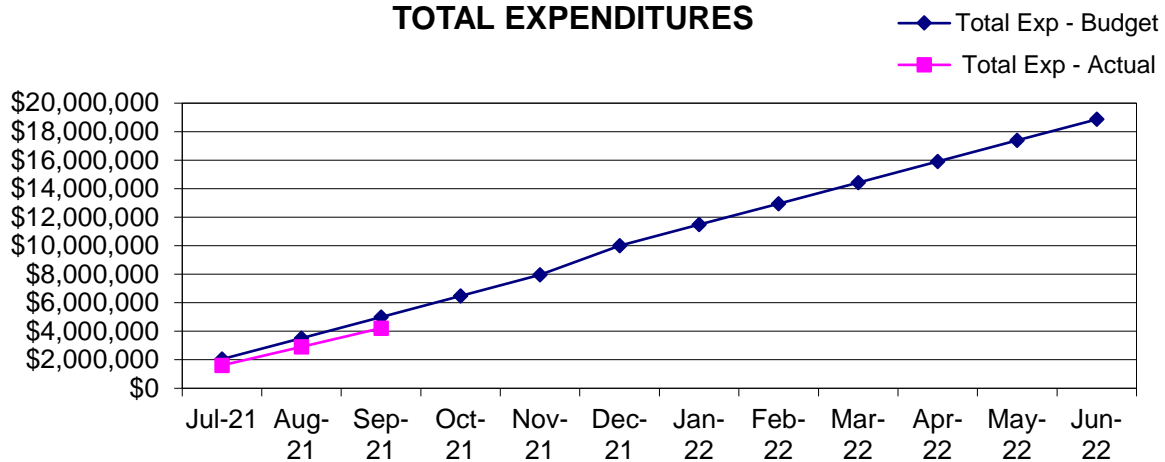


**YEAR TO DATE EXPENDITURES**  
as of  
**09/30/21**

**MISCELLANEOUS EXPENDITURES**



**TOTAL EXPENDITURES**



**TOTAL REVENUE & EXPENDITURES**

