

## **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

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

**DATE:** October 6, 2020

Dr. Alfred Brassel, Chairman, called the meeting to order. For the record, this is a meeting of the CBH Board of Directors, being held by electronic means without a quorum being physically assembled in one place. 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. Ryan Ashe - James City County  
Ms. Rebecca Vinroot - James City County  
Mr. Bruce Keener - York County  
Ms. Hazel Braxton - Williamsburg  
Ms. Sheri Newcomb - York County  
Ms. Wendy Evans - Williamsburg  
Dr. Baljit Gill - York County  
Mr. John Kuplinski - York County  
Mr. Talbot Vivian - York County  
Ms. June Hagee - James City County  
Ms. Sherry Wharton - Poquoson  
Ms. Terry Christin - James City County

### **BOARD MEMBERS ABSENT:**

Ms. Cindy Spitzer - Poquoson  
Ms. Kristin Nelson - York County

### **STAFF PRESENT:**

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

### **GUEST:**

Mr. Pat McDermott

### **PUBLIC COMMENT:**

None.

### **CONSENT CALENDAR:**

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

1. Board of Directors Meeting of August 28, 2020
2. Executive Committee Meeting of September 15, 2020

Ms. Braxton motioned to approve the items on the Consent Calendar as presented. On a roll call vote, the vote was AYE: 13, NAY: 0.

### **Health Management Associates Recommendations**

Information presented by HMA and contents of the study was discussed at the September Executive Committee Meeting. Mr. Coe was asked to draft a series of decision points with the idea that the Board will take a preliminary position as to what recommendation they would be interested in pursuing. Decision points regarding the HMA Report and recommendations were distributed and

reviewed. Discussion ensued regarding the HMA Report and its findings. There was concern expressed regarding the content of the report and lack of information presented. Discussion.

Dr. Gill left the meeting at 4:40 p.m.

Mr. Vivian motioned to have CBH enter a fact-finding discussion with Olde Town Medical Center. On a roll call vote, the vote was AYE: 10, NAY 2.

**EXECUTIVE DIRECTOR'S REPORT:**

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

Mr. Coe noted that future projected telework practices are being explored. As not everyone will be able to telework, nor can all services or positions function well via telehealth, workplaces and offices will function differently post-COVID. Changes will affect offices, work environments and needed space.

Mr. Coe stated that Federal and State officials have provided significant flexibility during this pandemic, particularly in the area of telehealth services and billing. At this time, DMAS has extended those flexibilities into late January 2021 with discussion taking place at the Federal level to make many of these flexibilities permanent.

The November Board Meeting will be held as scheduled on November 3<sup>rd</sup>. The meeting will be held via ZOOM.

There being no further business to discuss, the meeting adjourned at 5:23 p.m.

  
Dr. Alfred Brassel, Chair

  
Dr. Baljit Gill, Secretary

## **AGENDA**

### **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

October 6, 2020

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 August 28, 2020
  - Executive Committee Meeting of September 15, 2020
- IV. Discussion: Health Management Associates Recommendations – *D. Coe*
- V. Executive Director's Report
- VI. Adjourn

*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:** 1:30 p.m.

**DATE:** August 28, 2020

Dr. Alfred Brassel, Chairman, called the meeting to order. For the record, this is a meeting of the CBH Board of Directors, being held by electronic means without a quorum being physically assembled in one place. 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. Ryan Ashe - James City County  
Ms. Rebecca Vinroot - James City County  
Mr. Bruce Keener - York County  
Ms. Hazel Braxton - Williamsburg  
Ms. Sheri Newcomb - York County  
Ms. Wendy Evans - Williamsburg  
Dr. Baljit Gill - York County  
Mr. John Kuplinski - York County  
Mr. Talbot Vivian - York County  
Ms. June Hagee - James City County  
Ms. Sherry Wharton - Poquoson

### **BOARD MEMBERS ABSENT:**

Ms. Cindy Spitzer - Poquoson  
Ms. Kristin Nelson - York County  
Ms. Terry Christin - 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 February 4, 2020
2. Executive Committee Meeting of February 18, 2020
3. Administration Committee Meeting of February 18, 2020
4. Public Awareness Committee Meeting of February 19, 2020
5. Board of Directors Meeting of June 2, 2020
6. Honoring Resolution – Outgoing Board Member M. Diggs
7. Board Committees and Legislative Team Appointments

Ms. Braxton motioned to approve the items on the Consent Calendar as presented. On a roll call vote, the vote was AYE: 12, NAY: 0.

### **STAFF PRESENT:**

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

### **GUEST:**

Josh Rubin, HMA Consultant  
Gail Mayeaux, HMA Consultant

**Action Item A-1** was presented for approval of the CBH Furlough Policy. The policy was developed by Leadership during the earlier phases of the pandemic and is believed by Leadership to be effective for future events as they may occur (including possible Stay At Home orders related to resurgence of COVID-19). This policy has undergone legal review by the CBH attorney and is presented for final Board consideration. Discussion.

Mr. Vivian motioned to approve the CBH Furlough policy as presented. On a roll call vote, the vote was AYE: 12, NAY: 0.

**Action Item A-2** was presented for approval of the CBH Reduction in Force Policy. A Reduction in Force Policy is designed to govern decisions/processes related to layoffs, and employee separations due to fiscal or programmatic changes. The guidance and structure provided by this policy will be both useful and protective of CBH in the days, months and years ahead. This policy has also undergone legal review from the CBH attorney.

Mr. Keener motioned to approve the CBH Reduction in Force Policy as presented. On a roll call vote, the vote was AYE: 12, NAY: 0

**Action Item A-3** was presented for approval of the Extension of the CBH FY 2020 Approved Budget. Discussion.

Mr. Vivian motioned that the CBH FY 2020 Approved Budget be extended for FY 2021 through December 31, 2020; or until sufficient information is available to develop and approve the FY 2021 budget; whichever comes first. On a roll call vote, the vote was Aye: 12, NAY: 0

**PRESENTATION:** Health Management Associates (HMA) - G. Mayeaux/J. Rubin

Ms. Gail Mayeaux, and Joshua Rubin, HMA Consultants, provided a power point presentation and further information and details on contents of the Health Management Associates Report. This report was conducted to explore options for potential integrated care or co-location of two community-based regional organizations to provide primary care and behavioral healthcare services to residents of James City County, York County and Williamsburg. Discussion.

#### **EXECUTIVE DIRECTOR'S REPORT:**

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

Mr. Coe introduced Ms. Sherry Wharton. Ms. Wharton has been appointed to the CBH Board of Directors as a representative for the City of Poquoson.

Mr. Coe reported that notification was received from the IRS that "Friends of Integrated Community Healthcare", the foundation created to support our efforts related to integrated care has been granted tax-exempt status. The process was extensive and lengthier due to the pandemic, however; final notification was received in August.

It was noted that most CBH services continue to operate via Telehealth. However, plans have been developed for a gradual reopening to the public per CDC, Health Department, DBHDS Licensing

and DMAS guidance. However, plans are subject to change in adherence with guiding rules and regulations.

Mr. Coe stated that the next scheduled Board meeting is October 6, 2020 and moving forward meetings will resume on a monthly basis.

There being no further business to discuss, the meeting adjourned at 3:56 p.m.

  
Dr. Alfred Brassel, Chair

  
Dr. Baljit Gill, Secretary



## Meeting Minutes

Minutes of: Executive Committee Meeting Date: September 15, 2020
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Present: Alfred Brassel, John Kuplinski, Rebecca Vinroot, Dr. Gill, Hazel Braxton, David Coe, Keith German, Nancy Shackleford, Anita Michalec

Absent:

- 
1. Call to Order – The meeting was called to order at 4:05 p.m.
  2. Old Business
  3. New Business

Discussion of HMA Presentation: Information presented by HMA and contents of the study was discussed. It was noted that all the stakeholders and localities involved have not yet received this information; meetings have been scheduled within the next few weeks. HMA will be presenting to the James City County Board of Supervisors next Tuesday, September 22, 2020.

Discussion ensued regarding recommendations, next steps and determining which direction the Board would like to pursue. It was requested that Mr. Coe draft a series of decision points with the idea that the board will take a preliminary position as to what recommendations they would be interested in pursuing as well as any other process items. These decision points will be presented to the full Board at the October Meeting.

October Board Meeting: The October Board Meeting was discussed. The agenda will include the regular Director's Report plus follow-up to the HMA discussion.

4. Conclusions, Recommendations, Actions
5. Adjournment – The meeting adjourned at 5:02 p.m.

Submitted by: A. Michalec

### Next Meeting

Date: October 20, 2020  
Time: 4:00 p.m.  
Location: ZOOM Meeting

**COLONIAL BEHAVIORAL HEALTH**  
**Executive Director's Report – October 2020**

**Agency Issues**

1. CBH now has a small number of high-risk consumers coming into the office for in-person services, but continue to serve most persons with telehealth options. We continue to explore options for expanding in-person services while following CDC, Health Department, DBHDS Licensing and DMAS guidance. We continue to be concerned about supplies of N95 masks as a complicating factor.
2. Discussions are beginning in regard to our future projected telework practices. While not everyone will be able to telework, nor can all services or positions function well via telehealth, workplaces and offices will function differently post-COVID. These changes will affect office configurations, work environments, and needed square footage.
3. Installation of ultraviolet lighting in HVAC units has been completed as an additional protection against the spread of COVID for our consumers and staff. Plexiglass screen installations are also complete.
4. Information Services is currently working on three (3) projects in support of our Strategic Plan:
  - a. Move to Microsoft 365 (in order to use remote hosting of more CBH technology);
  - b. Upgrading of agency computers. Most laptops will be converted to 2-in-1 laptop/tablet to better support mobile work and telehealth; and
  - c. Continued preparation of Cerner Millennium, due for implementation in early 2021.

**Community Issues**

1. Options for the CBH celebration of our 50<sup>th</sup> anniversary will be considered by the Public Awareness Committee at the October committee meeting.
2. Children's Services is supporting families and students of the elementary schools and Head Start programs in our area through creation of a Lunch Box Informational Series. The series is a weekly flier that includes tips for coping with remote learning and social isolation and activities and games that families can do together. The series will run for 9 weeks. Prevention staff is also delivering copies of the series to large pediatric clinics in Williamsburg and Yorktown.
3. Our DD Day and Residential Services are currently undergoing a “virtual” quality service review conducted by a consultant group hired by DBHDS, Health Services Advisory Group. The review includes interviewing individuals, parent/guardians and staff to assess the provision of person centered and integrated services.

**Public Policy**

1. The General Assembly is still working to produce a revised state budget. We expect this to be completed in early to mid-October.
2. Both Federal and State officials have provided significant regulatory flexibility during this pandemic, particularly in the area of telehealth services and billing. At this time, DMAS has extended those flexibilities into late January 2021; discussions are taking place at the Federal level now to make many of these new flexibilities permanent.

Respectfully submitted,  
David A. Coe



**COLONIAL BEHAVIORAL HEALTH**  
**Decision Points**  
**10/6/2020 Board Meeting**

Regarding the HMA Report and Recommendations:

1. Colonial Behavioral Health reaffirms our commitment to our 2018-2023 Strategic Plan, which includes the following stated objective:
  - a. “CBH will develop fully integrated primary care and behavioral health services.” (Goal 2, Objective 4)
2. Colonial Behavioral Health therefore supports recommendations from Health Management Associates (HMA) calling for greater integration of behavioral health and primary care within our service area. CBH appreciates the variety of options offered by HMA for this purpose.
3. Of the options offered by HMA, only one appears to align with the CBH Strategic Plan.
  - a. That option is for a full and complete merger between CBH and Olde Towne Medical & Dental Center (OTMDC).
  - b. That option requires considerable discussion and examination before any decision can be made regarding organizational and/or community agreements or implementation. Therefore, CBH support for this option must remain tentative at this time.
4. Colonial Behavioral Health therefore expresses our willingness to engage in discussions with Olde Towne Medical & Dental Center and community partners regarding the possibility of a merger of CBH and OTMDC.