

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

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

**DATE:** June 2, 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. Teresa Christin- James City County  
Ms. Wendy Evans - Williamsburg  
Dr. Baljit Gill - York County  
Ms. Kristen Nelson - York County  
Mr. Talbot Vivian - York County  
Ms. June Hagee - James City County  
Ms. Sheri Newcomb - 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

**BOARD MEMBERS ABSENT:**

Ms. Mary Diggs - Poquoson  
Ms. Cindy Spitzer - Poquoson  
John Kuplinski - York County

**PUBLIC COMMENT:**

None.

**Action Item A-1** was presented upon the Nominating Committee's recommendation that the Board approve the Slate of officers presented for the FY 2021 year, with the term beginning on July 1, 2020:

**PROPOSED SLATE OF OFFICERS:**

Chair - Dr. Brassel  
Vice-Chair- John Kuplinski  
Secretary -Dr. Gill  
Treasurer - Rebecca Vinroot  
Member-At-Large - Hazel Braxton

Mr. Vivian motioned to accept the slate of officers as presented. On a roll call vote, the vote was AYE: 12, NAY: 0.

**Action Item A-2** was presented for approval to extend the Fiscal Year 2020 Performance Contract for FY2021 through December 31, 2020. Discussion.

Ms. Braxton motioned to approve the extension of the Fiscal Year 2020 Performance Contract for FY 2021 through December 31, 2020. On a roll call vote, the vote was AYE: 12, NAY: 0.

**Action Item A-3** was presented for approval of extending the CBH Fiscal Year 2020 Approved Budget through September 30, 2020. Discussion.

Ms. Vinroot motioned to approve that the Fiscal Year 2020 Approved Budget be extended for FY 2021 through September 30, 2020. On a roll call vote, the vote was AYE: 12, NAY: 0.

**Action Item A-4** 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). Discussion.

Mr. Vivian motioned to approve the CBH Furlough policy as presented. In addition, a new policy will be developed with broader language to be used on occasions when events such as natural disasters, public health emergencies or other major events can disrupt our local, state or national economies in dramatic ways. On a roll call vote, the vote was AYE: 12, NAY: 0.

**Action Item A-5** 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. After further review and discussion, it was recommended that the current policy be reviewed by the agency's legal counsel and brought back to the Board of Directors for consideration.

**Action Item A-6** was presented for approval of the CBH Business Continuity-Telework Policy. Colonial Behavioral Health has utilized a Telework Policy since 2017. However, that policy only addressed situations where telework was voluntary and mutually beneficial to CBH and the individual employee. The COVID-19 pandemic forced a new reality upon us; times when telework would become a necessity for continuity of service delivery, financial stability and operational integrity. No such policy exists for this reality, which we cannot presume will never repeat itself. Discussion.

Mr. Vivian motioned to approve the CBH Business Continuity-Telework Policy as presented. On a roll call vote, the vote was AYE: 12, NAY 0.

**EXECUTIVE DIRECTOR'S REPORT:**

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

Mr. Coe reported that Opportunities Unlimited reopened yesterday with six consumers in attendance. The number of individuals in the program that are able to attend is limited with transportation also a factor. As Virginia moves into Phase 2 which goes into effect Friday, June 5<sup>th</sup>, it is not yet known exactly how this will affect the agency. Reopening will likely mean different things for different programs. There are many factors to be taken into consideration and decisions will be made accordingly before a date for moving into Phase 2 can be determined. Discussion.

Mr. Coe noted that currently, the CBH Board Planning Day is still scheduled for July 17<sup>th</sup>. The City of Williamsburg will be hosting the meeting this year and the venue will be the Williamsburg Community Building.

**CLOSED SESSION:**

Ms. Braxton motioned that a closed meeting of the CBH Board of Directors be held as permitted under the Code of Virginia Section 2.2-3711 to discuss the following matter:

1. The annual performance evaluation of, and the Board's annual contract with, the CBH Executive Director

The motion was seconded by Mr. Vivian.

At 5:05 p.m., the Board entered Closed Session.

At 5:18 p.m., the Board reconvened into Open Session.

Dr. Brassel moved to certify the Closed Session. On a roll call vote, the vote was AYE: 12, 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.

There being no further business to discuss, the meeting adjourned at 5:20 p.m.

  
Dr. Alfred Brassel, Chair

  
Dr. Baljit Gill, Secretary