

**COLONIAL BEHAVIORAL HEALTH
BOARD MEETING**

DATE: March 5, 2024

LOCATION: Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185

WELCOME AND CALL TO ORDER: 4:02pm

ROLL CALL – BOARD MEMBERS PRESENT:

Mr. Ryan Ashe – James City County
Ms. Hazel Braxton – Williamsburg
Dr. Al Brassel – York County
Mr. John Collins – York County
Ms. Wendy Evans – Williamsburg
Ms. Denise Kirchbaum – James City County
Dr. Dawn Ide – City of Poquoson
Ms. Sheri Newcomb – York County
Ms. Erin Otis – James City County
Mr. John Shaner – City of Poquoson
Ms. Donyale Wells – James City County
Mr. Roy Witham – James City County
Mr. Reynaldo Carpio – York County

ROLL CALL – BOARD MEMBERS ABSENT:

Mr. Steven Miller – York County
Ms. Kristen Nelson – York County

CBH STAFF PRESENT:

David Coe
Kristy Wallace
Dan Longo
Nancy Parsons
Linda Butler
Chaenn Thomas
Kyra Cook

GUESTS: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

The consent calendar was presented for approval of the following meeting minutes:

- February 6, 2024, Board of Directors Meeting
- February 20, 2024, Administration Committee Meeting
- February 20, 2024, Executive Committee Meeting
- February 21, 2024, Public Awareness Committee Meeting

Hazel Braxton made a motion to accept the consent agenda as presented. John Collins seconded the motion, and it passed unanimously.

PRESENTATION:

Leigh Carroll-Stump presented the new CBH website to the board. Staff worked with Marathon Consulting for over a year to develop and design the new site. It now works well on mobile devices and has more user-friendly navigation, including easy access to the patient portal, ADA accessibility, and translation into Spanish. The website launch coincides with an updated social media presence. The site launched on February 14, 2024, and 2,400 users have viewed the site. Board members made suggestions related to additional resources and options that could be offered to better educate visitors on the site.

INFORMATION/DISCUSSION ITEMS:

Kyra Cook reviewed illustrative examples of objectives, strategies, and tactics related to the infrastructure and resource goals including a focus on new facilities, improved technology, capital financing, and strategic partnerships.

EXECUTIVE DIRECTOR'S REPORT:

David Coe reported a national search is underway for a Director of Crisis and Access Services. CBH is in the process of acquiring the mobile crisis team effort with a target launch date of July 1, 2024. The meeting packet also includes a spreadsheet that compares the executive and legislative proposed budgets currently under review by the General Assembly.

CLOSED SESSION:

The motion to go into closed session was made at 4:59pm by Denise Kirchbaum and seconded by Ryan Ashe. It passed unanimously.

I move that a closed meeting on the Board be held as permitted under Section 2.2-2711.A.3 of the Code of Virginia to discuss the following matter: The acquisition of real property for the purpose of expanding CBH crisis services and construction of a new facility to consolidate operations.

The motion to come out of closed session was made at 5:33pm by Sheri Newcomb and seconded by Hazel Braxton. The motion to certify closed session was made by Sheri Newcomb and it was seconded by Wendy Evans. There was a roll call vote and the motion passed unanimously.

ADJOURNMENT:

Upon a motion by Hazel Braxton and a second by Donyale Wells to adjourn, the meeting was adjourned at 5:33pm.

NEXT MEETING:

Date: Tuesday, April 2, 2024

Location: 473 McLaws Circle, Williamsburg, VA 21385

Time: 4:00pm



Sheri Newcomb, Chair



Hazel Braxton, Secretary

Colonial Behavioral Health Administration Committee Meeting

DATE: February 20, 2024; 4:00pm

PLACE: Colonial Behavioral Health 473 McLaws Circle, Williamsburg, VA 23185

CALL TO ORDER: 4:00 p.m.

BOARD MEMBERS PRESENT:

Ms. Sherry Newcomb- York County

Mr. John Collins – York County

Ms. Hazel Braxton - Williamsburg

Ms. Erin Otis – James City County

Ms. Wendy Evans - Williamsburg

ABSENT: Ryan Ashe, Dr. Alfred Brassel

STAFF PRESENT: David Coe, Kyra Cook, Marsha Obremski, Chaenn Thomas

1. Call to Order:

Meeting was called to order to 4:01pm

2. Old Business:

None

3. New Business: John Collins, Administrative Committee Treasurer asked if there were any questions on Year-to-Date Budget. David Coe announced that the dip in fee collection Nancy Parson's (Finance Director) informed the committee of in January's meeting has corrected itself (resolved) within the last 24 hours; fees are back at 95% which is actually up from years past where the range was in the 70's -80's percentile. The increase is largely due to the increase in revenue in Developmental Disabilities Services. Attributes 5% to not having licensed staff.

Chaenn Thomas gave a vacancy update stating as of 01/21/2024 CBH was actively recruiting 28 FT Positions in addition to the ongoing 6 PRN/WAR (pool) positions. As of 02/20/2024 CBH has 6 full-time and 2 PRN new hires to report bringing the active recruitment to 28 positions (22 FT and 6 PRN/WAR positions).

4. Conclusions, Recommendations, Actions:

None

5. Adjournment

Meeting was adjourned at 4:08 pm

Submitted by: Chaenn C. Thomas

Next Meeting:

Date: March 19, 2024

Time: 4:00pm

Location: 473 McLaws Circle, Williamsburg, VA 23185



YEAR TO DATE REVENUES AND EXPENDITURES
as of
January 31, 2024

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	ACTUAL YTD vs BUDGET YTD
State	\$ 11,277,955	\$ 6,401,668	\$ 6,578,807	97%	\$ (177,139)
Local	\$ 3,793,000	2,098,750	2,212,583	95%	\$ (113,833)
Fees	\$ 6,129,885	3,388,658	3,575,766	95%	\$ (187,108)
Grants/Other	\$ 767,135	662,032	447,495	148%	\$ 214,537
Total Revenue	\$ 21,967,975	\$ 12,551,108	\$ 12,814,652	98%	\$ (263,544)

FY23 EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	ACTUAL YTD vs BUDGET YTD
Personnel	\$ 16,713,798	\$ 8,324,923	\$ 9,642,576	86%	\$ 1,317,652
Staff Development	\$ 99,149	44,749	57,837	77%	13,087
Facility	\$ 1,159,103	561,335	676,143	83%	114,808
Equipment and Supplies	\$ 1,069,591	361,569	623,928	58%	262,359
Transportation	\$ 211,469	49,871	123,357	40%	73,486
Consultant and Contractual	\$ 2,633,610	1,407,882	1,536,273	92%	128,390
Miscellaneous	\$ 81,255	49,040	47,399	103%	(1,641)
Total Expenditures	\$ 21,967,975	\$ 10,799,370	\$ 12,707,512	85%	\$ 1,908,142

CARRY FORWARD EXPENDITURES

CATEGORY	EXPENDED YTD
Personnel	\$ 147,681
Staff Development	\$ 28,695
Facility	\$ 181
Equipment and Supplies	\$ 93,470
Transportation	\$ 2,060
Consultant and Contractual	\$ 39,501
Miscellaneous	\$ 521
Total Expenditures	\$ 312,110

Operating Margin	\$ -	\$ 1,439,629
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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.

**Meeting Minutes
Executive Committee
February 20, 2024**

Present:

- Sheri Newcomb, Ryan Ashe, Hazel Braxton, John Collins, Erin Otis

Absent:

- Ryan Ashe

Others present:

- Wendy Evans

Staff present:

- David Coe, Chaenn Thomas, Kyra Cook, Marsha Obremski

Sheri Newcomb called the meeting to order at 4:11 p.m.

Informational Updates:

- ESH Property Update
 - The information regarding the cost associated with the Crisis Services Center near Eastern State Hospital has been submitted to the state for consideration. Information related to the transaction is privileged at this time.
 - Hope Family Village is pleased with the discussion regarding the allocation of the acreage under contract with D.R.Horton. Information related to the transaction is privileged at this time.
- Integrated Care
 - Kyra Cook reported that Bank of America awarded CBH a \$150K grant, which is \$50K more than originally thought, in support of integrated behavioral healthcare at Olde Towne Medical and Dental Center (OTMDC).
 - Primary Care Development Center has begun the second component of integrated care facilitation work with OTMDC. Component One went well.

Action Items:

- None

Discussion Items

- CBH Leadership News
 - David Coe reported that a new Executive Administrative Assistant will start on March 4th.
 - In preparation for expanded crisis services, David is creating a new Director of Crisis and Access Services position. David shared a list of programs and responsibilities that will be divided between the two Director positions.

- CBH Bylaws
 - David Coe shared a summary of the feedback received thus far. The committee concurred with the feedback. The next step is to make the suggested edits based on Board feedback and submit them for legal review. Then the draft Bylaws will come back to the Executive and Administrative Committees again before going to the board for final approval. The draft Bylaws will be included in two meeting agendas to ensure the opportunity for full review by the Board. Ideally the new bylaws will be adopted and go into effect July 1, 2024.
- Consumer Advisory Committee
 - Marsha Obremski reviewed a draft policy establishing a Consumer Advisory Committee. The committee is required as part of CCBHC regulations, and the Board elected to establish the committee via policy. Committee members supported the policy and asked questions about the new advisory committee's role, asking staff to establish guidelines for the new advisory committee, outlining processes for making recommendations to the CBH Board and clarifying roles and responsibilities.
- Strategic Plan
 - Kyra Cook shared illustrative objectives, strategies, and tactics for the Infrastructure and Resources Goals noting that the vision, mission, values, and goals are established by the Board and set in stone. The objectives, strategies, and tactics are developed and monitored by staff and shared with the Board.
 - The Infrastructure Goal focuses on facilities and technology and the Resources Goal focuses on financing the new campus and partnerships.

Items from the Committee

- There were no items identified by committee members.

Adjourn

- Sheri Newcomb made a motion to adjourn the meeting. Hazel Braxton seconded the motion which passed unanimously. The meeting adjourned at 5:10 p.m.

Next meeting

- Tuesday, March 19th at 4:00 p.m.



Public Awareness Committee Meeting Minutes

February 21, 2024

Present: Kristen Nelson, Erin Otis, Dr. John Shaner, Donyale Wells, Marsha Obremski, Leigh Carroll-Stump

Absent: Dr. Dawn Ide, David Coe

1. Call to Order

The meeting was called to order at 3:32 p.m.

2. Old Business

New Website Launch - Ms. Carroll-Stump reported that the website successfully deployed on Feb.

14. Positive feedback has been received by staff.

Poquoson Little League Banner - Ms. Carroll-Stump reported that the banner will be posted on Field 1 – Baseball in March.

Grocery Cart Advertising - Ms. Carroll Stump presented an overview of IndoorMedia products and store locations (Food Lion, Harris Teeter and Kroger) within our service area. Committee members agreed to select one store from each of our localities focusing on alcohol/drug use and gambling.

Gas Station Heroin Social Media Post - CBH created a Gas Station Heroin Social Media Post that was share with the HTDPC during their Jan. General Membership meeting to increase awareness within our community.

DBHDS Response to Use of Prevention Funds - Ms. Obremski noted that DBHDS Prevention Funds must be utilized for outreach/education within our localities; however, proposed outreach can be suggested to the HPRV Prevention Council for review/approval with use of Region Prevention funds.

3. New Business

Agency Brochure Redesign – Ms. Obremski suggested the need to condense the 25+ agencies brochures into a singular booklet format utilizing the CBH website redesign colors and images. Ms. Otis noted adding a QRC code and Dr. Shaner adding a section on payment/insurance coverage and that no one is denied services based on their inability to pay. Committee members in agreement.



Public Awareness Committee Meeting Minutes

February 21, 2024

Development of Marketing Budget – Ms. Obremski proposed establishing a dedicated marketing/outreach budget for FY25. Ms. Nelson suggested this could also be utilized for donations and creating an annual gala event. Ms. Obremski suggested creating Polo shirts with the CBH logo for when staff are in the community doing outreach. The shirts could also be worn by staff working in the Crisis Services Center and while providing mobile crisis in the community. Committee members in agreement.

4. Conclusions, Recommendations, Actions

Ms. Carroll-Stump will follow-up with IndoorMedia to develop a targeted campaign and secure pricing.

Ms. Obremski will address the marketing budget with Leadership.

5. Adjournment

The meeting adjourned at 4:15 p.m.

Submitted by: Leigh Carroll-Stump

Next Meeting

Date: March 20, 2024

Time: 3:30 pm

Location: York-Poquoson Office

**CBH Strategic Plan
Infrastructure Goal**

	Current	New
Infrastructure	Develop and execute a long-term facility, technology, and infrastructure plan to support the next generation of service delivery.	Develop and execute a long-term facility, technology, and infrastructure plan to support and enhance services.

Objective - Facilities

Develop master plan for new campus and appropriate satellite facilities.

- **Strategies/tactics**
 - Land/facility acquisition
 - Acquire surplus Eastern State Hospital land
 - Acquire land and/or facilities appropriate for Day Support services
 - Acquire land and/or facilities appropriate for service delivery in the eastern most part of the CBH catchment area
 - Space needs analysis and design
 - Develop a York Poquoson plan inclusive of design
 - Develop an Opportunities Unlimited plan inclusive of design
 - Develop new campus plan inclusive of design
 - Facility development and construction
 - Begin construction of facilities

Objective - Technology

Continue refinement and execution of the existing technology plan to improve administrative efficiencies and ensure security.

- **Strategies/tactics**
 - Administrative efficiencies via software solutions
 - Maximize consumer engagement via use of EHR patient portal
 - Develop process to collect fees for telehealth
 - Conduct software audit to reduce use of paper
 - Cyber security
 - Continue to improve disaster preparedness
 - Complete migration to the cloud

**CBH Strategic Plan
Resources Goal**

Resources	Ensure agency sustainability through development of a long-term resource development plan.	Ensure agency sustainability by creating and implementing long-term resource development plans.
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Objective - Fundraising

Develop mechanisms to finance the new campus.

- **Strategies/tactics**
 - Capital campaign
 - Accept philanthropic donations directly or via a third party
 - Prospect and apply for grant funding
 - Develop relationship with lending institution to put together a capital stack and leverage existing holdings

Objective – Partnerships

Form new partnerships to advance the mission.

- **Strategies/tactics**
 - Increase awareness to seek new clients
 - Business community outreach
 - Explore developing a marketing budget
 - Explore sharing resources to drive efficiencies
 - OTMDC integrated care partnership
 - Seek federal funding to increase services
 - SAMHSA CCBHC grant application

COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – March 2024

Agency Issues

1. As of the date of this report, we continue to await official written notice of our award of a Crisis Receiving Center (CRC) beyond the Governor's 12/8/2023 press release.
2. The current major expansion of CBH crisis services necessitates the division of responsibilities among our direct service-related Directors. Therefore, the position of Director of Crisis and Access Services is being prepared for national recruitment. This divides the responsibilities that would normally be assigned to the Director of Behavioral Health Services to create a position focusing on crisis and all other "front door" services for CBH. This is necessary to help assure focused management in all CBH service areas.
3. As of 02/20/2024 CBH has 6 full-time and 2 PRN new hires to report bringing the active recruitment to 28 positions (22 FT and 6 PRN/WAR positions). Active recruitment number is primarily (but not exclusively) comprised of existing positions.

Community Issues

1. CBH is currently working with the WJCC General District, WJCC and YP Commonwealth Attorneys, Colonial Community Corrections, defense attorneys and the Supreme Court of Virginia to implement a Behavioral Health Court docket in July 2024. CBH will be treatment provider for this court docket, which will be limited to 5-10 participants at its' outset. Parallel work is underway to form a Drug Court docket as well.
2. The Space Needs Analysis is proceeding with the expectation of results being reportable to the Board in Spring 2024.
3. Planning work with the Primary Care Development Corporation (PCDC) and Olde Towne Medical & Dental Center (OTMDC) has moved from Component 1 (common definitions) to Component 2 (base model development work).
4. We are pleased to report the receipt of \$150,000 to support integrated care work with OTMDC. These funds were provided through Bank of America-managed charitable funds.

Regional Issues

1. We are discussing plans for CBH's assumption of a small subregional mobile crisis team effort covering the CBH service area. There are many details yet to work out, but we are currently targeting an effective date of 7/1/2024 for this to occur.
2. We continue to await budget approval from DBHDS only regarding the level and use of funds to expand Permanent Supportive Housing (PSH) slots from 25 to 34. In the meantime, we are now considering new referrals for the 25 slots currently funded.

Public Policy

1. There are several bills in this General Assembly to increase DBHDS oversight over CSBs. Those actions will be summarized for the Board upon conclusion of the current session.
2. The respective "money committees" in the General Assembly released their budget amendment reports on February 18th. An analysis of those reports is attached to this report.

Respectfully submitted,
David A. Coe

FY25-FY26 Biennium State Budget Development

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT
		CSB COMPENSATION				
469.S.1.d 469 #2h 469 #2s	Central Appropriations	1% salary increase for CSB employees effective 7/1/2024	Included	3% increase each year of biennium	2.5% increases 9/10/24 and 7/1/25	
469.W.1.d 469 #1s	Central Appropriations	1% bonus payment for CSB employees effective 12/1/2024	Included		Removed	
297.RR	Grants to Localities	Annualizes increased funding for CSB compensation from FY24	36.0 FY25 36.0 FY26			
		STATE SYSTEM				
267 #2s	Secretary of HHR	Directs Secretary to report to the Behavioral Health Commission regarding crisis continuum funding uses and impacts by 12/1/2024			Language	
267 #3s	Secretary of HHR	Directs Secretary to report to the Behavioral Health Commission/House Appropriations/Senate Finance on plans to implement the CCBHC model. Report due by 12/1/2024.			Language	
267 #5s	Secretary of HHR	Directs Secretary to take an inventory of all call centers operated or contracted by agencies of the HHR Secretariat			Language	
		DEVELOPMENTAL SERVICES				
288.L.4.a 288 #5h 288 #1s	DMAS	Increase Community Living (CL) waiver slots by 172 in FY 2025 and an additional 172 in FY 2026.	29.3 GF 30.6 NGF	Phase-in the 172 slots with 43 added quarterly in each year of the biennium	Phase-in the 172 slots with 43 added quarterly in each year of the biennium	
288.L.4.b 288 #5h 288 #1s	DMAS	Increase the FIS waiver by 1,548 slots in July	120.9 GF 125.9 NGF	Phase-in the 1548 slots with 387 added quarterly in each year of the biennium	Phase-in the 1548 slots with 387 added quarterly in each year of the biennium	

Funds are shown as millions.

FY25-FY26 Biennium State Budget Development

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT
288 #5h	DMAS	Increase DD Waiver service rates by 3% each year of biennium		Language		
288 #8s	DMAS	Increases rates by 2.1% for Residential Habilitation, Day Habilitation, Other Habilitation, Private Duty and Skilled Nursing, and Transition services. Amount shown does not include Medicaid match amount.			17.6 FY25 19.9 FY26	
288 #17s	DMAS	DMAS to develop guidelines for a statewide Collaborative Care Model Program, in which behavioral health services are delivered in primary care practices. This is to facilitate future Medicaid coverage of this service model (already in 24 states).			Language	
292 #1s	DMAS	Requires work with MCOs to standardize policies, procedures, and requirements that CSBs must follow to receive reimbursement for covered Medicaid services. This includes documentation, training and credentialing requirements. Report due to BH Commission 11/1/2025.			Language	
292 #11s	DMAS	Creates a stakeholder group to study use of Medicaid for healthcare services provided in jails.			Language	
295 #2h	DBHDS	Funding for 8 new positions at Central Office to assist in meeting terms of the DOJ Settlement Agreement	0.98 GF 0.98 NGF	Reduced to 3 positions		
296 #4s	DBHDS	One-time funding for workforce development and business expansion to grow provider capacity.			1.0 FY25	
		BEHAVIORAL HEALTH				
285 #2h	DMAS	Conditions for licensure of practitioners with authority to prescribe behavioral health meds to children & adolescents		Language		
288 #12s	DMAS	Increases per diem rate to therapeutic group homes accepting children under EPSDT services by 50%			0.87 GF 1.0 NGF	
295.FF.1	DBHDS	Provides for ongoing funding of school-based MH pilot from the 2023 GA session. Funding is \$15M for each year.	15.0 GF	Redirected per 295 #7h		
295.FF.2	DBHDS	Conduct statewide evaluation of school-based MH services. Report due 6/1/2025.	0.5 FY25			
296.S 296 #1h	DBHDS	Support for additional expansion of CRCs, CSUs, pharmacy improvements and other initiatives.	33.0 FY25 2.6 FY26	(8.0) FY25 (2.6) FY26		

Funds are shown as millions.

FY25-FY26 Biennium State Budget Development

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT
296 #1h	DBHDS	Repurposes funds from the first year for other BH initiatives		8.0 FY25 \$0 FY26		
296.U	DBHDS	One-time costs of establishing additional mobile crisis teams	10.0 FY25			
296 #2h	DBHDS	Discharge planning for individuals on Extraordinary Barriers List (EBL) to assist with discharge from state hospitals		6.0 FY25 6.0 FY26		
295.AA	DBHDS	Funds for a contract to pay costs of supervisory hours needed for LPC or LCSW licensure	0.6 FY25 0.6 FY26			
295.JJ 295 #1h	DBHDS	One-time funds to support establishment of Comprehensive Psychiatric Emergency Programs (CPEPs)	10.0 FY25	(10.0) FY25		
295 #3s	DBHDS	Grow Virginia CSB workforce to support paid internships, clinical supervision hours, loan repayment, and scholarships.			7.5 FY25 7.5 FY26	
295 #5h 295 #4s	DBHDS	Initiatives for expanding MH workforce (evaluation of licensing process, fund a workforce training director, and scholarships for MH technicians)	0.6 FY25 0.65 FY26	(0.6) FY25 (0.65) FY26	(0.6) FY25 (0.65) FY26	
295 #6h 295 #6s	DBHDS	Requires DBHDS to report annually on CSB performance, billing and workforce data.		Language	Language	
295 #7s	DBHDS	Requires DBHDS to report to the BH Commission by 12/1/2024 regarding anticipated changes to STEP-VA performance measures and benchmarks to be included in CSB Performance Contracts.			Language	
295 #8s	DBHDS	Directs DBHDS to complete comprehensive review of CSB Performance Contracts and addendums to define metrics for each service and how DBHDS will monitor and enforce compliance. Report due to BH Commission by 12/1/24, with changes implemented prior to finalization of FY26 contract.				
295 #9s	DBHDS	Directs DBHDS to conduct a needs assessment to determine unmet need in each of the 9 STEP-VA services, identify the costs of meeting those needs, and report those findings.			Language	

Funds are shown as millions.

MOTION FOR CLOSED MEETING – MARCH 5, 2024

I move that a closed meeting of the Board be held as permitted under Section 2.2-3711.A.3. of the Code of Virginia to discuss the following matter:

- The acquisition of real property for the purpose of expanding CBH crisis services and construction of a new facility to consolidate operations.

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- A second to the motion is required.
 - No vote can be taken in closed session.
 - Members must be individually polled immediately after coming out of the closed session to certify that only those matters covered in the motion for closed session were discussed.