

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

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

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

**DATE:** February 7, 2017

**BOARD MEMBERS PRESENT:**

Mr. John Kuplinski – James City County  
Mr. Peter Walentisch - Williamsburg  
Dr. Baljit Gill – York County  
Ms. Rebecca Vinroot - James City County  
Mr. Bill Karaktin - York County  
Ms. Sue Mellen - James City County  
Mr. Charles McAdams - York County  
Ms. Hazel Braxton - Williamsburg  
Mr. Ken Drees - York County  
Ms. June Hagee – James City County  
Mr. Talbot Vivian – York County

**STAFF PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Ms. Cynthia Spitzer - Poquoson  
Ms. Mary Diggs - Poquoson  
Dr. Alfred Brassel – York County  
Ms. Lynda Dunnigan – 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 December 6, 2016
2. Services & Evaluation Committee Meeting of December 15, 2016
3. Public Awareness Committee Meeting of December 19, 2017
4. Administration Committee Meeting of December 20, 2016
5. Executive Committee Meeting of December 20, 2016
6. Administration Committee Meeting of January 17, 2017
7. Services & Evaluation Committee Meeting of January 19, 2017

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

**Action Item A-1** was presented to the CBH Board of Directors for acceptance of the FY 2016 Audit Report as submitted by the auditing firm of Robinson, Farmer Cox Associates. The reports were

reviewed and Mr. German highlighted trends and various components of the information provided. Discussion.

Ms. Mellen motioned that the CBH Board of Directors accept the FY 2016 Audit Report as submitted by Robinson, Farmer Cox Associates. The motion was seconded and carried unanimously.

**Action Item A-2** was presented for approval of the CBH FY 2018 Proposed Budget. The Budget Plan was reviewed and discussed.

Mr. Vivian motioned to approve the CBH FY 2018 Proposed Budget Plan as presented. The motion was seconded and carried unanimously.

**Action Item A-3** was presented for approval of the proposed plan to utilize the \$25,000 donation from the SUPERVALU/Farm Fresh Corporation to support the creation of an on-line resource directory for the SMVF (Service Members, Veterans and Their Families) population. Discussion.

Mr. McAdams motioned to approve the plan as presented and to amend the FY 2017 Operating Budget accordingly. The motion was seconded and carried unanimously.

**CBH Board Planning Day:** Mr. Coe reported that the annual CBH Planning Day had been scheduled and would be held Friday, July 21<sup>st</sup>. It was noted that the City of Poquoson would be the hosting locality this year. Further information will be distributed once details have been finalized.

**Legislative Review for 2017 General Assembly Session:** A summary of the House Appropriations and Senate Finance Amendments were distributed. Mr. Coe highlighted the various bills and provided further details. There was discussion concerning legislative priorities, talking points and a means to educate legislators. Mr. Coe will forward a copy of the talking points discussed to Board members.

**EXECUTIVE DIRECTOR'S REPORT: D. Coe**

The Executive Director's Report was provided in writing and distributed to Board Members.

**CLOSED SESSION:**

Mr. Walentisch moved 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 a CBH Personnel issue.

The motion was seconded by Mr. Vivian. On a roll call vote, the vote was AYE: 11, NAY: 0. At 5:52 p.m., the Board entered Closed Session.

At 6:05 p.m., the Board reconvened into Open Session.

Ms. Braxton moved to certify the Closed Session. On a roll call vote, the vote was AYE: 11, NAY: 0.

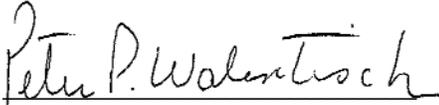
**CERTIFICATION OF CLOSED MEETING:**

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 6:07 p.m.

  
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John Kuplinski, Chair

  
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Peter P. Walentisch, Secretary

**Minutes**  
**Video Services Board**  
**288 E. Queens Drive, Williamsburg, VA**  
**December 13, 2016**

**Meeting Convened:** The meeting was called to order at 8:35 a.m. by Anne Smith.

**Attendance:** Anne Smith, Dr. Carl James, Paula Hersh, Randy Williford and Vivian Yerby

**Approval of Minutes:** Since there were no corrections of additions to the October 21, 2016, meeting minutes, Mrs. Smith entertained a motion to accept the minutes as distributed. Dr. James motioned to approve and Mrs. Hersh seconded the motion. The motion passed 3:0

**Discussion:** Mrs. Smith discussed Mr. Williford's evaluation letter still to be completed. Members agreed to the completion of the letter by Mrs. Smith. It will be sent to Dr. James and Mrs. Hersh for submission to their respective Boards.

**Announcements:** Mr. Williford reported that the FY 2018 Proposed Budget for Video Services has been submitted. Personnel costs, Maintenance Contract costs and Vehicle costs are higher. Video Services will be receiving two new SUV Hybrids. One will be smaller. The current van will no longer be in use as it is unreliable and has had many maintenance issues.

Mr. Williford briefly discussed CIP plans for building renovations.

He then distributed the Quarterly Report for the period of July through September 2016. It now includes more of a summary rather than specifics. The first two months of the quarter was mainly dedicated to the York Hall installation of new equipment and the on-air server. Programs for the quarter totaled 30. Three were for internal use. Two of the new programs include York News Brief and the Board of Supervisors Holiday Greetings. Technical support from outside use is slowing. Video Services is working to train other departments in the use of equipment. Mid-September and late September work will be reflected in the next Quarterly Report. In September, staff began revamping programs for the County and Schools as well as streamlining the process of transmitting programs to screen.

Mr. Williford is devising a new bulletin board which he describes as a "zoned bulletin board" to include animation, a crawl message at the lower screen and more available updated information in a timely manner. He hopes to implement the new boards by March. Rushworks has been contracted for new hardware and software to assist in this task.

Mrs. Hersh stated that she would like to rebrand Video Services to reflect the emphasis on the TV stations for which the division develops programming, oversees and maintains. Mr. Williford pointed out that Cox and Verizon should provide technical services on continuing HD issues. The County will be working with them after the first of the year to obtain these services.

Mrs. Hersh will devise best practices for generating information on screen. Public Affairs will manage content and Emergency messaging can come from the EOC. These practices will free up staff time in Video Services for more video content to be generated.

The Quarterly Report was unanimously approved as distributed and will be submitted to the County Administrator and the Division Superintendent of Schools for presentation to their respective Boards.

Dr. James reported on the sleep study of adolescents. School schedule changes are being considered. He stated that discussions are being held on balancing attendance on enrollment and development plans for the Marquis neighborhood and schools, which will dictate the time construction. Recommendations will be made to the School Division Board. Mrs. Hersh plans to cover the plans as they progress.

Dr. James stated that the Schools are waiting for the Governor to release the proposed FY 2018 budget to determine if the School Division will receive funding.

**New Business:** Mrs. Hersh has been distributing a new flyer to various departments which features new programs that are currently being aired and/or coming in the near future. She requests that department heads forward the information to all interested staff and she forwards the flyer to the Board of Supervisors and Division Superintendent when appropriate.

**The next meeting is scheduled for Wednesday, March 8, 2017, 8:30 a.m. at the Video Services Studio.**

**Adjournment:** The meeting adjourned at 9:50 a.m.

Submitted by: Vivian Yerby, Administrative Assistant I