

**COLONIAL SERVICES BOARD  
BOARD MEETING**

**TIME:** 4:00 p.m.  
**PLACE:** Colonial Services Board  
**DATE:** May 4, 2010

**BOARD MEMBERS PRESENT:**

Mr. John McDonald – James City County  
Ms. Edith Chutkow - Williamsburg  
Mr. Bill Karaktin – York County  
Ms. Trish Kline – James City County  
Mr. Peter Walentisch - Williamsburg  
Mr. Charles McAdams – York County  
Mr. Ken Drees – York County  
Ms. Anne Rollins - Poquoson  
Mr. Sam Lazarus – James City County  
Ms. Barbara Burge – York County

**STAFF PRESENT:**

Mr. David Coe  
Mr. Keith German  
Dr. Dan Longo  
Ms. Joan Lucera  
Ms. Anita Michalec  
Ms. Nancy Shackelford

**BOARD MEMBERS ABSENT:**

Mr. Bill Pugh – James City County  
Ms. Penny Diggs – York County  
Ms. Mary Clark – York County  
Ms. Diana Hutchens – James City County

**PUBLIC COMMENT:**      **J. McDonald**

None.

**MINUTES:**

Minutes of the March 30, 2010 and April 6, 2010 Board Meeting were approved as distributed.

**NOMINATING COMMITTEE:**      **J. McDonald**

Mr. McDonald solicited Board members interest in serving on the Executive Committee. Any Board Member interested in serving should contact Diana Hutchens. A proposed slate of candidates for office will be presented at the June Board Meeting.

**PRESENTATION:**      **D. Coe/K. German**

A power point presentation on “ICF/MR Programs and Project” was provided by David Coe, Executive Director and Keith German, Director of Administrative Services. Board members also received a status update of the possible joint project with the ARC of the Virginia Peninsula and an overview of ICF/MR Programs, its’ history and services provided.

**ACTION ITEMS:**

Action Item A-1 was presented for approval upon the Public Awareness Committee's recommendation and Executive Committee endorsement that the Board approve the revised agency Mission Statement as presented. Copies of the proposed changes were provided to Board members in advance for review. Discussion. Mr. Walentisch made the motion to approve the CSB Mission Statement as submitted with an amendment to include the wording "*the local Community Services Board*" in the first sentence to read:

The mission of Colonial Behavioral Health, *the local Community Services Board*, is to facilitate opportunities for recovery, resiliency 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.

Ms. Rollins seconded the motion and it carried unanimously.

**ADMINISTRATIVE COMMITTEE REPORT:**            **K. German**

CSB Revenue and Expenditure Reports were distributed in the Board Packet. Mr. German provided an overview of the reports and a status update concerning various fund balances.

**CORPORATE COMPLIANCE REPORT:**            **K. German**

The Corporate Compliance Report was distributed. There were questions concerning the amount of information provided and more detail was requested in the explanation column. It was stated that reporting requirements for death and serious injury were governed by the Office of Human Rights and information provided is in adherence to state regulations. Mr. German stated that he would forward a copy of the regulations to Board members for review.

It was noted that future reports will be distributed in the monthly Board Package as required by law; however, unless a reportable event or trend is identified by the Executive Director, discussion of data will no longer be done in a public meeting.

**MONTHLY ADMINISTRATIVE REPORTS:**            **J. McDonald**

Administrative and program reports were distributed in the Board Packet. Program directors may be contacted if there are any questions concerning the information provided.

**EXECUTIVE DIRECTOR'S REPORT**


**D. Coe**

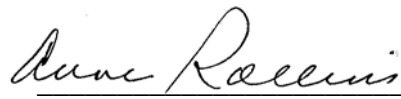
The Executive Director's Report was provided in writing and distributed to Board Members. Mr. Coe provided additional information to the report.

Mr. Coe reported that the Therapeutic Day Program will be provided by the CSB as a pilot program for the Williamsburg-James City County School system. The program will be located at James Blair Middle School and will offer services for middle and high school students. There is also a possibility that later in the year, the school system may want a program for elementary students as well.

There being no further business to discuss, the meeting adjourned at 6:05 p.m.

Sincerely,

  
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John McDonald, Chairman

  
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Anne Rollins, Secretary