



Meeting Minutes

Minutes Of: Executive & Administration Committee Mtg Date: January 24, 2011
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Present: John McDonald, Edith Chutkow, Peter Walentisch, David Coe, Keith German, Nancy Shackelford, Anita Michalec, Robin Wyatt

Absent: Barbara Burge, Anne Rollins, Sam Lazarus

1. *Call to Order*

The meeting was called to order at 4:15 p.m. Minutes of the December combined Executive and Administration Committee Meeting were approved as distributed.

2. *New Business*

Discussion/Information Items:

1. Building 3 Renovations – A handout containing information regarding the proposed work and bid opening results was distributed and reviewed. It was noted that 31 contractors attended the pre-bid conference. However, only 10 bids were actually submitted. The bids ranged from \$185,098 to \$267,500.

Guidelines and work specifications pertaining to the renovation job advertised were provided prior to the pre-bid conference. In accordance with the Virginia Public Procurement Act, as a public entity, the agency is bound to award to the lowest responsible and responsive bidder. Evaluation is underway to ensure that the bid received is from a responsible bidder. Once the evaluation process is complete, a recommendation will be presented to the Board at the February Board Meeting.

2. Strategic Plan Report – An update on the Plan was distributed. The Committee reviewed and discussed the various components of the report.
3. Capitalization of Colonial Health Systems, Inc. - The Corporation is finalizing the recruitment process for Board membership. The number of directors shall be not be fewer than five nor more than seven. Currently, there have been four appointments to the Board. However, the Corporation being in its infancy has no assets or capital established. In order for the Corporation to begin operation, it was recommended that Colonial Behavioral Health provide a one-time grant in the amount of \$250,000 from reserve funds as start up fees. Mr. Walentisch noted he thought the amount was reasonable and suggested CBH loan the Corporation the funds. Discussion followed concerning the various recommendations. The decision was made to obtain legal advice before making any final determinations. Information will be forwarded to Committee members and presented to the Board at the February Board Meeting.

4. Items for February Board Agenda – Items for the February Board Agenda were discussed. An update on legislative activities was requested.
5. Other Business – A list of Board members, their appointment and expiration dates of current terms and an attendance record of both Board meetings and Committee meetings was requested. The information will be presented to the Executive Committee.

3. *Adjournment*

- The meeting was adjourned at 5:18 a.m.
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Submitted by: A. Michalec

Next Meeting

Date: February 15, 2011

Time: 4:15 p.m.

Location: Bldg. 2