**BLUE RIDGE BEHAVIORAL HEALTHCARE**

**MINUTES OF DECEMBER 10, 2020**

The regular meeting of the Board of Directors of Blue Ridge Behavioral Healthcare was held at 5:00 p.m. on Thursday, December 10, 2020 virtually via ZOOM meeting.

Due to the COVID-19 pandemic and based upon Executive Order Fifty-One, issued by Governor Northam on March 12, 2020, Amended Executive Order Fifty-Three on April 15, 2020, Executive Order Fifty-Five, issued by Governor Northam on March 30, 2020, Amendment 28 to HB29 (adopted April 22, 2020}, Virginia Code Section 2.2-3708.2, BRBH will be conducting this regularly scheduled board meeting by electronic communication means without a quorum of the Board of Directors physically present.

MEMBERS PRESENT STAFF PRESENT

Lew Bishop Debbie Bonniwell

Shannon Brabham Mark Chadwick

Richard Caywood Tamara Starnes

Marty Francis Helen Lang

Ed Garner Claude Henson

Dr. Carole Geiger Ashley Simmons

Dr. Forest Jones

Dan Karnes

Patrick Kenney, Esq.

Wanda Osburn

Michael Parish

Col. Bobby Russell

Carol Whitt

MEMBERS ABSENT

Helen Ferguson

ALSO IN ATTENDANCE (Guests/Member of the Public):

Greg Hamilton

1. Call to Order

Lew Bishop, Chair, called the regular meeting of Blue Ridge Behavioral Healthcare Board of Directors to order at 5:01 p.m. As noted, above, the meetings was held virtually via ZOOM technology in light of the Virginia State of Emergency for the Covid-19 pandemic.

1. ***ACTION ITEM:*** Approval of October 22, 2020 Minutes.

Ed Garner moved to approve the corrected minutes of the October 22, 2020 Board of Directors Meeting. Wanda Osburn seconded the motion. The motion carried and the minutes were approved.

1. **Chair Comments** – Lew Bishop, Chair

A. Acknowledgement of Retiring Board Member

B. Chief Executive Officer Report: Debbie Bonniwell reviewed the Chief Executive Officer’s report..

C. A copy of the DBHDS Performance Dashboard was included in the board packet.

1. **Executive Committee** – Lew Bishop, Chair

A. ***ACTION ITEM:*** **(Nominating Committee)** – Calendar Year 2021 Slate of Officers. Motion was brought before the board by committee to approve the proposed slate of officers for calendar year 2021. The motion carried and the following slate of officers was elected for 2021. A copy of the proposed slate of officers was included in the board packet as follows:

* Dr. Carole Geiger, Chair
* Dr. Forest Jones, Vice Chair
* Wanda Osburn, Secretary
* Richard Caywood, Treasurer

In addition, Lew Bishop appointed Ed Garner, Esq. to the 2021 Executive Committee as an unrepresented local political subdivision member.

B. ***ACTION ITEM:*** Calendar Year 2021 Board and Committee Meeting Schedule. Motion was brought by committee to approve calendar year 2021 board and committee meeting schedule. Motion carried.

C. ***ACTION ITEM:*** BRBH Policies (2) for Families First Coronavirus Response Act (FFCRA) – Claude Henson, Human Resources Officer. Motion was brought by committee to approve two BRBH policies for FFCRA. Motion carried.

D. CEO Mid-Year Evaluation. Lew Bishop gave a brief report regarding the Chief Executive Officer’s mid-year performance evaluation.

1. **Resources Committee Report** – Richard Caywood, Treasurer

The Resources Committee met on December 10, 2020 via ZOOM virtual meeting. Richard Caywood chaired the meeting and committee members in attendance were Ed Garner, Dr. Carole Geiger, Dan Karnes, Wanda Osburn, and Michael Parish. Mark Chadwick, Claude Henson, and Helen Lang staffed the meeting and Debbie Bonniwell, Chief Executive Officer was also in attendance.

1. **Business & Financial Services**: Mark Chadwick, Chief Financial Officer
* Mark Chadwick reviewed the Business and Financial Services report, which included information on fiscal year 2020 audit and October 2020financial statements.

B. **Human Resources:** Claude Henson, Human Resources Officer

* Claude Henson reviewed the Human Resources report, which included updates from human resources.

C. **Continuous Quality Improvement:** Helen Lang, Continuous Quality Improvement Officer

* Helen Lang reviewed the Continuous Quality Improvement report which included information on behavioral health home model.

5. **Services Committee Report** – Helen Ferguson, Chair

The Services Committee met on December 3, 2020 via ZOOM virtual meeting at 4pm. Helen Ferguson chaired the meeting and committee members attending were Shannon Brabham, Marty Francis, Dr. Forest Jones, Patrick Kenney, Esq., Col Bobby Russell, Carol Whitt. Tamara Starnes, Adrien Monti, Cathy Brown, Letitia Hawkins-Beatty, Susan Rieves-Austin, and Patty Williford staffed the meeting. Staff reports related to Services were included in the board packet.

A. Chief Clinical Officer Report –Tamara Starnes, Chief Clinical Officer

• Tamara Starnes presented the Chief Clinical Officer report, which included information on clinical services updates.

7. Other Information Items.

1. VACSB Legislative Conference – January 19, 2021. Please contact Ashley Simmons know if you wish to attend by December 20, 2020. For more information, see <https://vacsb.org/january2021/>

8. **Next Board Meeting Date** – February 11, 2020 at 5:00 p.m. is currently scheduled in the Elm Board Room, 301 Elm Ave SW, Roanoke, VA 24016

9. The meeting adjourned at 6:04 p.m.

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Wanda Osburn, Secretary Date Approved

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Ashley Simmons, Recorder for the Board