

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: June 2, 2026

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

WELCOME AND CALL TO ORDER: 3:01pm

BOARD MEMBERS PRESENT:

Mr. Ryan Ashe – James City County
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
Mr. Jeff Gould – James City County
Mr. Bruce Keener – York County
Ms. Kristen Nelson – York County
Mr. Gerald Patesel – Poquoson
Ms. Amber Richey – York County
Ms. April Thomas – York County
Ms. Donyale Wells – James City County
Mr. Steven Miller – York County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Mr. John Collins – York County

CBH STAFF PRESENT:

David Coe, Chaenn Thomas, Marsha Obremski, Sherri Ousey, Kyra Cook, Linda Butler, Kristy Wallace, Katie Leuci, Allison Brody

GUESTS: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- **May 5, 2026, Board of Directors Meeting**
- **May 18, 2026, Executive Committee Meeting**

Lynette Diaz made a motion to approve the consent calendar as presented. April Thomas seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

INFORMATION/PRESENTATION

Capital Campaign Update – *Allison Brody*

Allison Brody provided a “Capital Campaign Update” (PowerPoint presentation) to the Board. The purpose of this campaign is to connect on a personal level for a cause. Giving comes in many forms: time, talent, treasure, testimony, ties. The amount of a gift will remain private. CBH needs 100% Board Member participation – it’s a public statement of confidence and commitment to the project. This campaign will involve a community of partners: James City County, City of Williamsburg, City of Poquoson, York County, Williamsburg Health Foundation and Williamsburg Community Foundation.

The Williamsburg Community Foundation has offered to receive gifts on behalf of CBH. This takes an administrative burden off CBH and stands as an endorsement to our campaign. April Thomas asked if the Community Foundation website has an option to give in other ways other than cash (stocks, etc.). Allison will look into this further and request that our EIN number be listed on the website.

Allison provided a copy of the case statement to Board members. The statement will be the cornerstone of the Capital Campaign; it is being tested with potential donors now. Allison requested feedback from Board members by Friday, June 5th.

Pre-Launch activities will consist of case statement (test and revise), testimonies, create video and social media, and engagement of community members with the capacity and propensity to give. Post-Launch activities will include ongoing donor (CSW) tours and events, direct mail, speaking engagements, and posting video and social media.

Allison requested three items from the Board members: 1. Think about the amount of your gift; 2. Consider being a part of the Capital Campaign Committee; 3. Read case statement and provide feedback.

Jeff Gould asked if we had a fundraising goal – it is not set in stone although we will aim for \$2M. Mr. Gould also asked how long the campaign will run – two years.

ACTION ITEMS:

A-1 Election – FY27 Board Officers (*Nominating Committee*)

Note: The CBH Board Executive Committee also serves as the Board of Directors for Colonial Community Services, Inc. The nominating committee (Roy Witham, Amber Richey, and April Thomas) presented the following Board members as the FY27 Board Officers:

Bruce Keener – Chair (York County)

Amber Richey – Vice Chair (York County)

Lynette Diaz – Secretary (James City County)

John Collins – Treasurer (York County)

Donyale Wells – Member-At-Large (James City County)

Sean Dunn made a motion to accept the slate of Board Officers for FY27 as presented. Kristen Nelson seconded the motion. The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

A-2 Resolution – USDA Funding for Phase II Predevelopment (*Kyra Cook*)

This resolution is a part of the application process associated with Congressionally Directed Spending secured by Congressman Wittman for Phase II of Colonial Behavioral Health's campus development project. USDA Rural Development requires adoption of a formal governing body resolution authorizing the execution of application materials and related documents necessary to pursue federal financial assistance. The resolution affirms the Board's willingness to comply with the required federal agreements and documentation associated with the application process. The resolution further authorizes the Executive Director to execute, on behalf of Colonial Behavioral Health, the required USDA application materials and related documents associated with obtaining financial assistance. Approval of this resolution is a required procedural step in the USDA application process tied to the Congressionally Directed Spending request. CBH legal counsel has reviewed the resolution.

Bruce Keener made a motion that the Colonial Behavioral Health Board of Directors adopt the attached resolution required by USDA Rural Development in support of the application process associated with Congressionally Directed Spending for Phase II of the CBH campus project and authorize the Executive Director to execute the required documents on behalf of Colonial Behavioral Health. Steven Miller seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

A-3 Approval – Stormwater Change Order (*Kyra Cook*)

The purpose of this memorandum is to request Board approval of a change order to the Center for Support & Wellness (CSW) Comprehensive Agreement with Henderson, Inc. in the amount of \$94,819.15 related to stormwater infrastructure repairs on the Colonial Behavioral Health campus site. The scope of the work specifically includes installation of new 24" RCP between two existing stormwater structures, pipelining services, and backfilling of new storm structures and piping using onsite excavated materials. Funding for this work is available through the capital funding awarded by the Williamsburg Health Foundation for Phase II campus development activities.

Steven Miller made a motion that the Board of Directors authorizes the Executive Director to execute a Change Order in the amount of \$94,819.15 for stormwater infrastructure repairs associated with the Colonial Behavioral Health campus project. Bruce Keener seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

A-4 Approval – Revised JCSA Connection Fee (*Kyra Cook*)

During CBH's May Board meeting, our Board of Directors approved James City County Service Authority (JCSA) water and sewer connection fees in an amount not to exceed \$115,000 in order to maintain the construction schedule for the Center for Support & Wellness. After that approval, CBH formally submitted the utility connection application to JCSA. CBH's Accounts Payable received official notice from JCSA establishing that the required water and sewer connection fee at \$115,269.73. Since CBH requires Board authorization for expenditures exceeding approved amounts, staff must return to the Board to request updated authorization reflecting the final invoiced amount.

Bruce Keener made a motion to authorize the Executive Director of Colonial Behavioral Health to approve and execute payment to the James City County Service Authority for water and sewer connection fees in an amount not to exceed \$115,269.73, utilizing the most appropriate and timely payment method, including execution of a change order if necessary, in order to maintain the Center for Support & Wellness project schedule. Roy Witham seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

A-5 MBP Contract Modification (*Kyra Cook*)

The purpose of this memorandum is to request Board authorization for the Executive Director to execute Contract Modification #1 with McDonough Bolyard Peck, Inc. (MBP) for continued Owner's Representatives services associated with the design phase of Colonial Behavioral Health's Phase II campus development project.

Under the proposed modification, MBP will assist CBH with a range of services including design phase meeting participation and coordination; Review of project invoices, payment applications, and change orders; Budget development and cost oversight; and quality assurance review of contractor cost estimates. The modification extends the period of performance through April 30, 2027. The proposed additional not-to-exceed amount is \$125,413.84, increasing the total contract value from \$22,500 to \$147,913.84. This work is included within the project budget. Approval is requested to allow the Executive Director to execute this contract modification on behalf of Colonial Behavioral Health.

Bruce Keener made a motion to authorize the Executive Director to execute Contract Modification #1 with McDonough Bolyard Peck, Inc. for continued Owner's Representative services related to the design phase of CBH's Phase II campus development project in an amount not to exceed \$125,413.84, for a total contract value of \$147,913.84. Roy Witham seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain - 0

A-6 Policy Review: CBH Bylaws (*D. Coe*)

CBH Bylaws are reviewed periodically to assure continued compliance with state and federal statutes, and to reflect the Board's commitment to effective operations as a governing body. The Bylaws have been reviewed by legal counsel with no recommendations being made for revision.

Kristen Nelson made a motion that the CBH Board affirms the current CBH Bylaws. Amber Richey seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

A-7 FY 2027 Operating Budget (*S. Ousey*)

This proposed preliminary budget reflects projected revenues and expenditures based on current knowledge for FY27. The General Assembly has not passed a biennial budget, so we cannot be fully certain of state funding levels. This proposed budget's effective dates are July 1, 2026, through June 30, 2027, with the understanding that a revised budget will be presented to the Board in July. This preliminary budget does not include the following: CSW budget, most director-submitted budget priorities for the year, and the Capital Improvement Plan (CIP) and budget. This preliminary budget can fund contracts and provide the July 1 increase to CBH staff. Bruce Keener made a motion that the Board of Directors approve the proposed preliminary Colonial Behavioral Health FY 2027 Operating Budget. Amber Richey seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

A-8 Approval – VaRisk Insurance Renewal (*M. Obremski*)

CBH has been insured for many years in a manner similar to other Virginia public bodies through a VaRisk plan. There is a significant premium increase this year related to cyber security and auto coverage, as well as for coverage of the new Center for Support & Wellness (CSW).

Each year, VAcorp submits a proposal that provides a breakdown of each coverage type.

While the coverage period for this renewal is for Fiscal Year 2027, the annual premiums are paid within the preceding fiscal year.

Amber Richey made a motion to authorize the Executive Director of Colonial Behavioral Health to approve and execute the CBH's property FY 2027 Property & Casualty Insurance Renewal through VAcorp at a total premium cost of \$86,000 with premiums paid from FY 2026 funds.

April Thomas seconded this motion.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

REPORTS:

Recruitment/Hiring/Retention Report (*Chaenn Thomas*)

For the period of April 14, 2026, through May 12, 2026, Colonial Behavioral Health (CBH) has successfully completed 4 hires (Full-time positions). The agency currently has thirty (33) vacant positions, this total includes twenty-seven (27) full-time positions, two (2) part-time positions and four (4) PRN/WAR positions. During the identified period CBH had a total of 9 separations (8 Full-time and 1PRN).

Since May 12, 2026, CBH has had five (5) additional separations (resignations). CBH will be participating in a job fair at the Hampton Convention Center on June 10th and we are advertising with five (5) local radio stations. Direct Service: DD Day and Residential are very short-staffed.

April 2026 Financial Report (*Sherri Ousey*)

Sherri Ousey (Director of Finance) presented the April 2026 Financial Report. Personnel remains at the top of our expenditures. Our operating budget remains consistent with previous month.

Executive Director's Report (*D. Coe*)

Agency Issues

CBH has been chosen to host the Governor's Fellows (25 individuals). We are in the process of gathering details. This group works on a project and then makes a policy recommendation.

Community Issues

CBH was invited to participate in the City of Williamsburg Student and Family Support Community of Practice planning sessions take place in 2026. The planning effort is being led by the WJCC School Division with involvement from an array of local leaders.

Public Policy

CBH continues to plan for submission of a SAMHSA CCBHC Expansion grant this summer, with an anticipated federal funding posting date of 5/29/26 (delayed). The Expansion Grant provides funding for 4 years but does not include an advantageous billing mechanism like the statewide grant. Marsha Obremski is leading this project.

CLOSED SESSION

Bruce Keener made the following motion to move to a closed session: I motion that a closed meeting of the Board be held as permitted under the Code of Virginia Sections 2.2-3705.6.3 and 2.2-3711, to discuss the follow matter: The annual performance evaluation of, and the Board's annual contract with, the CBH Executive Director. April Thomas seconded this motion.

Bruce Keener made a motion to conclude the closed session. Donyale Wells seconded the motion, which was unanimously approved. Board members were individually polled immediately coming out of the closed session to certify that only those matters covered in the motion for closed session were discussed.

ADJOURNMENT:

A motion to adjourn the meeting was made by Amber Richey and seconded by Lynette Diaz.

The motion passed as follows:

Yes – 12

No – 0

Abstain – 0

The meeting was adjourned at 5:06pm.

NEXT MEETING:

Date: Tuesday, July 17, 2026

Location: Williamsburg Police Station

Time: CBH Board meeting will occur after our Board Planning Day has commenced.

Ryan Ashe, Board Chair

Amber Richey, Secretary