

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: March 3, 2026

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

WELCOME AND CALL TO ORDER: 3:00pm

BOARD MEMBERS PRESENT:

Mr. John Collins – York County
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
Mr. Bruce Keener – York County
Ms. Kristen Nelson – York County
Mr. Gerald Patesel – James City County
Ms. Amber Richey – York County
Ms. April Thomas – York County
Ms. Donyale Wells – James City County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Mr. Ryan Ashe – James City County
Dr. Dawn Ide – City of Poquoson
Mr. Steven Miller – York County

CBH STAFF PRESENT:

David Coe, Marsha Obremski, Kristy Wallace, Kyra Cook, Patty Hartigan, and Denise Kirschbaum

GUESTS: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- **February 3, 2026, Board of Directors Meeting**
- **February 17, 2026, Executive Committee Meeting**

The motion passed as follows:

Yes – 10

No – 0

Abstain – 0

DISCUSSION

Annual Board Planning Day

In the past, CBH has held an Annual Board Planning Day. Unfortunately, this training day was canceled in 2025. This training usually takes place in July/August although it could take place in another month. Sometimes, these planning days last a full day. A suggestion has been made to split the day in two: having dinner and a meeting and then breakfast and finishing the meeting the following day. Bruce Keener asked CBH Board members to check their calendars to see what dates will work/will not work. The following topics have been discussed during the Board Training Day: strategic planning, policies, future look, training topics, etc.

VACSB Board of Directors – Future Vacancies

The Virginia Association of Community Service Boards (VACSB) is made up of forty (40) CSB throughout the state. Virginia is divided into five (5) regions (CBH is a part of Region 5). The VACSB has a Board of Directors, usually comprised of two (2) members from each region. Recently, there was a vacancy for Region 5 although it was filled quickly. Any board member is welcome to attend the VACSB conferences – there are two conferences a year; one in January (training) and the second is in October (legislative). If a CBH Board member is interested in attending, please let David Coe know. Also, if a Board member would like to serve as a VACSB Board member, also let David know so he can put in a word ahead of time.

ACTION ITEMS:

- A-1 Approval – Revisions to IS Policy 10 – Information Services (*Katie Leuci*)**
- A-2 Approval – Revisions to IS Policy 20 – General Technical Safeguards and Access Controls (*Katie Leuci*)**
- A-3 Approval – Revisions to IS Policy 21 – Security Updates and Security Training (*Katie Leuci*)**
- A-4 Approval – Revisions to IS Policy 22 – Workstation Use and Security (*Katie Leuci*)**
- A-5 Approval – Retirement of IS Policy 23 – IT Change Management (*Katie Leuci*)**
- A-6 Approval – Revisions to IS Policy 24 – Review of Information Systems Activity (*Katie Leuci*)**
- A-7 Approval – Revisions to IS Policy 25 – Response to Security Incidents (*Katie Leuci*)**
- A-8 Approval – Revisions to IS Policy 26 – Contingency Plans (*Katie Leuci*)**
- A-9 Approval – Revisions to IS Policy 27 – Risk Analysis and Risk Management (*Katie Leuci*)**
- A-10 Approval – Retirement of IS Policy 28 – Device and Asset Controls (*Katie Leuci*)**
- A-11 Approval – Revisions to IS Policy 29 – Facility Access Controls (*Katie Leuci*)**
- A-12 Approval – Revisions to IS Policy 30 – Malicious Software Protection (*Katie Leuci*)**
- A-13 Approval – Revisions to IS Policy 31 – Password Management and Log-In Monitoring (*Katie Leuci*)**
- A-14 Approval – Retirement of IS Policy 32 – Transmission Security Guidelines (*Katie Leuci*)**

Bruce Keener and Katie Leuci presented the Protected Health Information set of policies (listed above) to the Board for approval. Changes to these policies have been made in consultation with and endorsed by Pat McDermott (legal counsel).

This set of policies were created in response to the security breach. The major update to all policies was transferring them to the template for.

Approval of A-1

IS Policy 10 – Information Services incorporates Policy 40 – Electronic Protected Health Information. Sean Dunn made a motion that the Board approve revisions to the Information Services policy as presented. John Collins seconded this motion. The motion passed as follows:

Yes – 10

No – 0

Abstain – 0

Approval of A-2 – A-14

Bruce Keener summarized the proposed changes to the remaining IS Policies which involve formatting to reflect the new policy template structure. Sean Dunn made a motion that the Board approve the revisions to the remaining IS Policies as presented. Amber Richey seconded the motion. The motion passed as follows:

Yes – 10

No – 0

Abstain – 0

REPORTS:

Fundraising Update (Kyra Cook/Allison Brody)

Kyra Cook introduced Allison Brody, Capital Campaign Fundraising position. Allison Brody comes to CBH with an extensive background in the non-profit, philanthropic, and mental health worlds. Allison explained the importance of testimonies – stories from our Board members. Allison was asked what are two low-cost initiatives that she will utilize during the campaign: 1. AI and 2. Coffee. Allison shared her “elevator speech” regarding Phase 2.

Facility Development Report (Kyra Cook)

Center for Support and Wellness (Phase 1)

The project remains on schedule. Budget update: certain costs remain within the overall project budget but exceed the original contract with Henderson: unsuitable soils – this was previously discussed with the Board. Partially collapsed stormwater system on the parcel across the street (future Phase 2 location). The decision on repair was delayed until Phase 2 vendor selection due to its location. Now that Phase 2 vendor has been selected, we’ve requested a price from Henderson. Our hope is to address the stormwater system as a Phase 1 change order, coordinated with the Phase 2 design. Amount of the change order is pending; we will update the Board once available.

Phase 2

Vendor Selection: The Henderson/Guernsey Tingle team has been selected following a competitive process. The decision was challenging given the quality of the proposals. SEVHS staff participated actively in interviews and discussions. Our owner’s representatives provided

thoughtful questions and insights.

Next Steps

We are currently negotiating the contract, with a goal to bring it to the Board for action in April. By the Phase 1 ribbon cutting, we aim to have completed the following: site master plan for the entire parcel, exterior elevations, interior renderings, and block floor plan.

Funding update

Current contributions include \$600K from the Williamsburg Health Foundation and \$50K from the Clark Foundation. These funds will cover a significant portion of Phase 2; we may need to use year-end fund balance to fully bridge the gap, which will be included in the April Board recommendation. Initially, we anticipated more financial flexibility due to the funding secured by Delegate Wittman. The USDA funding process has proven to be challenging: the funds were congressionally directed, so the USDA should not have discretion over approval. The application was thorough and transparent; we expect eventual approval. However, due to staffing reductions and atypical funding requirements, resolution may take some time. We cannot wait for federal approval before proceeding but that could possibly impact our access to those funds.

Board Action in April

Staff will present recommendations, and if funding clarity is not fully achieved, staff may recommend moving forward with Phase 2 to maintain schedule. Kyra Cook is happy to answer any questions now or at the April Board meeting.

Recruitment/Hiring/Retention Report (David Coe)

For the period of January 15, 2026, through February 11, 2026, Colonial Behavioral Health (CBH) successfully completed 7 hires (all full-time positions), and the agency has one additional full-time offer in a pending status. Pending acceptance of position, the agency will be recruiting 25 positions which include 10 full-time positions, 2 part-time positions and 4 PRN/WAR positions. CBH experienced 5 resignations (all full-time positions) during the reporting period and 1 orientation no-show.

Allison Brody (Capital Campaign Fundraiser), Neil Morgan (Budget Advisor) and the Director of Finance positions were part of the hires for this period.

The minimum wage increase will put pressure on the lower paid salaries within CBH.

December 2025 Financial Report (David Coe)

The Financial Report as of January 31, 2026, was included in the Board meeting packet.

Executive Director's Report (D. Coe)

Agency Issues

The VACSB Annual Training Conference will be held May 6-8 in Richmond. If you are interested in attending, please contact Kristy Wallace to manage your registration.

Community Issues

Licensed Child & Adolescent Therapist Casandra Jones is presenting a workshop at the American Group Psychotherapy Association (AGPA) conference on March 5th. The workshop is entitled "An Introduction to Tabletop Role Play Games (TT-RPG) as a Group Therapy Modality". The workshop will utilize the game *Dungeons & Dragons*.

We are currently presenting CBH's work to each locality's governing bodies. We have presented

(or are scheduled to present) as follows:

| | | |
|---------------------------|--------|----------------------------------|
| February 9 th | 7:00pm | Poquoson City Council |
| February 12 th | 2:00pm | Williamsburg City Council |
| February 24 th | 1:00pm | JCC Board of Supervisors |
| March 3 rd | 6:00pm | York County Board of Supervisors |

David plans to highlight York County's Finance Staff – the assistance they have provided to CBH is greatly appreciated. Susan Goodwin has been fantastic to work with, and she has been very involved.

Public Policy

It appears that the \$10 million budget amendments submitted by Senator McDougle and Delegate Anderson were not included in the Senate or House committee budget reports. These were intended to support Phase 2 of our facility expansion project. There were too many competing priorities.

A summary of the State Budget actions taken to date in the 2026 Regular Session of the General Assembly will be shared as soon as details are available on the GA website (David plans to share with the Board at the April meeting).

We are rapidly approaching the April 1st deadline for Virginia's SAMHSA application for inclusion in the CCBHC Demonstration program. 2028: CBH → CCBHC.

QUESTIONS

Bruce Keener asked for clarification on future payouts for employees:

June 2026 (this FY) 2% Bonus

July 2027 (next FY) 2% Pay Raise

ADJOURNMENT:

A motion to adjourn the meeting was made by John Collins and seconded by April Thomas. The motion passed as follows:

Yes – 10

No – 0

Abstain – 0

The meeting was adjourned at 3:40pm.

NEXT MEETING:

Date: Tuesday, April 7, 2026

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

Ryan Ashe, Board Chair

Amber Richey, Secretary