

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** October 3, 2023

**PLACE:** Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185

**CALL TO ORDER:** 4:00 p.m.

**BOARD MEMBERS PRESENT:**

Ms. Sheri Newcomb – York County  
Mr. Ryan Ashe – James City County  
Mr. John Collins – York County  
Ms. Hazel Braxton - Williamsburg  
Ms. Erin Otis – James City County  
Ms. Wendy Evans - Williamsburg  
Dr. Dawn (via Teams) - Poquoson  
Ms. Denise Kirschbaum – James City County  
Ms. Donyale Wells – James City County  
Dr. Al Brassel – York County  
Mr. Reynaldo Carpio – York County

**STAFF PRESENT:**

David Coe, Linda Butler, Kyra Cook, Katie Leuci, Chaenn Thomas, Marsha Obremski, Nancy Parsons

**WELCOME NEW CBH BOARD MEMBER:**

Sheri remarked that new member, Dr. John Shaner, was not in attendance today. He represents Poquoson and is an Emergency Physician with Riverside Health System.

**PUBLIC COMMENT:**

Pat Evers introduced herself as an observer for the League of Women Voters. There was no other public comment.

**CONSENT CALENDAR:**

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

- August 25, 2023, Board of Directors Meeting
- September 19, 2023, Administration Committee Meeting
- September 19, 2023, Executive Committee Meeting

Dr. Al Brassel made a motion to accept the Consent Agenda as presented. The motion was seconded by Ms. Hazel Braxton, and it passed unanimously.

**INFORMATION/DISCUSSION ITEMS:**

**Eastern State Hospital 250<sup>th</sup> Anniversary** –Mr. David Coe announced that Colonial Williamsburg is hosting a series of public events on October 14<sup>th</sup> celebrating the 250<sup>th</sup> anniversary of the founding of Eastern State Hospital. Mr. Coe is one of several planned speakers. All are encouraged to attend.

**Strategic Plan Timeline** - Ms. Kyra Cook presented the timeline for strategic plan development.

**ESH Property Update** - Ms. Cook reported that the space needs project will begin in October. Additionally, CBH is waiting for the developer who is under contract with the state to purchase the surplus Eastern State Hospital property to submit plans to James City County.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. David Coe reported, in addition to his written report, that the state recently shared that they are not moving forward with CCBHC efforts in 2024. The state has, however, asked CBH for more information regarding plans for a Crisis Receiving Center.

**ADJOURNMENT:**

Upon a motion and second to adjourn, the meeting was adjourned at 5:00 p.m. Ms. Sheri Newcomb noted that the Colonial Community Services Inc. (CCSI) Board will convene immediately after CBH Board adjournment. The Executive Committee serves as the CCSI Board of Directors and has business to conduct related to a real estate transaction. The results of the CCSI meeting will be shared with the full CBH Board.



Sheri Newcomb, Chair



Hazel Braxton, Secretary

**AGENDA**  
**COLONIAL BEHAVIORAL HEALTH**  
**BOARD MEETING**  
**OCTOBER 3, 2023**  
**4:00 PM**

- **Welcome and Call to Order**
- **Roll Call**
- **Welcome New CBH Board Member – John A. Shaner, MD (Poquoson)**
- **Public Comment**
- **Consent Calendar**
  - Approval of the following meeting minutes:
    - August 25, 2023 Board of Directors Meeting
    - September 19, 2023 Administration Committee Meeting
    - September 19, 2023 Executive Committee Meeting
- **Information/Discussion Items**
  - Eastern State Hospital 250<sup>th</sup> Anniversary Celebration Weekend and Event – *D. Coe*
  - Strategic Plan Timeline – *K. Cook*
  - ESH Property Update – *K. Cook*
- **Executive Director's Report** - *D. Coe*
- **Adjournment**                      Next Meeting – Tuesday, November 7, 2023 (473 McLaws Circle, Williamsburg)

---

**NOTICE:** There will be a brief meeting of our private 501(c)(3) corporation (Colonial Community Services, Inc. - CCSI) immediately upon adjournment of the CBH Board meeting. The CBH Executive Committee serves as the voting Board for CCSI. CBH Board members and members of the CBH Leadership Team are encouraged to stay for this meeting if possible.



## Meeting Minutes

Minutes of : Administrative Committee Meeting Date: September 19, 2023
---

Present: John Collins, Wendy Evans, Sherri Newcomb

Staff: David Coe, Nancy Parsons, Chaenn Thomas, Kyra Cook, Marsha Obremski

Absent: Ryan Ashe, Al Brassel, Md

Others Present: Erin Otis

---

1. Call to Order

Meeting was called to order to 4:00pm

2. Old Business

none

3. New Business

Nancy Parsons presented the fiscal year to date results through August 31, 2023. Revenues are close to budget with fee revenue over projection. Expenses are under budget and cash balance is a healthy \$8.9 million. Personnel expenses will increase in the month of September with staff receiving a 5% pay increase retroactive to July 1.

Chaenn Thomas described the process staff have undertaken to review and revise the personnel policy for the first time in a number of years. The draft is now with the lawyer to review to ensure compliance with all current laws. It is hoped a review will be done at the October Admin Committee meeting if the legal review is done in time. Presentation would then be to the full Board in November.

Chaenn Thomas also gave a vacancy update stating there were 10 New hires in September. Currently CBH has 22 full time vacancies, 1 part time and 5 PRN positions.

4. Conclusions, Recommendations, Actions

none

5. Adjournment

Meeting was adjourned at 4:18pm

---

Submitted by: Nancy Parsons

### Next Meeting

Date: October 24, 2023

Time: 4:00 pm

Location: McLaws Board Room



**YEAR TO DATE REVENUES AND EXPENDITURES**  
as of  
**August 31, 2023**

**REVENUE**

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 10,977,955	\$ 1,826,257	\$ 1,829,659	100%	\$ (3,403)
Local	\$ 3,793,000	632,167	632,167	100%	\$ (0)
Fees	\$ 6,129,885	1,112,382	1,021,648	109%	\$ 90,735
Grants/Other	\$ 767,135	360,384	127,856	282%	\$ 232,528
Total Revenue	\$ 21,667,975	\$ 3,931,190	\$ 3,611,329	109%	\$ 319,861

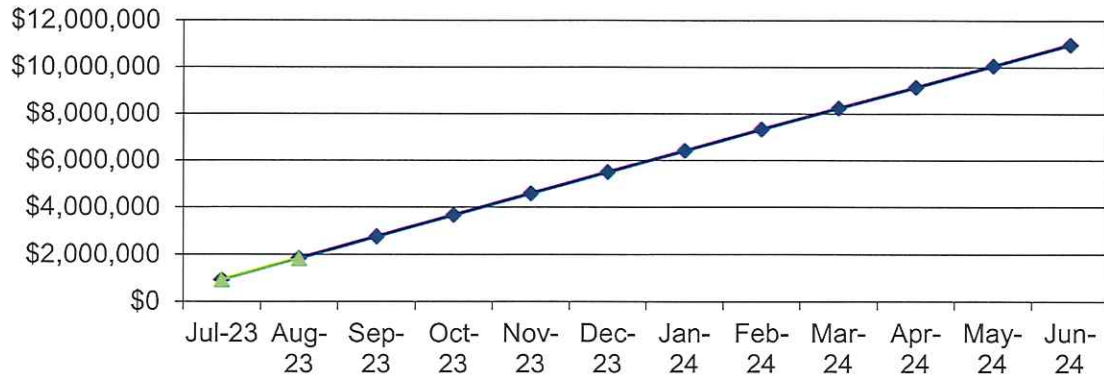
**EXPENDITURES**

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 16,413,798	\$ 2,190,738	\$ 2,525,200	87%	\$ 334,462
Staff Development	\$ 99,149	\$ 11,694	16,525	71%	4,831
Facility	\$ 1,159,103	\$ 165,274	193,184	86%	27,910
Equipment and Supplies	\$ 1,069,591	\$ 109,921	178,265	62%	68,344
Transportation	\$ 211,469	\$ 12,662	35,245	36%	22,582
Consultant and Contractual	\$ 2,633,610	\$ 418,591	438,935	95%	20,344
Miscellaneous	\$ 81,255	\$ 10,050	13,543	74%	3,492
Total Expenditures	\$ 21,667,975	\$ 2,918,930	\$ 3,400,896	86%	\$ 481,966

Operating Margin	\$ -	\$ 1,012,260	\$ 210,433	26%	\$ 801,826
------------------	------	--------------	------------	-----	------------

Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

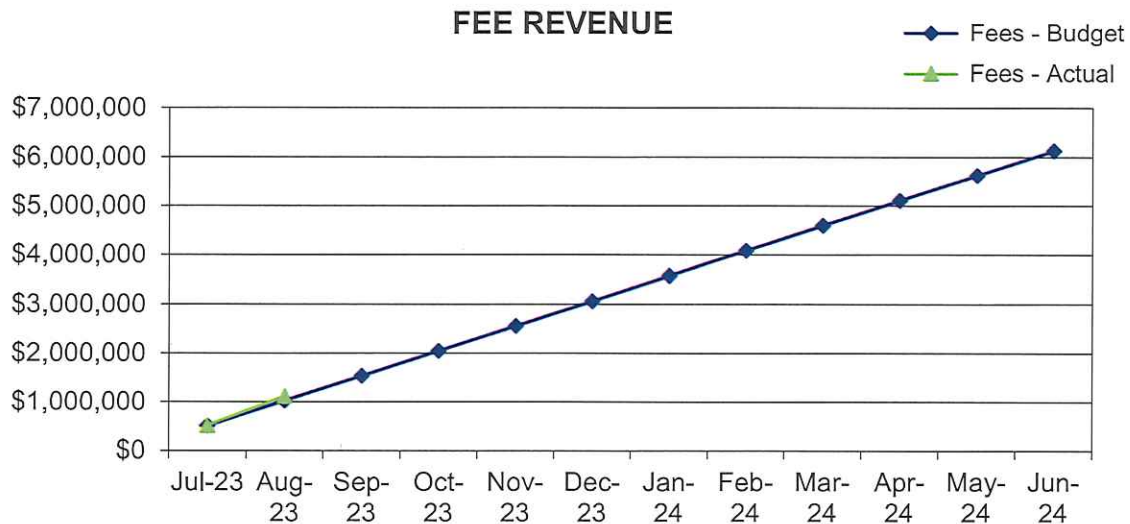
### STATE REVENUE



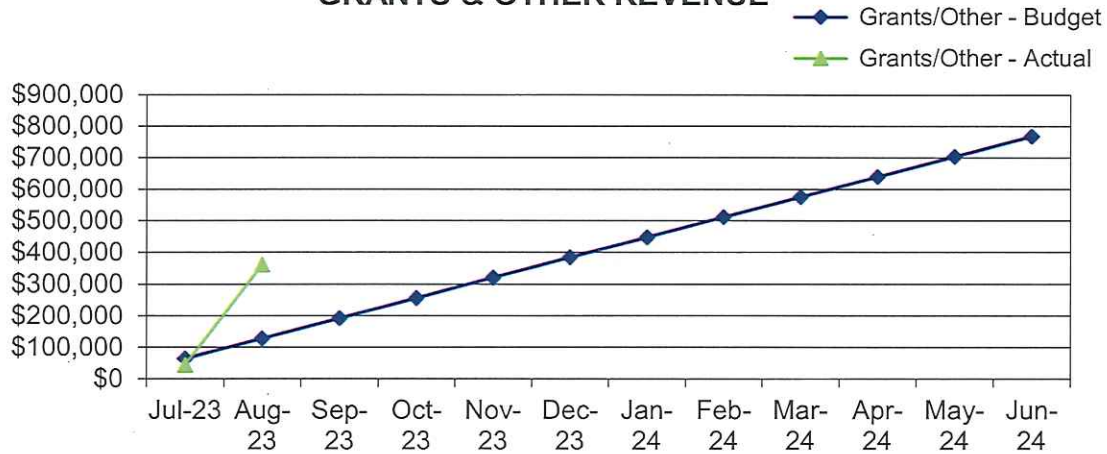
### LOCAL REVENUE



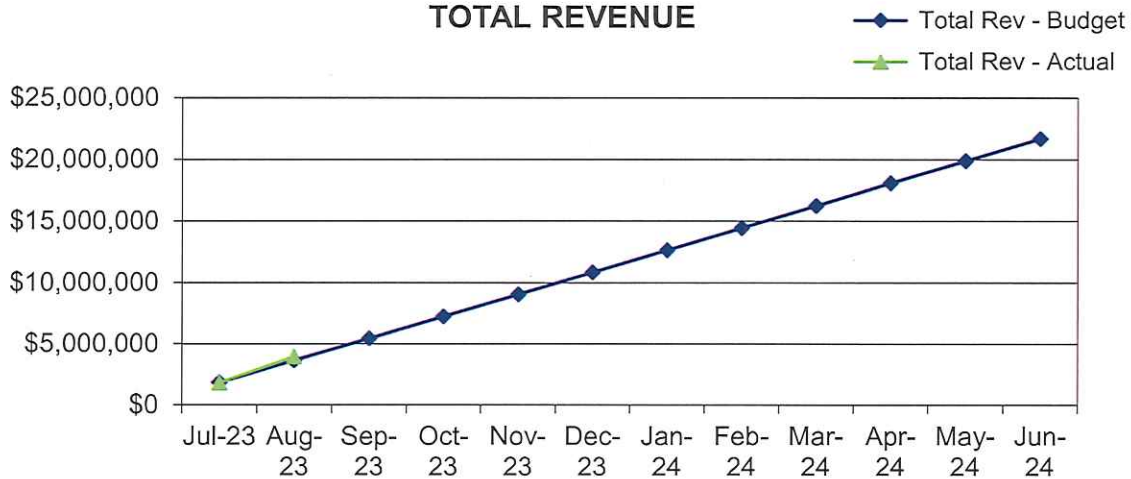
### FEE REVENUE



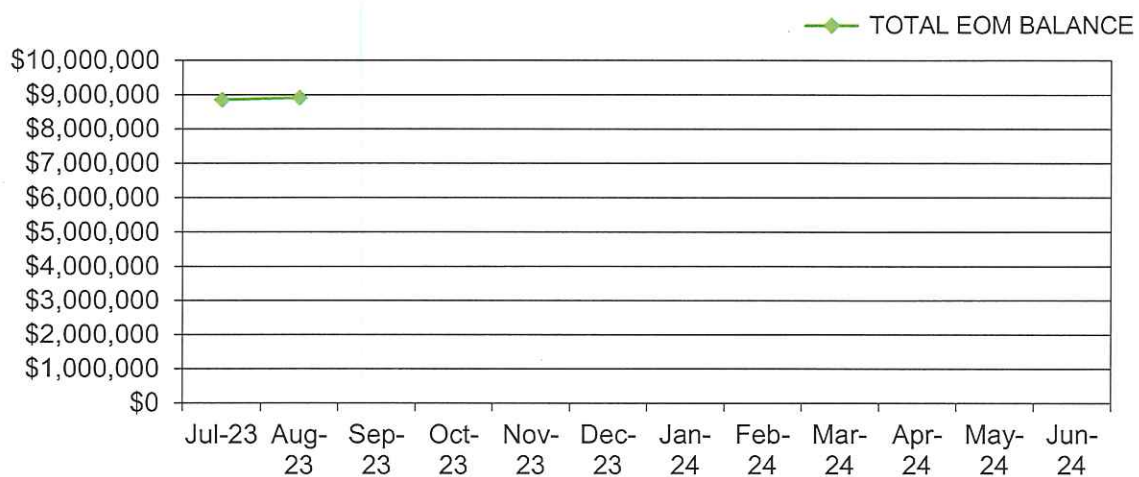
### GRANTS & OTHER REVENUE



### TOTAL REVENUE

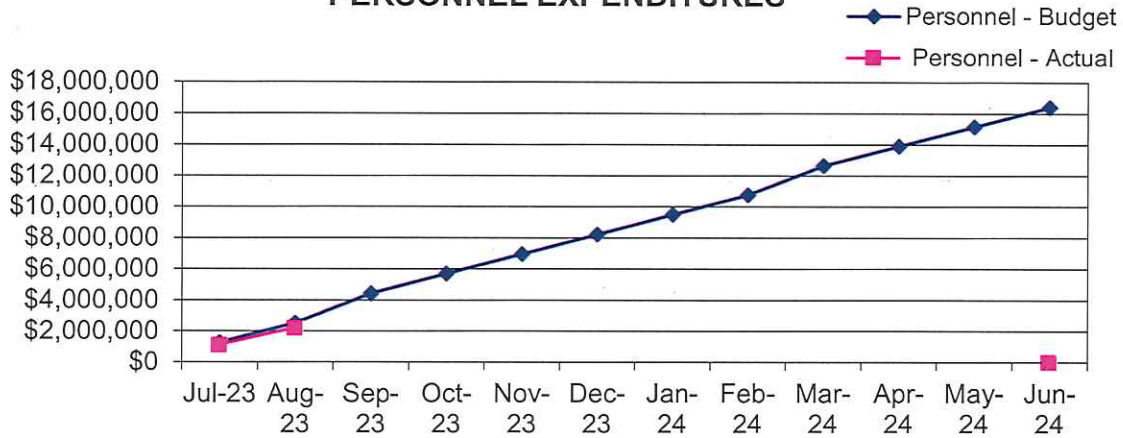


### CASH & INVESTMENTS BALANCE

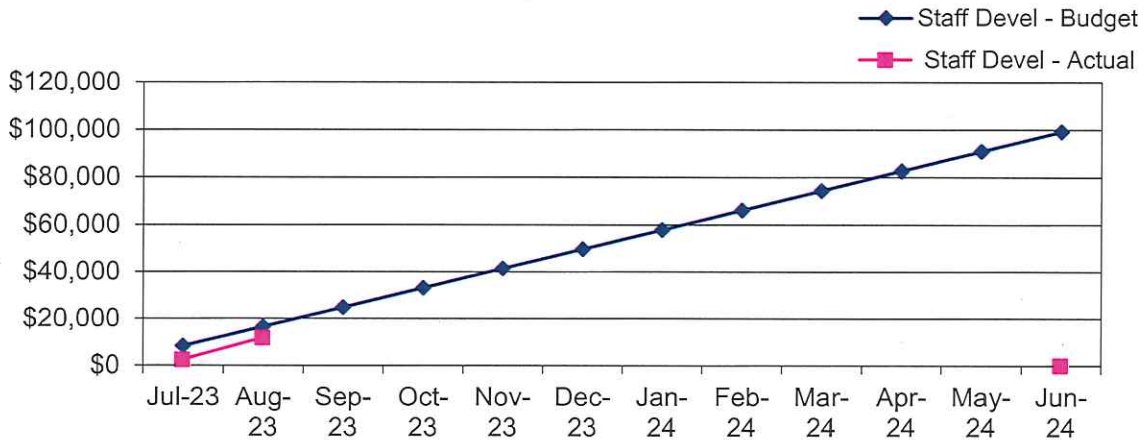




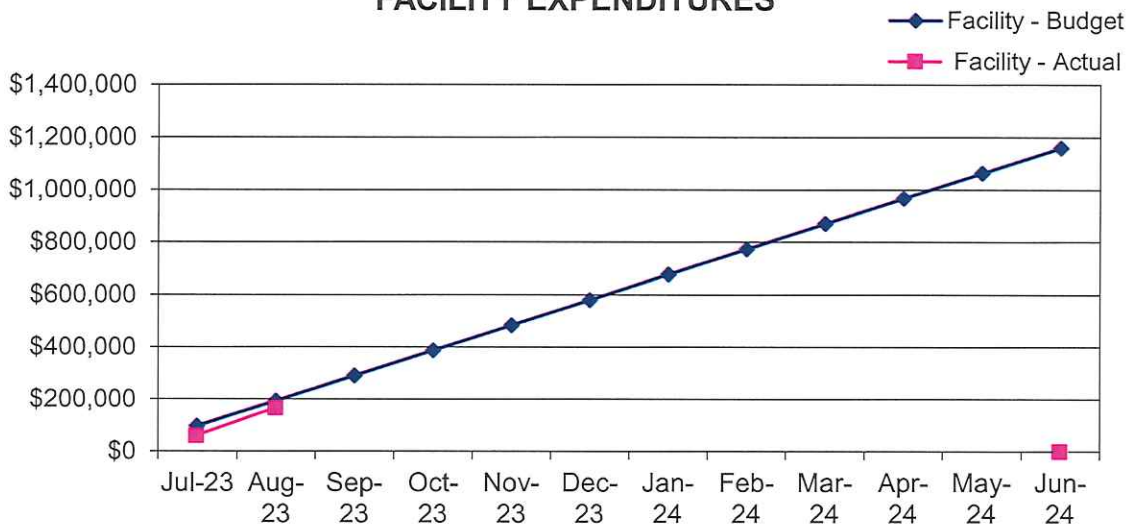
### PERSONNEL EXPENDITURES



### STAFF DEVELOPMENT EXPENDITURES

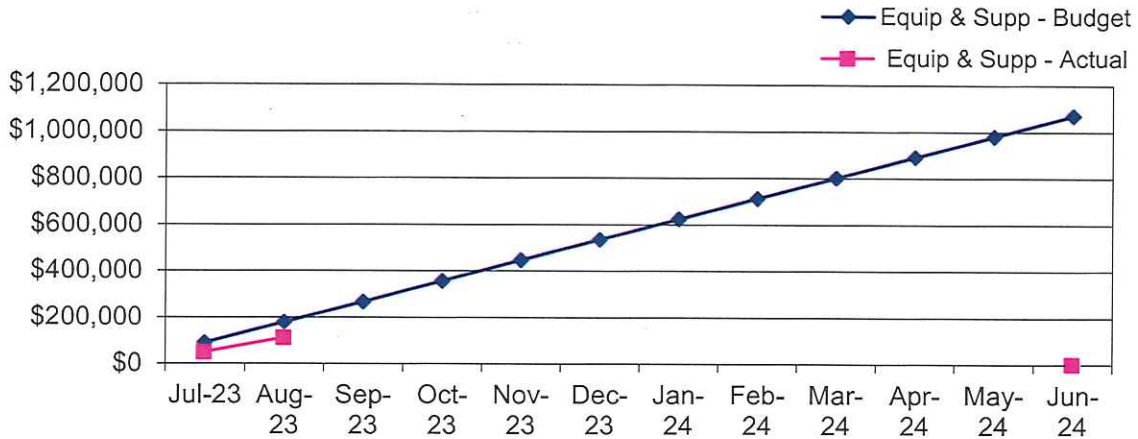


### FACILITY EXPENDITURES

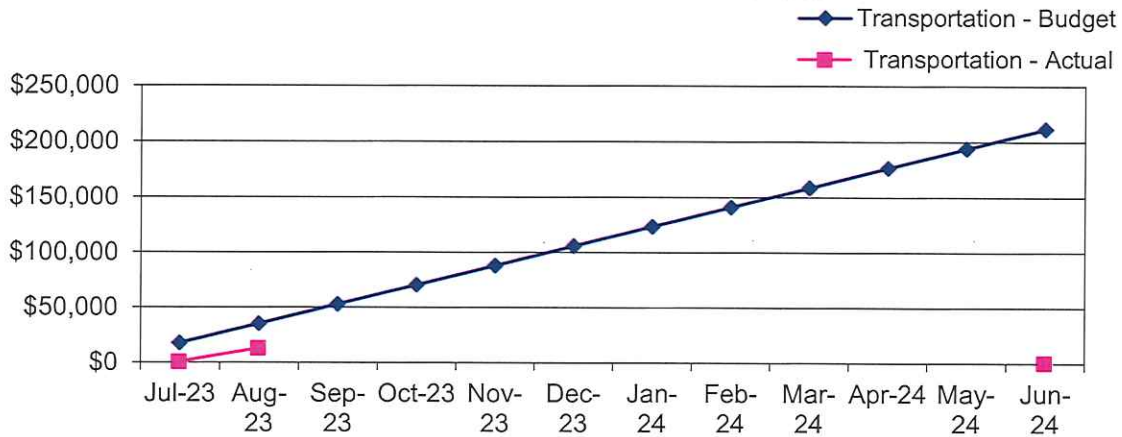




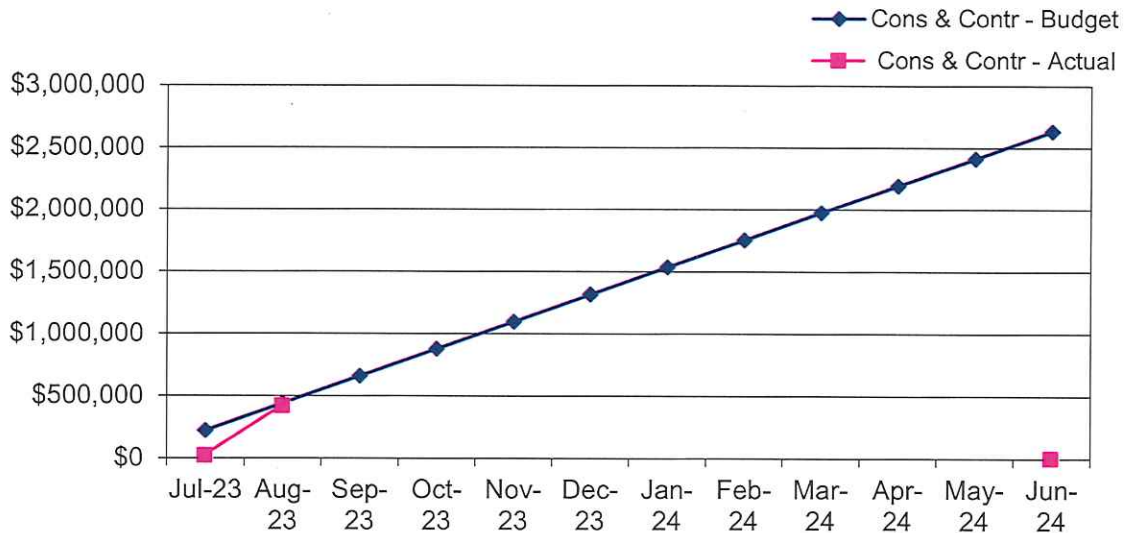
### EQUIPMENT & SUPPLIES EXPENDITURES



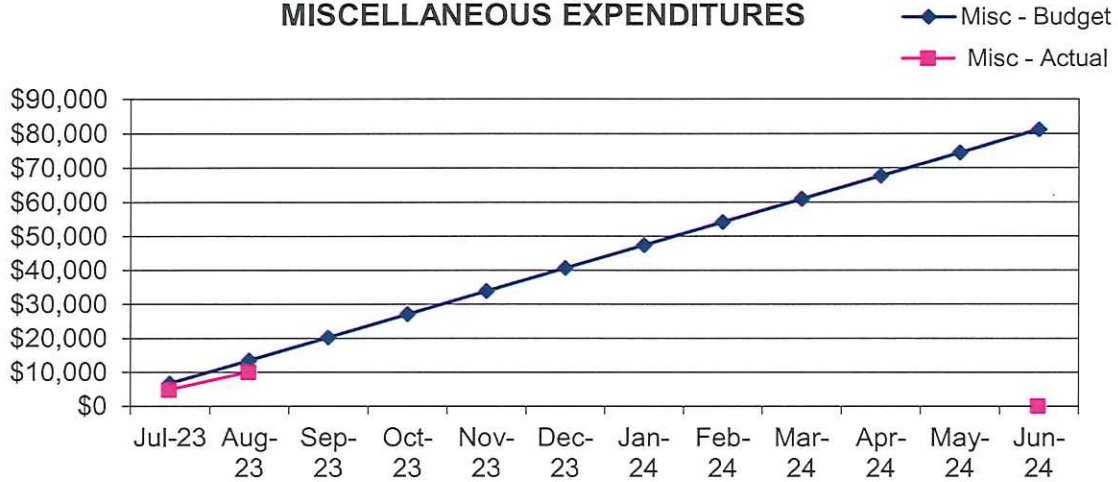
### TRANSPORTATION EXPENDITURES



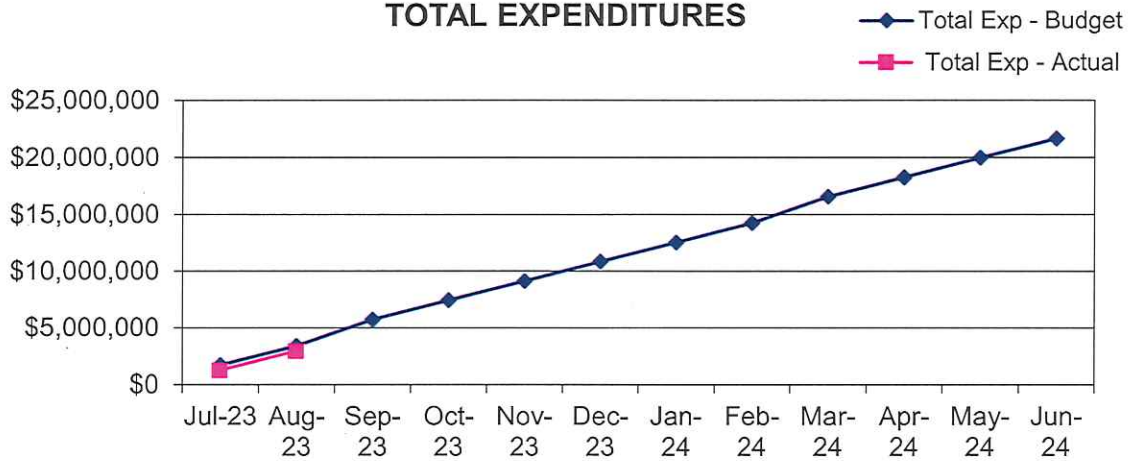
### CONSULTANT & CONTRACTUAL EXPENDITURES



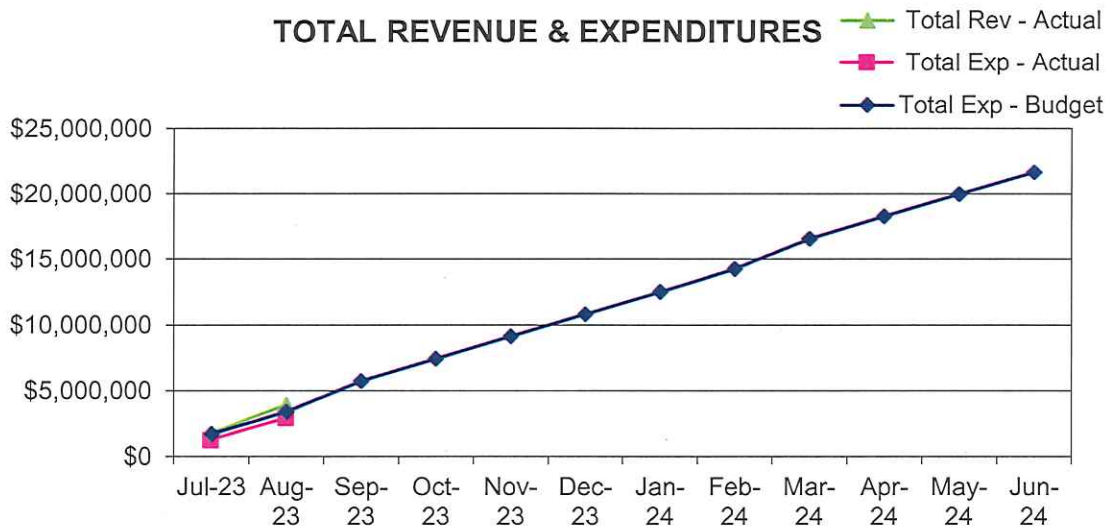
### MISCELLANEOUS EXPENDITURES



### TOTAL EXPENDITURES



### TOTAL REVENUE & EXPENDITURES



CBH Personnel Policies and Procedures Manual

The personnel operating policies and procedures contained in the Personnel Policies and Procedures Manual (#14) of Colonial Behavioral Health is currently under review via in a multi-step process:

- The Personnel Policies and Procedures Manual was divided into quarters; the operating policies and procedures were addressed with a focus on updates to existing procedures, policy additions that are essential to business operations and addressing separation of procedures that qualify to be stand-alone HR Policies.
- HR was the initial reviewer and prepared the crosswalk of current policy with proposed revision.
- The proposed revisions were presented to leadership in advance to allow the team an opportunity to prepare for in depth discussion and input.
- HR addressed the discussed and agreed upon revision/recommendations brought forth during the policy review, finalizing the draft document.

Current Status: The active Personnel Policies and Procedures Manual and the draft manual were sent forth to the employment attorney. HR will then bring forth to leadership the legally evaluated document. The agency leadership will review and/or address recommended revisions, additions, and deletions.

Conclusion: Final Draft of CBH Personnel Policies and Procedures Manual (#14) will be presented to CBH Board of Directors for approval.



## Meeting Minutes

Minutes of : Executive Committee Date: September 19, 2023
--

**Present:** Sheri Newcomb, John Collins, Erin Otis  
**Absent:** Ryan Ashe, Hazel Braxton  
**Others Present:** Wendy Evans  
**Staff Present:** David Coe, Chaenn Thomas, Kyra Cook, Nancy Parsons

---

### Welcome and Call to Order

Sheri Newcomb called the meeting to order at 4:20 p.m.

### New Board Member

David Coe announced that John Shaner, MD has been appointed to the Board by the city of Poquoson. He attended his board orientation session last week.

### State Budget

David Coe reported that DBHDS hasn't yet provided sufficient details regarding support for staff compensation or program operations. The budget looks favorable for rate increases and for support of programs in general. A budget revision will be presented to the full Board once we have received clarification from DBHDS. Approved state budget language states that these changes will go into effect on January 1, 2024.

### ESH/Integrated Care

- Kyra Cook reported that the developer will be submitting plans to James City County by the end of the month. She is in the process of scheduling meetings with planning commission members and the Board of Supervisors.
- The Space Needs Analysis contract has been awarded to Guernsey Tingle. Meetings will begin later this month.
- The Williamsburg Health Foundation has entered a contract with Primary Care Development Corporation (PCDC). They have agreed to fund PCDC to work with CBH and OTMDC to develop an integrated care model.

### CCBHC News

- Marsha Obremski reported that SAMHSA grant proposal is still marked as "pending council review."
- DBHDS is conducting site visits with the first cohort of CSBs who have agreed to become certified. Site visits will be scheduled between October 1-December 15, 2023. Purpose of the visits is to review the gap analysis to determine resources and/or technical assistance needed to meet certification criteria by June 2025.
- A gap related to organizational authority and governance is the requirement to obtain input from individuals with lived experience and/or their family members. The criteria were reviewed with the committee (attached) and it was decided that a resolution from the Board is necessary to create an advisory council. Wendy Evans has agreed to help draft a guidance document for the Advisory Council and will share documents that were created by the city of Williamsburg's Social Services and Police Departments in the development of their Advisory Boards. Sheri Newcomb said she is also interested in assisting CBH with this task.

### Bylaws Review/Revisions

David Coe reminded committee members that there was a suggestion to combine the Administration and Executive Committees since there is typically significant overlap in membership. Such a change would require a revision to the bylaws. The committee members set a target date to complete revisions in Spring 2024 to adopt any changes with an effective date of July 1, 2024.

### Strategic Plan Process

Kyra Cook presented a draft timeline for developing a new strategic plan (attached). The committee accepted the schedule as presented. The final plan adoption target date is June with an implementation date of July 1, 2024.



## Meeting Minutes

### Quarterpath Group Home

- David Coe reported that the HOA rules were reviewed by two attorneys to determine whether there is an opportunity to use the property for another purpose such as a recovery home or permanent supportive housing. It was determined that the covenants are very restrictive making it virtually impossible to suggest an alternative use. It was therefore recommended that the home be sold and the proceeds be dedicated to support the ESH property development.
- The CCSI Board will meet following the CBH October Board Meeting to discuss and approve the sale of the home.

### Executive Director Evaluation Process

Sheri Newcomb recommended a review of the form and process for the Executive Director's annual evaluation. The committee members agreed to meet at 3:30 p.m. on October 17<sup>th</sup> to begin this work. Chaenn Thomas will distribute the form to the group prior to the meeting.

### Adjournment

The meeting was adjourned at 5:10 p.m.

---

Submitted by: Marsha Obremski

### Next Meeting

Date: October 17, 2023  
Time: 4:00 p.m.  
Location: McLaws Board Room

## CCBHC Organizational Authority and Governance

CCBHC governance must be informed by representatives of the individuals being served by the CCBHC. The CCBHC will incorporate meaningful participation from individuals with lived experience of mental and/or substance use disorders and their families, including youth. . Meaningful participation means involving a substantial number of people with lived experience and family members of people receiving services or individuals with lived experience in developing initiatives; identifying community needs, goals, and objectives; providing input on service development and CQI processes; and budget development and fiscal decision making.

CCBHCs reflect substantial participation by one of two options:

**Option 1:** At least fifty-one percent of the CCBHC governing board is comprised of individuals with lived experience of mental and/or substance use disorders and families.

**Option 2:** Other means are established to demonstrate meaningful participation in board governance involving people with lived experience (such as creating an advisory committee that reports to the board). The CCBHC provides staff support to the individuals involved in any alternate approach that are equivalent to the support given to the governing board.

Under option 2, individuals with lived experience of mental and/or substance use disorders and family members of people receiving services must have representation in governance that assures input into:

1. Identifying community needs and goals and objectives of the
2. Service development, quality improvement, and the activities of the CCBHC
3. Fiscal and budgetary decisions
4. Governance (human resource planning, leadership recruitment and selection, etc.)

Under option 2, the governing board must establish protocols for incorporating input from individuals with lived experience and family members.

- Board meeting summaries are shared with those participating in the alternate arrangement and recommendations from the alternate arrangement shall be entered into the formal board record;
- a member or members of the arrangement established under option 2 must be invited to board meetings; and representatives of the alternate arrangement must have the opportunity to regularly address the board directly, share recommendations directly with the board, and have their comments and recommendations recorded in the board minutes.
- The CCBHC shall provide staff support for posting an annual summary of the recommendations from the alternate arrangement under option 2 on the CCBHC website.



## Strategic Planning Timeline for Board

### October

- Timeline presented

### November

- Vision, mission & values review

### December

- Affirm vision, mission & values
- Goal drafts review

### January

- Affirm goals
- Goal 1 strategy review

### February

- Goal 2 strategy review

### March

- Goal 3 strategy review

### April

- Goal 4 strategy review

### May

- Whole plan review

### June

- Final plan adoption

### July

- New plan begins

**THE COLONIAL WILLIAMSBURG FOUNDATION AND EASTERN STATE  
HOSPITAL REQUESTS THE HONOR OF YOUR PRESENCE AT THE 250<sup>TH</sup>  
COMMEMORATION OF THE PUBLIC HOSPITAL OF 1773**



Saturday, October 14, 2023, 2:00pm  
Lawn of the Public Hospital  
Williamsburg, VA

**Event Speakers**

**WELCOME AND OPENING REMARKS**

Daniel Herr, JD  
CEO, Eastern State Hospital

**GOVERNOR FAUQUIER - FOUNDER, PUBLIC HOSPITAL OF 1773**

The First to Care  
Christina Westenberger  
Manager, Gallery Learning, Art Museums of Colonial Williamsburg  
Williamsburg Foundation

**DR. JOHN MINSON GALT- SUPERINTENDENT, EASTERN STATE HOSPITAL**

A Legacy Of Care  
Austin Munden  
Actor Interpreter, Colonial Williamsburg Foundation

**EASTERN STATE HOSPITAL'S INFLUENCE ON MENTAL HEALTH POLICY**

How Its Past Shaped the Present  
King Davis, PhD  
Research Professor & Mike Hogg Professor Emeritus, The University of Texas at Austin

**BEHAVIORAL HEALTH CARE TODAY**

Successes And Opportunities  
David A Coe  
Executive Director, Colonial Behavioral Health

**ENVISIONING THE FUTURE OF BEHAVIORAL HEALTH CARE**

Right Help Right Now  
Nelson Smith

Please visit the Colonial Williamsburg Foundation's website for other events surrounding the commemoration exploring the history of Eastern State Hospital as well as the past, present, and future of mental health  
<https://www.colonialwilliamsburg.org/locations/public-hospital/>





## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

### BOARD OF DIRECTORS Strategic Planning Timeline FY 2024

MONTH	PROCESS BENCHMARK
OCTOBER 2023	Timeline Presented
NOVEMBER 2023	Vision, Mission & Values Review
DECEMBER 2023	Affirm Vision, Mission & Values Goal Drafts Review
JANUARY 2024	Affirm Goals Goal 1 Strategy Review
FEBRUARY 2024	Goal 2 Strategy Review
MARCH 2024	Goal 3 Strategy Review
APRIL 2024	Goal 4 Strategy Review
MAY 2024	Whole Plan Review
JUNE 2024	Final Plan Adoption
JULY 2024	New Plan Implementation Begins

**COLONIAL BEHAVIORAL HEALTH**  
**Executive Director's Report – October 2023**

**Agency Issues**

- Denied Today →  
Virginia + CCBHC
1. Our Federal SAMHSA grant for CCBHC implementation is still considered "Pending" along with every other SAMHSA grant more than \$250,000.
  2. As of 09/01/23 CBH was actively recruiting 33 positions (32 FT and 1 PT) and 5 PRN/WAR positions. As of 9/17/23 CBH has filled 10 FT Positions (9 were external hires) and we are actively recruiting 23 positions (22 ft and 1 PT) and 5 PRN/WAR positions.
  3. Current staffing challenges include psychiatric availability, so we are pursuing new telemedicine options to supplement our in-person services.

**Community Issues**

- Schools
1. Local Marcus Alert Planning efforts are in full swing with strong participation from each of our localities. We are currently working through the various protocols one at a time and planning for an upcoming Stakeholder Committee meeting in lower York County.
  2. We expect the ESH property developer to submit plans for rezoning any week now. We are preparing for what is expected to be an energetic review process by the Planning Commission and JCC Board of Supervisors upon their receipt of the proposal.
  3. Upon completion of our procurement process, the contract for our Space Needs Analysis has been awarded to GuernseyTingle. We are grateful to James City County and to our partners at Olde Towne Medical & Dental Center for their assistance in this process.

**Regional Issues**

1. The regional "Shatter the Silence" event scheduled for September 23<sup>rd</sup> was postponed due to the arrival of Tropical Storm Ophelia. Here is some additional information about this event: *"CSBs in Region V are hosting a suicide awareness event called "Shatter the Silence" for youth and their families. This is the first time that event is being held in Williamsburg. As of this report, over 200 individuals have registered for the event. A panel of youth who receive services at CBH will be sharing their stories of recovery and resiliency. Music, food, and fun activities are intended to bring youth and their families together along with CSB staff to raise awareness and "shatter the silence".*
2. We are currently completing the initial staffing for our Permanent Supportive Housing (PSH) program, and those staff are going through required DBHDS training modules for PSH providers. We hope to get underway very soon policy/procedure development and landlord recruitment.

**Public Policy**

- CRC discussion
1. The General Assembly finally approved amendments to the biennial state budget. At the time this report is being written, we do not yet have clarification on key items in that budget. However, we know that relevant items in the budget are to take effect 1/1/2024.
  2. The Public Awareness Committee will consider Legislative Priorities in their next meeting.

Respectfully submitted,  
David A. Coe

# Behavioral Health

GF Actions (\$ in millions)		FY 2024
<b>Crisis Services</b>		
- Expand the number of Crisis Receiving Centers and Crisis Stabilization Units		
<b>Permanent Supportive Housing</b>		
- Support up to 1,800 individuals with serious mental illness in stable housing		30.0
<b>Community Services Boards Compensation</b>		
- Provide up to an additional five percent compensation increase in addition to the two percent for state supported locals		18.0
<b>Hospital-based Psychiatric Alternatives</b>		
- Fund up to three Comprehensive Psychiatric Emergency Programs		10.0
<b>Mobile Crisis Teams</b>		
- Fund additional mobile crisis teams; currently there are 32		10.0
<b>School-based Mental Health Pilots</b>		
- Fund more intensive services; current pilot has six school divisions; plan to add up to 33 more		7.5
<b>Chesapeake Hospital Enhancement of Behavioral Health Services</b>		
- Provide operating support to expand behavioral health services currently provided by the hospital		4.5



# Behavioral Health (continued)

GF Actions (\$ in millions)	FY 2024
<b>STEP-VA Inflation Adjustment</b>	
- Increase funding for the first three steps: same day access, primary care screening, and outpatient services	4.4
<b>Children's Mental Health Services</b>	
- Funding in FY 2024 increases to \$12.6 million; not increased since 2017	4.2
<b>Housing for the Seriously Mentally Ill</b>	
- Funds 100 placements in mental health group homes	4.0
<b>Virginia Mental Health Access Program</b>	
- Expands to early childhood (ages zero to five), adds regional early childhood specialists, new training of primary care providers; expands to pregnant and postpartum mothers; provide training to OB/GYNs and pediatric clinicians on screening and early recognition of Perinatal Mood and Anxiety Disorders	4.0
<b>Total Behavioral Health (DBHDS)</b>	<b>\$154.6</b>
<b>Purchase of Naloxone (NGF - Opioid Settlement Funds)</b>	<b>\$1.4</b>



# Other Behavioral Health

GF Actions (\$ in millions)	FY 2024
<b>DMA\$:</b> Increase Behavioral Health Rates by 10% - Applies to the traditional services and the newer ARTS services	8.7
<b>DCJS:</b> Law Enforcement Temporary Detention Order Support Program - Allows reimbursement to law enforcement agencies for off-duty or on-duty officers to cover overtime costs related to transportation or custody of individuals under a TDO	5.1
<b>VDH:</b> Behavioral Health Loan Repayment Program	1.5
<b>DBHDS:</b> Options for Catawba Hospital - Evaluate public-private partnership arrangements or other potential alternatives for the provision of behavioral health or substance use disorder services.	0.5
<b>DMA\$:</b> Parity of Mental Health and Substance Use Disorder rates - Aligns the rates for partial hospitalization and intensive outpatient programs to match the Substance Use Disorder rates.	0.2
<b>DBHDS:</b> Collaborative Care Management Services - Allows Medicaid reimbursement for collaborative care services to treat mental health conditions and substance use disorders in doctor's offices.	>0.1
<b>Total Behavioral Health GF (DBHDS and Other Agencies)</b>	<b>\$170.6</b>