

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

April 15, 2025, at 3:30pm

Call to Order

The Executive Committee Meeting was called to order at 3:30pm.

Roll Call

Committee Members Present:

Ryan Ashe

Erin Otis

John Collins

Wendy Evans

Donyale Wells

CBH Staff Present:

David Coe, Kyra Cook (remote), Marsha Obremski, Nancy Parsons, Chaenn Thomas, Kristy Wallace

Updates

Monthly Financial Report (*Nancy*)

Nancy reviewed the Financial Report as of 3/31/2025. We received a payment from Medicaid in March, which was allocated to the fee line. The payment to the contract with Henderson was the only expense greater than \$25k. No money has been moved out of CBH's operating account into the interest-bearing account.

Budget Revision (*Nancy*)

CBH is creating the budget for FY26 which contains "wish list" (building improvements: Roofs, HVAC, windows) items, resulting in a deficit. Nancy requested the Executive Committee's opinion on moving left over FY25 funds (unused salary funding) to FY26 for building improvements. John Collins made a motion to allocate up to \$400k from FY25 to FY26 for building needs. Donyale Wells seconded this motion, and it passed unanimously.

Recruitment and Hiring (*Chaenn*)

Chaenn reviewed the Recruitment and Hiring Update as of 4/15/2025. CBH has one new hire scheduled to begin employment on 5/12/2025. Three additional new hires are pending acceptance. CBH currently has 21 active vacancies posted to recruit a total of 30 (23 full-time, 4 part-time, and 3 PRN/WAR (ongoing) positions agency wide.

Fundraising Options – Individual Donor Campaign (*Kyra*)

Kyra shared a fundraising options chart that described four different types of campaigns: status quo, light, moderate, and aggressive as well as goals, resources, opportunities, and challenges for each. John Collins suggested looking into CFC (Combined Federal Campaign) and Kyra mentioned

that the state offers something similar. Wendy Evans was concerned about the opening of the Crisis Receiving Center – would this be considered a good or bad thing? Kyra confirmed that the opening of the CRC will launch the momentum for our new buildings.

Key Milestone Dates – New CBH Campus (Kyra)

Kyra presented a timeline, showing important dates around the new CBH Campus. We plan to open the CRC building in September/October 2026. This will be prime time to reveal the rest of our plans for the new CBH Campus. We will know more about federal funding in October 2025. Between October-December 2025, we will receive notification about grant funding.

Policy Review (David/Leadership)

An email with directions on how our committee members can access and review CBH's policies was sent last week. David asked the Executive Committee to allow him (David) to sign and implement the new and updated Information Services policies. Wendy Evans made a motion for David to sign and implement the IS policies immediately with confirmation from our full Board to be provided at the next full Board meeting. Ryan Ashe seconded this motion, and it passed unanimously.

Items from the Committee

None

Adjournment

Wendy Evans made a motion to adjourn the meeting at 5:25pm. John Collins seconded this motion.