COLONIAL BEHAVIORAL HEALTH
BOARD MEETING

DATE: February 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. Bruce Keener – York County
Mr. Steven Miller – York County
Ms. Amber Richey – York County
Ms. April Thomas – York County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:
Mr. Ryan Ashe – James City County
Mr. Sean Dunn – Williamsburg
Dr. Dawn Ide – City of Poquoson
Ms. Kristen Nelson – York County
Ms. Donyale Wells – James City County

CBH STAFF PRESENT:
David Coe, Marsha Obremski, Kristy Wallace, Kyra Cook, Linda Butler, Patty Hartigan, Chaenn Thomas and Denise Kirschbaum

GUESTS: Pat McDermott (Legal Counsel)

PUBLIC COMMENT: None

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

- **January 6, 2026, Board of Directors Meeting**
- **January 22, 2026, Executive Committee Meeting**

John Collins made a motion to accept the consent agenda as presented. Steven Miller seconded the motion. The motion passed as follows:
Yes – 7
No – 0
Abstain – 0

BOARD MEMBER JOB DESCRIPTION
The Board Member Job Description was a part of the Board Specific Policies that were reviewed and approved by the Board in December 2025. A copy of the Board Member Job Description was provided for each Board member present; Board members were asked to sign, date and return the job description. The signed job descriptions will be kept on file at CBH's Administration Office.

ACTION ITEMS:

A-1 Approval – Revisions to Policy 02 - Confidentiality *(Katie Leuci/Marsha Obremski)*
A-2 Approval – Revisions to Policy 27 – Health Information *(Katie Leuci/Marsha Obremski)*
A-3 Approval – Revisions to Policy 40 – Electronic Protected Health Information *(Katie Leuci/Marsha Obremski)*
A-4 Approval – Revisions to Policy 49 – Business Associate Agreement *(Katie Leuci/Marsha Obremski)*
A-5 Approval – Retirement of Policy 52 – Electronic Signature *(Katie Leuci/Marsha Obremski)*

Marsha Obremski 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).
Amber Richey made a motion that the Board approve revisions to the Protected Health Information policies and the retirement of Policy 52 – Electronic Signature. John Collins seconded this motion. The motion passed as follows:
Yes – 7
No – 0
Abstain – 0

A-6 Approval – Financial Support for One-Time PSAP Database Updates (Marcus Alert) *(Kyra Cook)*
Approval of a $50,000 allocation of Marcus Alert funding to the Peninsula Regional Emergency Communications Center (PRECC), the Public Safety Answering Point (PSAP) for our region. This request is brough to the Board in accordance with agency policy, as expenditures of $50,000 or more require Board approval.
Steven Miller made a motion that the Board approve the $50,000 allocation of Marcus Alert funding to the Peninsula Regional Emergency Communications Center. John Collins seconded this motion. The motion passed as follows:
Yes – 7

No – 0
Abstain – 0

REPORTS:

Fundraising Report (*Kyra Cook*)

The Capital Campaign Fundraiser position has been filled by Allison Brody; her first day with CBH was Monday, February 2. Allison Brody brings with her a wealth of fundraising knowledge, specifically with local, non-profit organizations. Allison previously worked for Child Development Resources (CDR) where she took fundraising efforts to the next level.

Facility Development Report *(Kyra Cook)*

The construction of the CSW is still on schedule despite the recent winter weather. CBH plans to bring contracts for inside furniture to the Board in three months for review. The RFPs for Phase 2 are due tomorrow; we will act on these during the March Board meeting. A public hearing will take place during the Executive Committee meeting on February 17th. CBH is advertising the public hearing on our website, EVA and the Daily Press.

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

For the period of December 10, 2025, through January 15, 2026, Colonial Behavioral Health (CBH) has successfully completed ten new hires (8 full-time and 2 PRN/WAR). The agency is currently recruiting for 27 positions, which include 21 full-time, 2 part-time, and 4 PRN/WAR positions. CBH had three PRN/WAR resignations during the reporting period.
Since January 15, 2026, CBH has made three offers for employment; both the Fundraising and Budget Advisor positions have been filled. CBH has 4 new hires scheduled for our next onboarding. We are advertising the Finance Director position although we are utilizing a professional recruitment firm to assist with this process. David Coe expects to receive a batch of resumes tomorrow; David Coe and Susan Goodwin will screen these on Friday. This will be a "recruit to hire" position (contract).

December 2025 Financial Report (*David Coe*)

David Coe reviewed the Financial Report as of 12/31/2025. Our operating budget remains consistent with previous month; this is due to timing issues, vacancies and our collection of no-show fees improved this year. We are also planning for year-end expenditure, involving a 2% one-time payment to employees in June and health insurance costs.
The Budget Advisor position has been filled by Neil Morgan; his first day with CBH was Monday, February 2. Mr. Morgan will be on board with CBH until June 2026 – his main goal will focus on how we can improve our budget process. CBH is beginning the budget process early this year – we will have a budget to review in May and approve in June.

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

<u>Agency Issues</u>

David Coe shared the "large check" ($2M) that was presented to CBH by Congressman Rob Wittman to support Phase 2 of our building project.

York County has been providing support to CBH's finance department since the Finance Director position is currently vacant. This partnership is fantastic.

Community Issues

CBH is setting up times to meet with each of our localities to present CBH's work. Meetings with Poquoson and James City County will take place in February. CBH will meet with York County at the beginning of March. CBH will also meet with the City of Williamsburg although that meeting date has not yet been determined.

Public Policy

We are pleased to announce that Senator McDougle submitted a budget amendment for $10M to support Phase 2 of our building project. Delegate Anderson also submitted a budget amendment for the same amount and project. We are grateful for both. Senator McDougle is our "lead" in this effort.

It is difficult to project outcomes for CSBs and for those we serve in this General Assembly session – new General Assembly and a new Administration. A draft budget should be available at the end of this month, providing an insight into what's in and what's out.

The new DBHDS Commissioner came directly from Fairfax-Falls Church CSB and is friendly to the system of care. A new DMAS Director has not yet been appointed; an acting director is in place until the end of March.

David Coe asked Patty Hartigan to inform the Board about the SIM Grant that CBH received. The purpose of this grant is to map the resources and needs of our community. Community members are involved, working together as one for the betterment of the community we live in.

CLOSED SESSION:

Steven Miller made the following motion to move to a closed session: I motion that the CBH Board convene a closed meeting as permitted under the Code of Virginia for the following purposes: Discussion of an employment matter pertaining to a specific employee who has faced a disciplinary action for performance and the repercussions of the employees' conduct, pursuant to Section 2.2-3711(A)(1) of the code of Virginia's Freedom of Information Act; and Consultation with legal counsel employed or retain by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711.A.8 of the Code of Virginia's Freedom of Information Act. Roy Witham seconded this motion.

Steven Miller made a motion to conclude the closed session. John Collins 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 John Collins and seconded by Amber Richey. The motion passed as follows:

Yes – 7

No – 0

Abstain – 0
The meeting was adjourned at 3:55pm.

NEXT MEETING:
Date: Tuesday, March 3, 2026
Location: 473 McLaws Circle, Williamsburg, VA 23185
Time: 3:00pm

Bruce Keener, Board Vice Chair

Amber Richey, Secretary

AGENDA
COLONIAL BEHAVIORAL HEALTH
BOARD OF DIRECTORS
FEBRUARY 3, 2026
3:00 PM

- **WELCOME AND CALL TO ORDER**

- **ROLL CALL**

- **PUBLIC COMMENT**

- **CONSENT CALENDAR**
  - Approval of the following meeting minutes:
    - January 6, 2026, Board of Directors Meeting
    - January 22, 2026, Executive Committee Meeting

- **BOARD MEMBER JOB DESCRIPTION**

- **ACTION ITEMS**
  - A-1 Approval – Revisions to Policy 02 - Confidentiality (K Leuci)
  - A-2 Approval – Revisions to Policy 27 – Health Information (K. Leuci)
  - A-3 Approval – Revisions to Policy 40 – Electronic Protected Health Information (K. Leuci)
  - A-4 Approval – Revisions to Policy 49 - Business Associate Agreement (K. Leuci)
  - A-5 Approval – Retirement of Policy 52 – Electronic Signature (K. Leuci)
  - A-6 Approval – Financial Support for One-Time PSAP Database Upgrades (Marcus Alert) (K. Cook)

- **REPORTS**
  - Fundraising Report (K. Cook)
  - Facility Development Report (K. Cook)
  - Recruitment/Hiring/Retention Report (*C. Thomas*)
  - December 2025 Financial Report (*D. Coe*)
  - Executive Director's Report (*D. Coe*)
    - 2026 General Assembly update

- **CLOSED SESSION**

- **Adjournment**

  Next Meeting:
  Tuesday, March 3, 2026
  473 McLaws Circle, Williamsburg
  3:00 PM

COLONIAL BEHAVIORAL HEALTH
BOARD MEETING

DATE: January 6, 2026

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

WELCOME AND CALL TO ORDER: 3:00pm

BOARD MEMBERS PRESENT:
Mr. Ryan Ashe – James City County
Mr. John Collins – York County
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
Dr. Dawn Ide – City of Poquoson
Mr. Bruce Keener – York County
Ms. Kristen Nelson – York 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. Steven Miller – York County

CBH STAFF PRESENT:
David Coe, Marsha Obremski, Kristy Wallace, Katie Leuci, Kyra Cook, Linda Butler, Patty Hartigan, Chaenn Thomas and Denise Kirschbaum

GUESTS: None

PUBLIC COMMENT: None

INFORMATION FROM BOARD CHAIR:

- Ryan Ashe informed CBH's Board members that Tarun Chandrasekar informed David Coe of his resignation from CBH's Board. Tarun will be relocating next month.

- Email from Dr. Dawn Ide – providing time for everyone to review the email and attachments. If a Board member has questions, please direct them to Ryan Ashe. There will be a discussion about this information in the future.

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

- **December 2, 2025, Board of Directors Meeting**
- **December 15, 2025, Executive Committee Meeting**
- **December 17, 2025, Services and Evaluation Committee Meeting**

The consent calendar was presented with the approval of the following meeting item:

- **Honoring Resolution – Retirement of Nancy Parsons, CBH Finance Director**

Bruce Keener made a motion to accept the consent agenda and honoring resolution as presented. John Collins seconded the motion. The motion passed as follows:
Yes – 11
No – 0
Abstain – 0

DISCUSSION/INFORMATION:
Strategic Plan – Quarterly Update and Review *(Kyra Cook)*
Kyra Cook presented CBH's Strategic Plan to the Board, focusing on Quarter 6 updates.
Operations Goal: HR staff working with Directors regarding recruitment platform optimization and our Mid Management staff received training on Burnout and Conflict Resolution.
Resources Goal: Capital campaign fundraiser position has been posted, and Behavioral Health Consultant (CBH employee) has been imbedded at SEVHS.

ACTION ITEMS:
A-1 Approval – Revisions to Title VI Plan *(Linda Butler)*
Linda Butler presented the two changes to Title VI Plan (this document consists of both the policy and the Plan), both changes have been made in consultation with and endorsed by Elizabeth Redpath of the Lee Meier Law Firm.
John Collins made a motion that the Board approve the revisions to the CBH Title VI Plan as presented. April Thomas seconded the motion. The motion passed as follows:
Yes – 11
No – 0
Abstain – 0

REPORTS:

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

For the period of November 16, 2025, through December 9, 2025, Colonial Behavioral Health is actively recruiting a total of 34 positions, which includes twenty-eight (28) full-time, two (2) part-time, and four (4) PRN/WAR positions. CBH has received one resignation during the reporting time.

As of December 9, 2025, the agency does not have any new hires schedule for the remainder of the calendar year.

Update for the beginning of January 2026 – CBH onboarded four (4) new hires on January 5, 2026.

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

Agency Issues

Construction is progressing nicely at the Center of Support and Wellness (currently a week ahead of schedule). Structural steel erection began on 12/22/2025.

Nancy Parsons (CBH Director of Finance) retired on 12/31/2025. After several interviews, CBH does not currently have a Director of Finance in place. Enhanced job responsibilities have been divided between three senior staff members. CBH plans to utilize a professional recruitment agency to assist us with finding a part-time contractual consultant who will focus on budget development and management processes.

CBH's CIP request totaling $14.4M has been submitted to our localities for consideration.

David Coe asked Patty Hartigan to explain the idea of Sequential Mapping. Sequential Mapping is based on intercepts - determining behavioral health needs in the community. This information will allow us to develop goals and strategies for improvement. A letter of Support will be sent out within the next week – Roy Witham stated the letter was sent out today.

Community Issues

December 15, 2025, was the deadline for responses to our Request for Proposals (RFP) for predevelopment work for Phase 2 of construction on the new campus. Four (4) proposals were received and are currently being evaluated – proposals have been uploaded to our website. A Public Hearing is required at least 30 days prior to awarding any contract. The Hearing is tentatively scheduled for the February Board meeting.

Public Policy

We were able to have meetings with Delegates-Elect Anderson (virtual), Downey (in-person), Thorton (virtual), and Senator McDougle (in-person) in December. Senator McDougle is proposing a budget amendment for $10M for Phase 2. A meeting with Senator Diggs is scheduled for January 21st in Richmond. April Thomas, Bruce Keener, and Kristen Nelson (CBH Board Members) participated in these meetings – thank you for your time.

Governor Youngkin's proposed budget includes no new money dedicated to CSBs outside of "state supported local employee" salary adjustments, bur there are new risks to CSB finding built into the budget. We expect a great deal of activity in the form of budget amendments (a combination of monetary and language-only).

Monthly Financial Report (*David Coe*)

David Coe reviewed the Financial Report as of 11/30/2025. Considering our recent new hires,

the personnel numbers will decrease in the future – our main goal is to provide services to our community members.

ADJOURNMENT:
A motion to adjourn the meeting was made by John Collins and seconded by Amber Richey. The motion passed as follows:
Yes – 11
No – 0
Abstain – 0
The meeting was adjourned at 3:47pm.

NEXT MEETING:
Date: Tuesday, February 3, 2026
Location: 473 McLaws Circle, Williamsburg, VA 23185
Time: 3:00pm

_____ _____

Ryan Ashe, Board Chair **Amber Richey, Secretary**

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING
473 McLaws Circle, Williamsburg
January 22, 2026, at 3:00pm

Call to Order:
The Executive Committee Meeting was called to order at 3:03pm.

Committee Members Present:
Ryan Ashe, Bruce Keener, Amber Richey, John Collins, Donyale Wells

Committee Members Absent:
N/A

CBH Staff Present:
David Coe, Marsha Obremski, Chaenn Thomas, Katie Leuci, Kristy Wallace

Members of the Public:
N/A

UPDATES

Recruitment/Hiring/Turnover Update (*Chaenn Thomas*)
December 10, 2025 – January 15, 2026: CBH has successfully completed ten (10) hires, (8 full-time and 2 PRN/WAR). The agency is currently recruiting for 27 positions, which include 21 full-time, 2 part-time and 4 PRN/WAR positions. CBH had three (3) resignations during this reporting time. Since January 15, 2026, CBH has made three offers for employment, and the Fundraising position has been filled.

November 2025 Financial Report (*David Coe*)
David reviewed the Financial Report as of 12/31/2025. CBH is in good shape based on our operating margin although some expenditures have not hit the balance yet. The operating margin is driven by vacancies and state/federal funding. Included in Governor Youngkin's caboose budget: 1. In June 2026 (this FY), there is a 2% one-time payment for state employees (CSBs are included). CBH will be okay for this. 2. July 2026 (next FY), there is a 2% cost of living raise for state employees (CSBs are included).

Finance Director Vacancy (*David Coe*)
Nancy Parsons (Director of Finance) retired from CBH on December 31, 2025. Three senior finance staff members have been elevated (extra money, extra responsibilities). York County has offered to partner with CBH and offer their support. An additional call with YC (Theresa) and CBH Finance staff is scheduled for tomorrow. The Budget Advisor position has been posted; CBH has received one application to date. The purpose of this position will be to level the playing field across CBH, capital budget process, and find ways to improve going into next year. The Finance Director position is not currently posted; David Coe will begin a conversation with a headhunter company tomorrow.

David Coe is searching for someone who is efficient and proficient in the finance world, realizing that budget is strategic – not just a balancing act.

Fundraising Update (*David Coe*)
A Fundraising/Construction Update handout prepared by Krya Cook was provided to each committee member prior to the start of the meeting.
Center for Support and Wellness – Phase 1 Construction Update
Site clearing is complete; construction is underway. Metal framing is being installed, and underground utility work is continuing as scheduled. Committee members are encouraged to drive by and see progress.
Phase 2 – PPEA Design-Build Process
The conceptual phase of the PPEA process has been completed, narrowing four qualified vendors to two. Both vendors have been invited to submit detailed proposals by February 4th, with in-person interviews scheduled for February 18th. SEVHS will participate in the in-person interviews. Once the interviews are completed, we plan to select a design-build team and initiate negotiations for the interim agreement. A required public hearing will be held at the February 3rd Board meeting. CBH needs to send out a communication prior to the February Board meeting. Depending on the outcome and timing of interim agreement negotiations, we expect to bring the agreement to the Board for a vote at the March meeting. If negotiations indicate that timing is critical to meeting the September campus reveal target, there is a possibility of requesting a special called Board meeting to review and potentially approve the contract. That determination will be made once a vendor is selected and negotiations are underway.
Fundraising Update
CBH interviewed a strong pool of candidates; an offer was made and has been accepted.

New Board Member Position Descriptions (*David Coe*)
The Board Member Job Description was reviewed and approved by the Board at our December Board meeting. The members of the Executive Committee agreed to have these available at our February Board meeting for Board members to review and sign.

ANTICIPATED ACTION ITEMS – 2/3 BOARD MEETING
Protected Health Information Policy Group (*Katie Leuci*)
Katie Leuci presented and reviewed any updates to the following Protected Health Information Policies:

- Policy 02 – Confidentiality
- Policy 27 – Health Information
- Policy 40 – Electronic Protected Health Information
- Policy 49 – Business Associate Agreements
- Policy 52 – Electronic Signatures **This policy has been recommended for retirement**

The above policies and accompanying revisions have been reviewed and endorsed by Pat McDermott (legal counsel).

Marcus Alert Plan (*David Coe*)
A payment of $50,000 for software implementation will be made to York County PSAP. The York County Regional 911 Center supports all four of CBH's localities. Due to the amount of this expense, David Coe will request the Board's approval at our February Board meeting.

OTHER 2/3 BOARD ITEMS

Public Hearing – PPEA RFP A250902 *(David Coe)*
A public hearing will take place during our February Board meeting to inform all attendees of the two vendors that have been selected for the Phase 2 – Design-Build Process. CBH will issue public notice prior to our February meeting.

General Assembly Updates (Budget, Legislation, Member meetings (*David Coe*)
This information will be included in the February Board meeting packet.

Executive Director's Report (*David Coe*)
This information will be included in the February Board meeting packet.

Closed Session – Personnel (*David Coe*)
A closed session will take place during our February 3rd Board meeting regarding a personnel/Medicaid issue. Pat McDermott will be in attendance.

DISCUSSION

Office Location considerations (Leases, Consolidation) (*David Coe*)
David Coe has been working to obtain leases for buildings that we own. CBH will start paying "rent" to CCSI, beginning at a lower cost per square foot. David Coe plans to have copies of the leases at our next Executive Committee meeting. Our crisis staff has moved out of Building 1 and into the leased property located on Water Country Parkway. David Coe informed the committee that there is consideration to close McLaws Circle (result in $100k savings) and moving the Executive Administration staff (11 employees) into Building 1. Board meetings would either be held in Building 2 (parking will be an issue) or a county building.

Items from the Committee
Bruce Keener asked about the email with attachments that were received from a fellow Board member. David Coe had a conversation with the Board member after the January Board meeting and Ryan Ashe will reach out directly to request additional information about the information that was shared. There will be more to come.

Adjournment
John Collins made a motion to adjourn the meeting at 4:03pm. Amber Richey seconded this motion; all were in favor.

NEXT MEETING
Tuesday, February 17, 2026
3:00pm
473 McLaws Circle, Williamsburg, VA 23185

BOARD OF DIRECTORS
Roles and Expectations of Members/ Position Description

Colonial Behavioral Health (CBH) is one of forty (40) Community Services Boards in Virginia, and functions as an Operating Board according to definitions found in state law and regulations. CBH provides services to persons with mental illness, substance use disorders, and intellectual/ developmental disabilities within James City County, Poquoson City, Williamsburg City and York County. Board members are responsible for, and must be able to make, important and difficult personnel, financial, public policy, and resource allocation decisions. Actions of board members are open to public review and comment and are governed by laws applicable to public bodies and their officials.

The specific function of the Board of Directors is to provide overall governance functions for the agency. Management of CBH programs and functions is provided by the Executive Director and by agency staff and is not the role of the Board of Directors.

BOARD MEMBER ROLES

(In accordance with Virginia Code §37.2-504)

1. Provide governance oversight of publicly funded mental health, intellectual disability and substance use disorder services within James City County, Poquoson City, Williamsburg City, and York County;
2. Appoint and contract with (including responsibilities associated with hiring and firing) the Executive Director to manage and administer all agency operations and services;
3. Provide governance oversight to services funded under the annual Performance Contract with the Commonwealth of Virginia, including submission of Contract to local governments for approval;
4. Approve policies or regulations applicable to services and facilities operated by or contracted to Colonial Behavioral Health;
5. Provide governance oversight to solicitation, disbursement and management of state, local and federal funds; and
6. Other duties in Code section (data reporting, apply for and accept loans, dispute resolution procedures, etc.).

BOARD MEMBER EXPECTATIONS

(In accordance with CBH Board Action)

1. Regular attendance at monthly Board meetings in accordance with Board policy;
2. To read and develop an understanding of materials distributed prior to Board and committee meetings;

3. Participation in a standing committee of the Board, with service on ad-hoc committees as necessary; (Executive Committee members serve as Board of Colonial Community Services, Inc.);
4. Participate in review/approval of agency's annual budget, audit reports, and material business decisions as described in CBH policy;
5. Contributing to the annual performance evaluation of the Executive Director;
6. Consistent adherence to the Board's governance functions;
7. To avoid independent actions or requests not endorsed or supported by the full Board;
8. To develop and maintain familiarity with CBH services and programs;
9. Assist in communicating and promoting CBH's mission and programs to the community;
10. Assist in advocating for CBH services and service populations to local, state and federal government officials;

TIME COMMITMENT

1. Monthly Board meetings are held, and are typically of a 1-2 hour duration;
2. Time spent preparing for Board and/or committee meetings;
3. Standing committees meet no more than monthly with meetings typically lasting from 60-90 minutes; and
4. Additional time as may be needed for special events, community and legislative advocacy, etc.

TERMS OF OFFICE

(In accordance with Virginia Code §37.2-502)

1. All Board appointments are made by the governing bodies of localities served by Colonial Behavioral Health.
2. Board members are appointed for a 3-year term, with the term beginning on July 1st. Members may be appointed for two (2) additional consecutive terms.
3. If a member is appointed to fill the unexpired (partial) term of a resigning/retiring Board member, that partial term is not counted as one of the three (3) potential terms for the new member.
4. Board members may be removed for cause by the appointing local governing body with written communication and an opportunity for the member to respond.

I acknowledge that I understand these roles and expectations associated with my membership on the CBH Board of Directors

_____ _____

Member, CBH Board of Directors Date

Action Item A-1

Revision of Policy 2 - Confidentiality

Background:

CBH staff have reviewed the CBH Confidentiality Policy (Policy #2) and are pleased to recommend revisions to the Board of Directors for review.

A primary theme of the recommended changes is the movement of several portions of the Policy to the level of procedure. These changes are made without compromising the intent or integrity of the Policy itself.

This policy and accompanying revisions have been reviewed and endorsed by Pat McDermott

Summary of Changes:

Current Confidentiality Policy	Proposed Changes to Policy
Contains procedural references	Remove procedural items leaving the policy statement.
Regulatory references listed	Mr. McDermott recommended and CBH adopted the legal recommendation to update a single Virginia code.
There are no other changes.	

Motion from the CBH Executive Committee:

That the Board approve the revisions to Confidentiality policy as presented.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: **Confidentiality**
Category: **Administration and Operations**
Policy No.: **2**

Review Date: December 29, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** ***Change reference of Virginia Code Section 32.1- 283B to 32.1-283A.***

2. **Federal Law Compliance: No changes**

3. **Grammar and Punctuation: Acceptable**

4. **Comments: Has the Non-Disclosure Agreement stated in the last sentence been drafted. If so, I'd like to see it. PBM**

Patrick B. McDermott, Esq.

Signature of Counsel

Policy and Procedures

Category: Administration and Operations

Title: Confidentiality

Policy Number: 2

Primary Areas Affected: CBH Organization

Policy Statement 2

Source of Authorization 3

Legal/Regulatory References 3

Federal Statutes 3

Statutes of Virginia 3

Definitions 4

Diary of Changes 5

Date of Origin 5

Dates of Review 5

Dates of Revision 5

Approved By 5

Policy and Procedures

Category:	Administration and Operations
Title:	Confidentiality
Policy Number:	2
Primary Areas Affected:	CBH Organization

Policy Statement

Colonial Behavioral Health (CBH) is committed to protecting the confidentiality, privacy, and security of all clients, employees, and organizational information. Confidential information is a vital asset and must be handled with the utmost integrity, in compliance with applicable federal and state laws and any other relevant regulations. This policy applies to all board members, employees, contractors, volunteers, interns, and any other individuals who may have access to sensitive information.

CBH safeguards all protected health information (PHI) through comprehensive physical, administrative, and technical practices. Physically, PHI is stored in secure, restricted-access areas to prevent unauthorized viewing or removal. Administratively, access to PHI is limited to authorized personnel with a legitimate need to know, and staff receive regular training on confidentiality and privacy requirements. Technically, electronic PHI is protected using secure passwords, encryption, firewalls, and other cybersecurity measures, with regular monitoring to prevent unauthorized access or breaches.

Any use or disclosure of PHI for purposes other than treatment, payment or operations, or as stipulated by a CBH Business Associate Agreement or state and federal law, requires the individual's and/or legal guardian or authorized representative written authorization according to the confidentiality procedures of this policy.

All individuals will receive a copy of CBH Privacy Notice and information about their rights which informs them of the use and disclosure of PHI. These rights cannot be waived. The Privacy Notice is available to anyone upon request and is posted on the Colonial Behavioral Health website.

Individuals or legal guardian/authorized representative as the law allows have the right to access and amend their PHI.

Policy and Procedures

Category:	Administration and Operations
Title:	Confidentiality
Policy Number:	2
Primary Areas Affected:	CBH Organization

CBH employees (including volunteers, interns, and students) are required to adhere to this policy. CBH employees will be trained with regard to this policy and all related procedures annually. All employees are required to document their understanding and adherence to the policy by signing the Employee Non-Disclosure Agreement and Employee Annual Policy and Procedure Review form, which is filed in the employee personnel records.

Violations may result in disciplinary action, refer to Policy 14 – Personnel.

Source of Authorization

Board of Directors

Legal/Regulatory References

Federal Statutes

Federal Privacy Protection Act

Federal Freedom of Information Act, 5 USCA 552

Alcohol and Drug Abuse 42 CFR Part 2

Health Insurance Portability and Accountability Act of 1996 - 45 CFR Part 160 and 164 (HIPAA: Privacy, Security, Enforcement and Breach Notification Rules under HITECH Act)

Statutes of Virginia

Virginia Freedom of Information Act

Policy and Procedures

Category:	Administration and Operations
Title:	Confidentiality
Policy Number:	2
Primary Areas Affected:	CBH Organization

Virginia Code 8.01 - 399, Communication between physicians and patients

Virginia Administrative Code Chapter 105: Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services

Virginia Administrative Code Chapter 115 - Regulations to Assure the Rights of Individuals Receiving Services from Providers licensed, funded or operated by the Department of Behavioral Health and Developmental Services.

Virginia Code 32.1-127.1:03 Health Records Privacy

Virginia Code 8.01 - 400:2, Disclosure to Courts

Virginia Code 32.1-40, Authority of Commissioner to examine medical records

Virginia Code 63.2-1509, Child Abuse and Neglect Reporting

Virginia Code 63.2-1606, Adult Abuse Reporting

Virginia Code 32.1-283A, Medical Examiner Disclosure

Definitions

Protected Health Information (PHI) - Individually identifiable health information maintained or transmitted by a covered entity or business associate, in any form (electronic and/or paper), that relates to the past, present, or future physical or mental health condition, services, or payment for health care services.

Policy and Procedures

Category: Administration and Operations

Title: Confidentiality

Policy Number: 2

Primary Areas Affected: CBH Organization

Diary of Changes

Date of Origin

04/01/1980

Dates of Review

12/10/2025	10/14/2020 – COVID 19 Protocol	10/31/2018	02/25/2013
12/13/2022	10/30/2019	10/04/2017	10/01/2010
12/15/2021		12/04/2015	09/29/2008

Dates of Revision

12/10/2025	10/30/2019	02/25/2013	04/01/2005
12/13/2022	10/31/2018	04/11/2008	04/14/2003
12/15/2021	12/04/2015	08/22/2007	

Approved By

_____ _____

Signature Effective Date

_Ryan Ashe_____ CBH Board Chair

Printed Name Title

Action Item A-2

Revision of Policy 27 – Health Information Management

Background:

CBH staff have reviewed the CBH Health Information Management Policy (Policy #27) and are pleased to recommend revisions to the Board of Directors for review.

A primary theme of the recommended changes is the movement of several portions of the Policy to the level of procedure. These changes are made without compromising the intent or integrity of the Policy itself.

This policy and accompanying revisions have been reviewed and endorsed by Pat McDermott.

Summary of Changes:

Current Health Information Management Policy	Proposed Changes to Policy
Contains procedural references	Remove procedural items leaving the policy statement
Regulatory references listed	Mr. McDermott recommended and CBH adopted the legal references listed in updated policy.
There are no other changes.	

Motion from the CBH Executive Committee:

That the Board approve the revisions to Health Information Management policy as presented.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Health Information Management
Category: Administration and Operations
Policy No.: 27

Review Date: 12/29/2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** Make the following changes:
    a. **Delete: 12VAC105-880**
    b. **Delete: 12 VAC105-910**
    c. **Delete: 12 VAC105-920**
    d. **Delete 12VAC122-120**
    e. **Delete 12VAC120-930**
    f. **Delete 12VAC120(b)(c)**
    g. **ADD 12VAC105-910 Records Retention**
    h. **ADD 12VAC115-80 Confidentiality**

2. **Federal Law Compliance: No Change**

3. **Grammar and Punctuation: Title contains misspelling of "Information."**

4. **Comments: Major repeals and additions to Virginia Administrative Code.**

Patrick B. McDermott, Esq.

Signature of Counsel

Policy

Category: Organization

Title: Health Health Information Management

Policy Number: 27

Primary Areas Affected: Clinical Staff and Support Staff

Policy Statement 2

Source of Authorization 2

Legal/Regulatory References 3

Definitions 3

Diary of Changes 5

Date of Origin 5

Dates of Review 5

Dates of Revision 5

Approved By 5

Policy

Category:	Organization
Title: Health	Health Information Management
Policy Number:	27
Primary Areas Affected:	Clinical Staff and Support Staff

Policy Statement

It is the policy of Colonial Behavioral Health (CBH) to ensure that all health record documentation is accurate, complete, and maintained in compliance with applicable state and federal regulations, professional standards, and CBH policies and procedures. All documentation shall support the integrity of the health record and provide clear evidence of the assessment, treatment, monitoring, and evaluation of each individual's condition and progress. Information and documents created or scanned by authorized CBH personnel on behalf of the agency constitute the legal health record. Staff may utilize collaborative documentation practices in which the provider and the individual receiving services work together to complete assessments, progress notes, and service plans. Staff may use CBH approved abbreviations when documenting in the health record.

The electronic signature shall be the deemed signature of the author and suffice as the written signature of the employee or individual making the entry in the health record. The electronic signature will be treated as a written signature with all the same ethical and legal consideration.

This policy applies to documentation and forms used across CBH programs and is implemented in conjunction with applicable program plans and related agency policies and procedures that outline specific documentation requirements, standards of practices and compliance expectations for each program providing services to individuals.

This policy applies to all CBH staff, contractors, interns, and volunteers who create, maintain, or access client health information in any form. It governs all documentation and forms used across CBH programs, including electronic health records (EHR), paper charts, and other authorized data systems.

Source of Authorization

Board of Directors

Policy

Category:	Organization
Title: Health	Health Information Management
Policy Number:	27
Primary Areas Affected:	Clinical Staff and Support Staff

Legal/Regulatory References

CARF - Section 2.G: Records of Persons Served

DBHDS - 12VAC35-105-870: Records Management

DBHDS – 12VAC35-105-890: Individual Records

DBHDS – 12VAC105-910 Records Retention

DBHDS – 12VAC115-80 Confidentiality

Library of Virginia – GS-18 Community Services Boards: Retention and Disposition Schedule

Definitions

1. Abbreviations - Standardized shortened forms of medical words, phrases, diagnoses, procedures, or measurements used in clinical documentation for record keeping.
2. Electronic Signature is a unique personal password, personal identification number or biometric scans that identify authorized personnel to gain access and sign health record documents in an electronic health record. The electronic signature attests and authenticates health information documents in the electronic health record.
3. Electronic Health Record (EHR) – A digital version of an individual's medical and health information that is created, stored, and maintained within a secure electronic system as well as paper documents that are scanned into the record. The EHR includes demographic information, medical history, diagnoses, medications, treatment plans, progress notes, test results, correspondence, evaluations, releases of information/authorizations and other relevant clinical documentation. It is designed to support the delivery, coordination, and continuity of care by allowing authorized providers to access and update health information electronically.

Policy

Category: Organization

Title: Health Health Information Management

Policy Number: 27

Primary Areas Affected: Clinical Staff and Support Staff

4. Protected Health Information (PHI) – Health information (including demographic data) relating to an individual, which identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual, and which is transmitted or maintained in any form or medium.
5. Records Management – The set of organizational policies and procedures covering the creation, receipt, maintenance, use, and final disposition of records (both active and closed).

Policy

Category: Organization

Title: Health Health Information Management

Policy Number: 27

Primary Areas Affected: Clinical Staff and Support Staff

Diary of Changes

Date of Origin

10/01/1998

Dates of Review

12/10/2025	11/16/2020 – COVID	12/09/2015	02/14/2011
07/12/2023	19 Protocol	07/22/2014	
07/22/2022	04/08/2019	02/25/2013	
09/16/2021	10/03/2017	10/01/2010	

Dates of Revision

12/10/2025	04/08/2019	02/25/2013	10/30/2009
07/12/2023	10/03/2017	02/14/2011	08/17/2006
07/22/2022	12/09/2015	10/01/2010	06/19/2003

Approved By

_____ _____

Signature Effective Date

_Ryan Ashe_____ CBH Board Chair

Printed Name Title

Action Item A-3

Revision of Policy 40 – Electronic Protected Health Information

Background:

CBH staff have reviewed the CBH Electronic Protected Health Information Policy (Policy #40) and are pleased to recommend revisions to the Board of Directors for review.

Certain pieces of this policy are now covered in other Information Technology Policies as outlined below in April of 2025.

This policy and accompanying revisions have been reviewed and endorsed by Pat McDermott.

Summary of Changes:

Current Electronic Protected Health Information Policy	Proposed Changes to Policy
Employee Access section	Exists in IS Policy 20 - General Technical Safeguards and Access Controls
Device Access section	Exists in IS Policy 20 – General Technical Safeguards and Access and IS Policy 22 - Workstation Use and Security
Types of Transmission section	Exists in IS Policy 20 - General Technical Safeguards and Access Controls
Multiple bullets in Points of Understanding	Exists in IS Policy 20 - General Technical Safeguards and Access Controls

Motion from the CBH Executive Committee:

That the Board approve the revisions to Electronic Protected Health Information policy as presented.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: **Electronic Protected Health Information**
Category: **Administration and Operation**
Policy No.: **40**

Review Date: **December 22, 2025**

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** Add reference: 12VAC-115-80

2. **Federal Law Compliance:** Reference to definitions, 45 CFR 160.103 is correct.

3. **Grammar and Punctuation:** No Changes

4. **Comments:** Policy is acceptable without changes.

Patrick B. McDermott, Esq.
Signature of Counsel

Policy

Category: Administration and Operation

Title: Electronic Protected Health Information

Policy Number: 40

Primary Areas Affected: CBH Organization

Policy Statement 2

Source of Authorization 3

Legal/Regulatory References 3

Definitions 3

Diary of Changes 4

Date of Origin 4

Dates of Review 4

Dates of Revision 4

Approved By 4

Policy

Category:	Administration and Operation
Title:	Electronic Protected Health Information
Policy Number:	40
Primary Areas Affected:	CBH Organization

Policy Statement

Protected health information (PHI) is private and confidential, as stipulated in CBH Policy 2 – Confidentiality. Electronic PHI (ePHI) is subject to the same privacy and confidentiality restrictions as non-electronic PHI. Accordingly, each CBH employee is responsible for the security of electronic PHI. Each employee is responsible for compliance with this policy, as indicated by their signature on the Electronic Protected Health Information Employee Agreement.

Only CBH employees (including students, interns, volunteers, and consultants) may be authorized to use a CBH computer, a computer assigned by the Director of Information Services or designee, or a CBH issued mobile device when accessing ePHI. Visitors may be permitted to use a CBH computer only if preauthorized by the Director of Information Services or designee. The visitor will be required to use a local user account created and assigned by the Director of Information Services or designee.

Electronic PHI may only be saved on a secure network drive, such as the user's Home Directory ("H"), OneDrive, or a group folder within the "W" drive. Electronic PHI may not be saved to the internal memory or hard drive of a personal computer or mobile device unless administratively authorized by the agency's Director of Information Services with appropriate additional security measures, such as BitLocker.

Computer software, which is made available to the employee by the agency, is protected by U.S. Copyright Law and will not be copied without permission from the copyright owner.

Colonial Behavioral Health leadership provides specified employees the authority to document and electronically sign documents in the agency's legal health record. Under no circumstance shall the employee use their password to sign electronic documents for services delivered by any other provider. The employee's signature password shall be used to authenticate and attest documents in the electronic health record for whom

Policy

Category:	Administration and Operation
Title:	Electronic Protected Health Information
Policy Number:	40
Primary Areas Affected:	CBH Organization

the respective employee provides services or for entries generated by the employee as delineated in policy. By this policy, each employee certifies that they will not disclose their password to any other person or permit another person to use their password for the purposes of documenting in the health record. By this policy, each employee is informed that Colonial Behavioral Health has the right to terminate employment of any employee determined to have misused or permitted another individual to sign electronically any legal health documents on their behalf. See IS Policy 10 – Information Services policy for additional information.

Source of Authorization

Board of Directors

Legal/Regulatory References

45 CFR 160.103

12VAC-115-80

Definitions

PHI is defined in 45 CFR 160.103. PHI can be in the form of text, picture, or video.

Policy

Category: Administration and Operation

Title: Electronic Protected Health Information

Policy Number: 40

Primary Areas Affected: CBH Organization

Diary of Changes

Date of Origin

07/25/2000

Dates of Review

12/18/2025	04/08/2019	02/02/2015	04/02/2009
12/15/2022	10/14/2016	02/25/2013	09/17/2007
12/15/2021	10/23/2015	10/01/2010	

Dates of Revision

11/20/2025	02/25/2013	10/16/2006
12/15/2021	10/01/2010	03/03/2005
02/02/2015	04/02/2009	06/25/2001

Approved By

_____ _____

Signature Effective Date

_Ryan Ashe_____ CBH Board Chair

Printed Name Title

Electronic Protected Health Information Employee Agreement

I have read the agency's policy and procedure on electronic signature and authentication, information systems, electronic PHI, confidentiality policies and procedures. I certify I will not disclose my confidential password to any other employee, permit another person to use my password and that I will not utilize another person's password for purposes of documenting in the electronic health record. I understand I am responsible for the content of all record entries I sign electronically and understand consequences for misuse of this privilege. By signing this document, I agree to the conditions of this policy. I understand a copy of this document is maintained in my personnel file in the Human Resources Department.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Action Item A-4

Revision of Policy 49 – Business Associate Agreements

Background:

CBH staff have reviewed the CBH Business Associate Agreements Policy (Policy #49) and are pleased to recommend revisions to the Board of Directors for review.

This policy and accompanying revisions have been reviewed and endorsed by Pat McDermott.

Summary of Changes:

Current Business Associate Agreements	Proposed Changes to Policy
Termination Agreement section	Removed last sentence of paragraph at the recommendation of Mr. McDermott
There are no other changes.	

Motion from the CBH Executive Committee:

That the Board approve the revisions to the Business Associate Agreements policy as presented.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Business Associate Agreements
Category: Administration and Operations
Policy No.: 49

Review Date: December 22, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance: The Policy is compliant.**

2. **Federal Law Compliance: I checked all the federal references. Policy is Compliant.**

3. **Grammar and Punctuation: No changes to recommend.**

4. **Comments: The policy is acceptable without changes. I recommend that Quality and Compliance continue to review the Business Associate Agreement in use for compliance with federal law. Regarding the "Termination" paragraph, I think that it is acceptable, except for the last sentence, which I do not understand.**

Patrick B. McDermott, Esq.

Signature of Counsel

Policy

Category: Administration and Operations

Title: Business Associate Agreements

Policy Number: 49

Primary Areas Affected: CBH Organization

Policy Statement 2

Termination Agreement 2

Source of Authorization 3

Legal/Regulatory References 3

Definitions 3

Diary of Changes 5

Date of Origin 5

Dates of Review 5

Dates of Revision 5

Approved By 5

Policy

Category:	Administration and Operations
Title:	Business Associate Agreements
Policy Number:	49
Primary Areas Affected:	CBH Organization

Policy Statement

It is the policy of Colonial Behavioral Health (CBH) to safeguard the privacy and security of Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and applicable state laws. CBH will enter and maintain a Business Associate Agreement (BAA) with external entity, organizations or persons (referred to as a Business Associate) that creates, receives, maintains, transmits, exchanges or otherwise accesses PHI to perform functions, activities and/or services on behalf of CBH. No PHI may be shared with a Business Associate unless a fully executed BAA is in place.

The Business Associate must comply with all applicable federal regulations, including implementing internal practices and policies related to PHI, controlling staff access, reporting any violations, maintaining an accounting of disclosures, and monitoring its operations to ensure ongoing compliance.

The Business Associate may use or disclose Protected Health Information ("PHI") to perform functions, activities, or services for, or on behalf of CBH, provided that such use or disclosure would not violate an individual's confidentiality or the minimum necessary to perform the respective functions.

Termination Agreement

CBH may immediately terminate the Agreement if it determines that Business Associate has violated a material term of the Agreement. The Agreement may also be terminated by either party with not less than thirty (30) days prior written notice to the other party, which notice shall specify the effective date of the termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under any Documents or otherwise under this Agreement before the effective date of termination. Within thirty (30) days of expiration or earlier termination of this Agreement, Business Associate shall return or destroy all

Policy

Category:	Administration and Operations
Title:	Business Associate Agreements
Policy Number:	49
Primary Areas Affected:	CBH Organization

PHI received from CBH (or created or received by Business Associate on behalf of Covered Entity) that Business Associate still maintains in any form and retain no copies of such PHI. Business Associate shall provide a written certification that all such PHI has been returned or destroyed, whichever is deemed appropriate.

Source of Authorization

Board of Directors

Legal/Regulatory References

Health Insurance Portability and Accountability Act (HIPAA) of 1996:

- Privacy Rule: 45 CFR §160 and §164 Subparts A and E.
- Security Rule: 45 CFR §164 Subparts A and C.
- Breach Notification Rule: 45 CFR §164 Subpart D.

Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009.

42 CFR Part 2 – Confidentiality of Substance Use Disorder Patient Records (when applicable).

Omnibus Rule (2013) – Modifications to HIPAA/HITECH BA responsibilities.

Definitions

Business Associate (BA) - An entity or individual, other than a workforce member of the agency, that performs functions or activities on behalf of the agency involving the use or disclosure of PHI. Examples include electronic

Policy

Category: Administration and Operations

Title: Business Associate Agreements

Policy Number: 49

Primary Areas Affected: CBH Organization

health record (EHR) vendors, billing and claims processing vendors, IT support contractors, data storage or cloud service providers, telehealth platforms, third-party auditors, consultants, attorneys (when PHI is shared).

Business Associate Agreement (BAA) - A legally binding contract that outlines a Business Associate's responsibilities to safeguard PHI, comply with HIPAA requirements, and report breaches or improper disclosures.

Protected Health Information (PHI) - Individually identifiable health information in any form (electronic, paper, or oral) related to a client's physical or mental health condition, provision of care, or payment for care.

Workforce Member - Employees, volunteers, contractors, trainees, and other personnel whose work is under the agency's direct control.

Subcontractor - A person or entity to whom a Business Associate delegates a function involving PHI. Subcontractors must also sign a HIPAA-compliant agreement with the BA.

Policy

Category: Administration and Operations

Title: Business Associate Agreements

Policy Number: 49

Primary Areas Affected: CBH Organization

Diary of Changes

Date of Origin

04/14/2003

Dates of Review

12/18/2025	10/14/2020 – COVID	11/23/2015	10/01/2010
12/15/2022	19 Protocol	10/16/2014	09/30/2008
12/15/2021	04/08/2019	06/03/2013	09/19/2007

Dates of Revision

12/18/2025	04/08/2019	06/03/2013

Approved By

_____ _____

Signature Effective Date

_Ryan Ashe_____ CBH Board Chair

Printed Name Title

Action Item A-5

Retirement of Policy 52 –Electronic Signature

Background:

CBH staff have reviewed the CBH Electronic Signature Policy (Policy #52) and are pleased to recommend retirement of this policy to the Board of Directors for review.

This policy and accompanying revisions have been reviewed and endorsed by Pat McDermott.

Summary of Changes:

Current Electronic Signature	Proposed Changes to Policy
Speaks to electronic signatures and their purpose, significance, and importance.	Electronic signature references move to Policy 27 – Health Information Management. This Policy would now be retired.

Motion from the CBH Executive Committee:

That the Board approve retiring the Business Associate Agreements policy as presented.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Electronic Signature
Category: Administration and Operations
Policy No.: 52

Review Date: December 29, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance: N/A**

2. **Federal Law Compliance: N/A**

3. **Grammar and Punctuation: N/A**

4. **Comments: This policy pertaining to electronic signatures is redundant because the revised policy #27 "Health Information Management" has absorbed the terms pertaining to electronic signatures. I recommend retiring this Policy #52.**

Patrick B. McDermott, Esq.

Signature of Counsel

Policy and Procedures

Category	Administration and Operations	**Subject**	Electronic Signature	**Policy #**	52

Policy Statement 2

References 2

Definition 2

Policy 2

Procedures and Guidelines 2

Signing Documents Electronically 2

Staff Development 2

Obtaining Access to Electronic Signature 2

Compliance 2

Misuse Consequences 2

Contingency Plan 2

Special Procedures 2

Diary of Changes 3

Date of Origin 3

Dates of Review 3

Dates of Revision 3

Policy and Procedures

Category	Administration and Operations	**Subject**	Electronic Signature	**Policy #**	52

Policy Statement

The purpose of the electronic signature policy is to permit Colonial Behavioral Health staff to use electronic signatures to attest and authenticate health information documents and provide guidelines to the use of the electronic signature.

Policy

cedures and Guidelines

Signing Documents Electronically

taining Access to Electronic Signature

mpliance

Policy and Procedures

Category	Administration and Operations	**Subject**	Electronic Signature	**Policy #**	52

Diary of Changes

Date of Origin

10/27/2006

Dates of Review

05/17/2024 - ADA

12/16/2023

12/15/2022

12/15/2021

10/20/2020 – COVID 19 Protocol

04/08/2019

10/03/2017

11/27/2015

02/25/2013

10/1/2010

09/30/2008

09/19/2007

Dates of Revision

05/17/2024

12/15/2021

04/08/2019

Policy and Procedures

Category	Administration and Operations	**Subject**	Electronic Signature	**Policy #**	52

02/25/2013

Action Item A-6

Financial Support for One-Time PSAP Database Upgrades (Marcus Alert)

Action Requested:
Approval of a $50,000 allocation of Marcus Alert funding to the Peninsula Regional Emergency Communications Center (PRECC), the Public Safety Answering Point (PSAP) for our region. This request is brought to the Board in accordance with agency policy, as expenditures of $50,000 or more require Board approval.

Background and Context:
The region is currently in its Marcus Alert planning year and has received state grant funding to support planning activities. During this planning year, staff is intentionally directing available funds toward larger, one-time investments where possible. Full Marcus Alert implementation is scheduled to begin July 1. While implementation funding is anticipated, final allocations have not yet been determined.

Need for Funding:
As the regional PSAP, PRECC will have new requirements related to the voluntary database, expanded data collection and reporting processes, and potential changes to call coding. DBHDS has emphasized the significant operational lift for PSAPs related to Marcus Alert and encouraged CSBs to prioritize one-time investments to support PSAP readiness. These funds will allow PRECC to make required upgrades to its data collection systems necessary for Marcus Alert implementation.

Recommended Action:
Approve the $50,000 allocation of Marcus Alert funding to the Peninsula Regional Emergency Communications Center.

Recruitment Status
December 10, 2025 – January 15, 2026

For the period of December 10, 2025, through January 15, 2026, Colonial Behavioral Health (CBH) has successfully completed ten (10) hires, (8 full-time and 2 PRN/WAR). The agency is currently recruiting 27 positions, which include 21 full-time, two (2) part-time and four (4) PRN/WAR positions. CBH had three PRN/WAR resignations during this reporting period.

Since January 15, 2026, CBH has made three offers for employment, and the Fundraising position has been filled.

Colonial Behavioral Health
Wellness, Support & Recovery Services

YEAR TO DATE REVENUES AND EXPENDITURES
as of
December 31, 2025

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	$ 14,274,982	$ 6,496,483	$ 7,137,491	91%	$ (641,008)
Local	$ 4,147,000	2,047,500	2,073,500	99%	$ (26,000)
Fees	$ 6,421,285	3,210,384	3,210,642	100%	$ (259)
Grants/Other	$ 736,943	1,456,283	368,472	395%	$ 1,087,811
Total Revenue	$ 25,580,210	$ 13,210,649	$ 12,790,105	103%	$ 420,544

EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	$ 19,181,019	$ 8,794,403	$ 9,590,509	92%	$ 796,106
Staff Development	$ 116,497	68,282	58,248	117%	(10,034)
Facility	$ 1,776,594	758,942	888,297	85%	129,355
Equipment and Supplies	$ 1,509,307	510,789	754,654	68%	243,865
Transportation	$ 189,408	61,169	94,704	65%	33,535
Consultant and Contractual	$ 2,549,955	1,067,789	1,274,977	84%	207,189
Client Supports	$ 87,348	27,616	43,674	63%	16,058
Miscellaneous	$ 170,083	95,589	85,042	112%	(10,547)
Total Expenditures	$ 25,580,210	$ 11,384,578	$ 12,790,105	89%	$ 1,405,527

Operating Margin	$ -	$ 1,826,071

Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

12/31/25 Cash Balance	$ 12,851,988

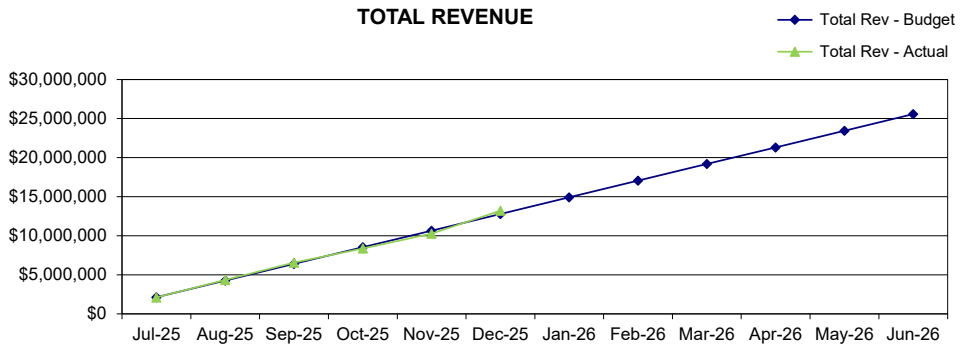
CRISIS SERVICES CENTER PROJECT

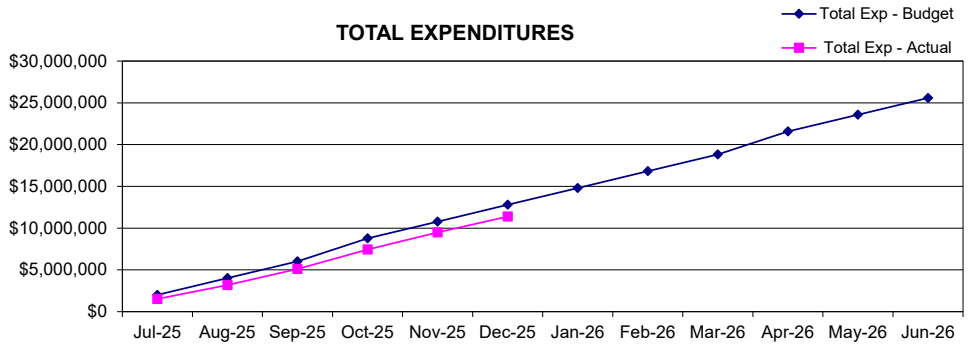
CATEGORY	PROJECT BUDGET	PROJECT TO DATE
DBHDS Grant	$ 12,000,000	$ 2,000,000
Interest Earned		$ 8,656
Total Revenue	$ 12,000,000	$ 2,008,656
Personnel		$ 114,992
Mileage		$ 500
Consultant and Contractual		$ 2,821,350
Miscellaneous		$ 243
Total Expenditures		$ 2,937,085

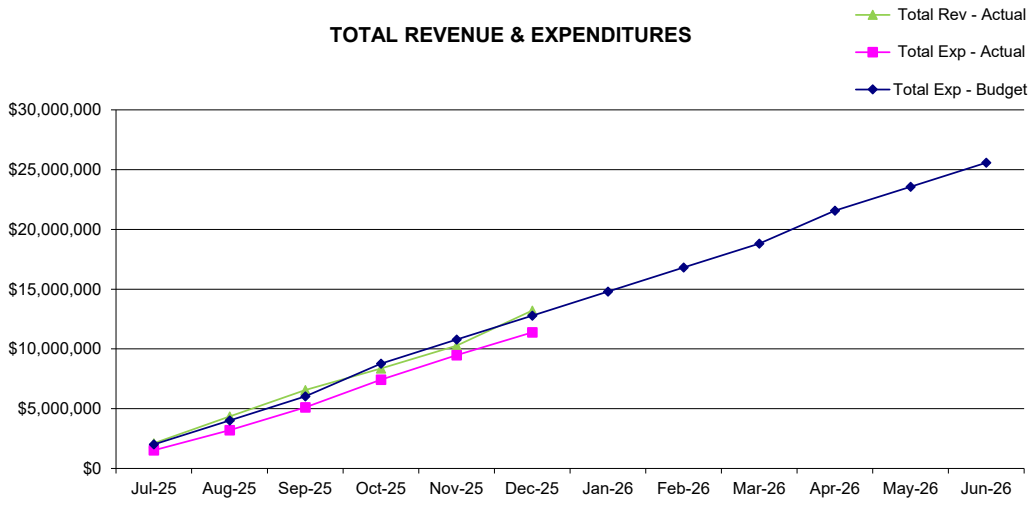
NOTE: Reimbursement request of $2,200,684 submitted 12/4/2025

Colonial Behavioral Health
Wellness, Support & Recovery Services

YEAR TO DATE SUMMARY
as of
12/31/25

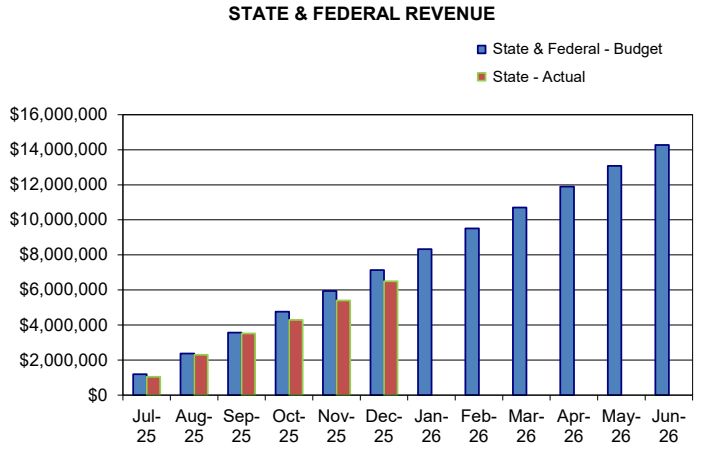


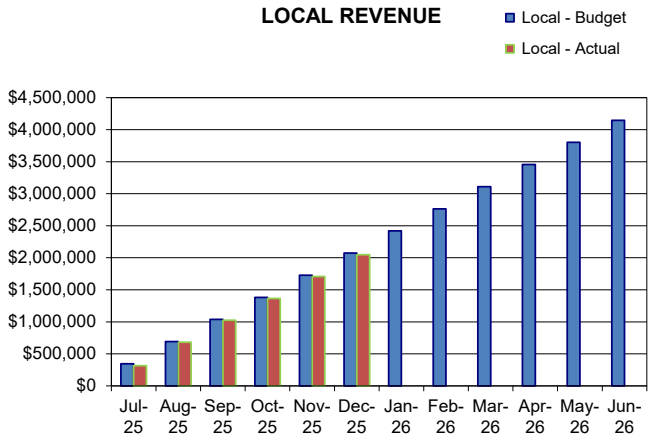


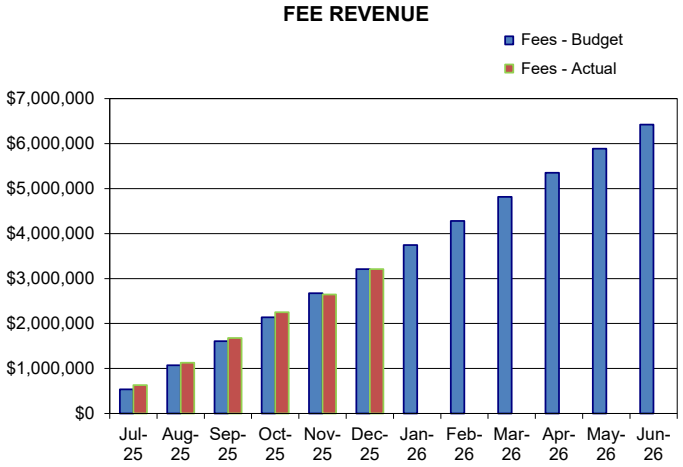


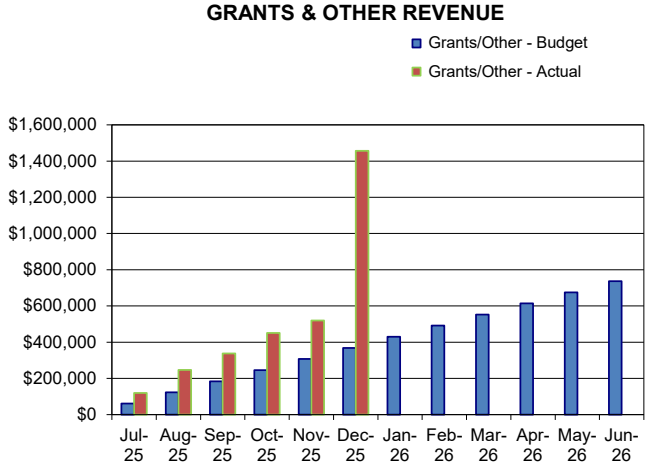
Colonial Behavioral Health
Wellness, Support & Recovery Services

YEAR TO DATE REVENUE
as of
12/31/25





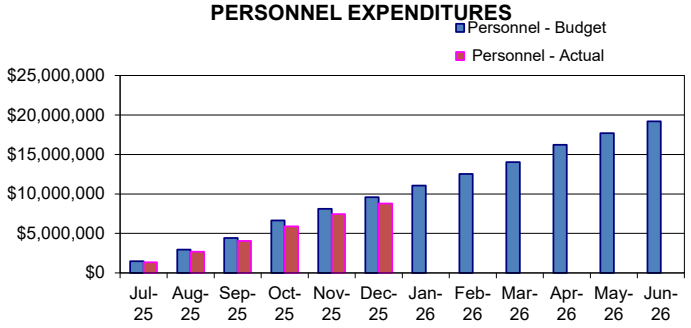




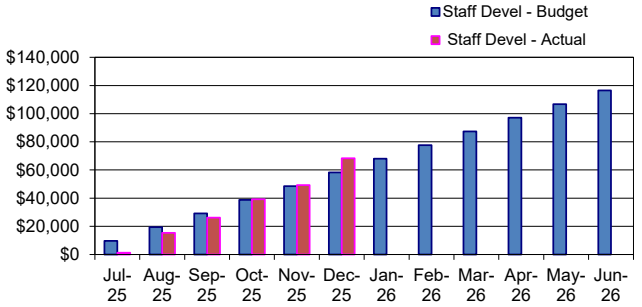
Colonial Behavioral Health
Wellness, Support & Recovery Services

YEAR TO DATE EXPENDITURES
as of
12/31/25

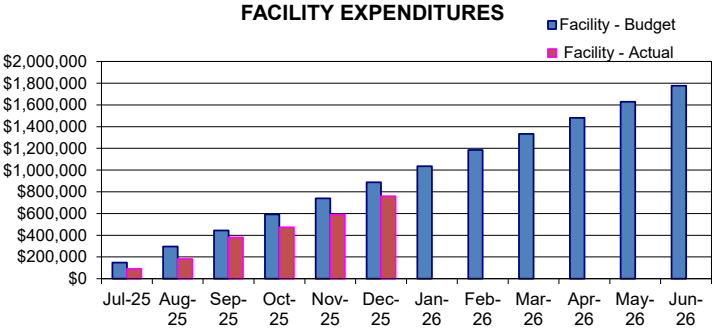
PERSONNEL EXPENDITURES



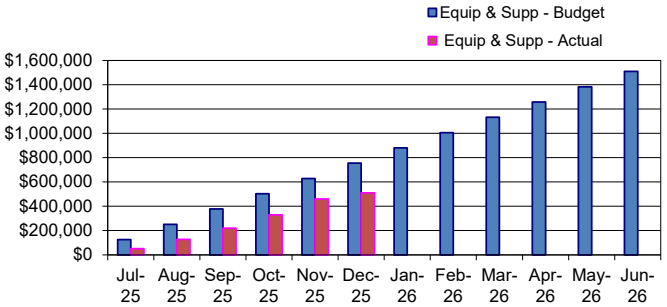
STAFF DEVELOPMENT EXPENDITURES



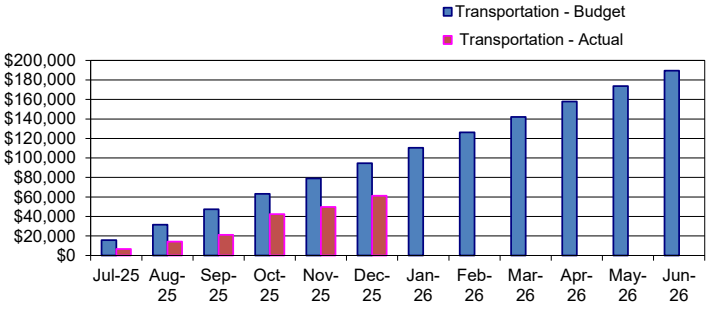
FACILITY EXPENDITURES



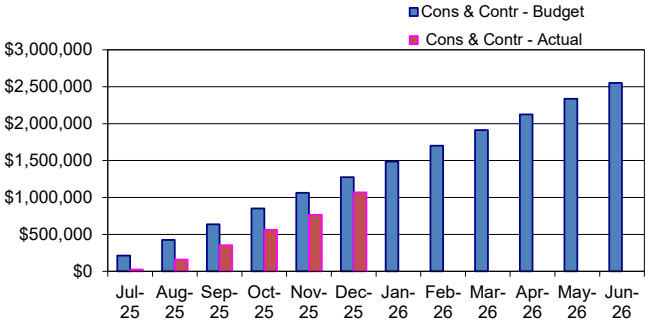
EQUIPMENT & SUPPLIES EXPENDITURES



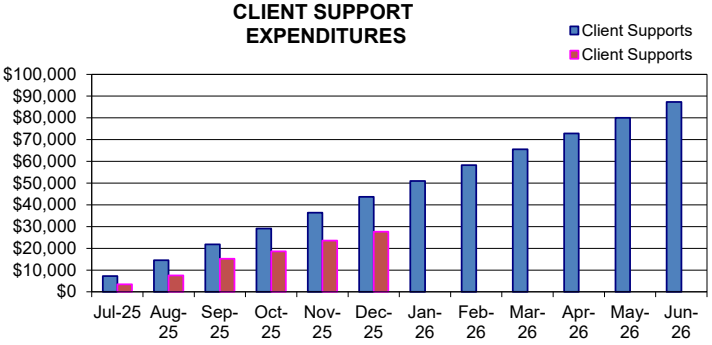
TRANSPORTATION EXPENDITURES



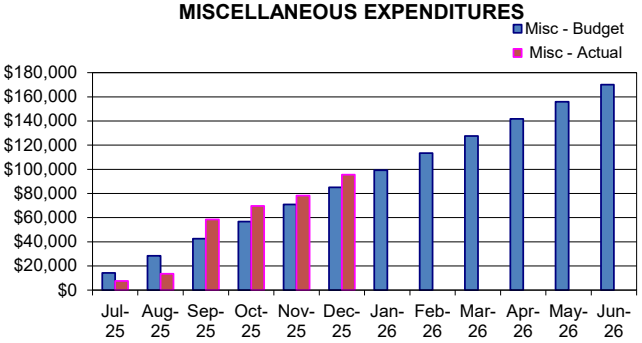
CONSULTANT & CONTRACTUAL EXPENDITURES



CLIENT SUPPORT EXPENDITURES



MISCELLANEOUS EXPENDITURES



COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – February 2026

Agency Issues

1. Construction of the Center for Support & Wellness continues to progress on schedule as of January 24th. Impacts from the winter storm are still being assessed at the time of this report.
2. The VACSB Annual Legislative Conference was held January 20-21 in Richmond. We appreciate that Bruce Keener was able to attend on January 20th. The VACSB Training & Development Conference is scheduled for May 6-8, also in Richmond.
3. York County's Financial Services staff are providing valuable and welcome support to our Finance staff while our Finance Director position is vacant. We are also engaging a temporary, part-time Budget Advisor, and arranging for a professional recruitment firm to assist with our search. We are extremely grateful for their support.

Community Issues

1. CBH Family Support Specialist Jacque Vuz has invested a great deal of personal time to develop a "NAMI on Campus" group in partnership with William & Mary students. NAMI on Campus is not affiliated with NAMI, but decisions are still coordinated with the NAMI Williamsburg chapter. It is hoped that this effort can be replicated at VPCC.
2. The deadline for responses to our RFP for predevelopment work for Phase 2 of construction on the new campus was 12/15/25. Four (4) proposals were received and are currently being evaluated. Submitted proposals are available at https://www.colonialbh.org/about-us/procurement/. A Public Hearing is required at least 30 days prior to awarding an Interim Agreement and is scheduled to be held during the February Executive Committee meeting on February 17th.
3. We are currently setting up times to present CBH's work to each of our localities. At this time, we are presenting as follows (Williamsburg is planned, but no date set):
    a. February 9 7:00 PM Poquoson City Council
    b. February 24 1:00 PM JCC Board of Supervisors
    c. March 3 6:00 PM York County Board of Supervisors

Public Policy

1. We are pleased to announce that Senator McDougle submitted a budget amendment for $10 million to support Phase 2 of our building project. In the House of Delegates, Delegate Anderson submitted a budget amendment for the same amount and project. We are grateful to both. Senator McDougle is our "lead" in this effort.
2. It is difficult to project outcomes for CSBs and for those we serve in this General Assembly session, with both a new General Assembly and a new Administration.
3. The new DBHDS Commissioner came directly from Fairfax-Falls Church CSB and is friendly to the system of care. A new DMAS Director has not yet been appointed.

Respectfully submitted,
David A. Coe