

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: December 2, 2025

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

WELCOME AND CALL TO ORDER: 3:02pm

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. Amber Richey – York County
Ms. April Thomas – York County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Mr. Tarun Chandrasekar - Williamsburg
Mr. Steven Miller – York County
Ms. Kristen Nelson – York County
Ms. Donyale Wells – James City County

CBH STAFF PRESENT:

David Coe, Marsha Obremski, Kristy Wallace, Katie Leuci, Kyra Cook, Linda Butler, Patty Hartigan, Nancy Parsons, Chaenn Thomas and Denise Kirschbaum

GUESTS: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- **September 24, 2025, Services and Evaluation Committee Meeting**
- **October 7, 2025, Board of Directors Meeting**

- **October 20, 2025, Executive Committee Meeting**
- **November 4, 2025, Board of Directors Meeting (notes)**
- **November 17, 2025, Executive Committee Meeting**

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

- **Confirmation of November 4, 2025, Board Action Without a Quorum: Approval of one-time payment to CBH Staff**

Amber Richey made a motion to accept the consent agenda as presented. John Collins seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

PRESENTATION/BOARD EDUCATION:

Certified Community Behavioral Health Clinics (CCBHCs) (David Coe)

David Coe sent the VACSB CCBHC presentation to our Board on November 25, 2025, to allow everyone to review the information prior to the Board meeting. David presented a high-level overview of the CCBHC model during our Board meeting. The presentation provided a history of CCBHC and efforts in Virginia. It provided a focus on current efforts to bring the CCBHC model to Virginia. This presentation was sent to CBH Board Members and Directors on 12/4/2025.

ACTION ITEMS:

A-1 Approval – Revisions to Personnel Policy (Policy 14) (Chaenn Thomas)

Chaenn Thomas presented the summary of changes to the CBH Personnel Policy which have been reviewed and endorsed by the agency’s Employment Law attorney.

John Collins made a motion that the Board of Directors approve the revisions to the CBH Personnel Policy (Policy #14) as presented. April Thomas seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-2 Approval – Revisions to Drug-Free Workplace Policy (Policy 7) (Chaenn Thomas)

Chaenn Thomas presented the summary of changes to the CBH Drug-Free Workplace Policy which have been reviewed and endorsed by the agency’s Employment Law attorney.

April Thomas made a motion that the Board of Directors approve the revisions to the CBH Drug-Free Workplace Policy (Policy #7) as presented. Amber Richey seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-3 Approval – Revisions to Cultural Competency Policy (Policy 80) (Chaenn Thomas)

Chaenn Thomas presented the summary of changes to the CBH Cultural Competency Policy which have been reviewed and endorsed by the agency’s Employment Law attorney.

Amber Richey made a motion that the Board of Directors approve the revisions to the CBH Cultural Competency Policy (Policy #80) as presented. John Collins seconded the motion. The motion passed as follows:

Yes – 8

No – 0

Abstain – 1

A-4 Approval – Revisions to Employment of Persons Served (Policy 21) (Chaenn Thomas)

Chaenn Thomas presented the summary of changes to the CBH Employment of Persons Served Policy which have been reviewed and endorsed by the agency’s Employment Law attorney.

Amber Richey made a motion that the Board of Directors approve the revisions to the CBH Employment of Persons Served Policy (Policy #80) as presented. John Collins seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-5 Approval – Board Member Position Description (David Coe)

David Coe presented the summary of changes to the CBH Board of Directors Roles and Expectations/Position Description which have been reviewed and endorsed by the agency’s legal counsel.

Amber Richey made a motion that the Board of Directors approve the revisions to the CBH Board of Directors Roles and Expectations/Position Description as presented. John Collins seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-6 Approval – Board Attendance Policy (David Coe)

David Coe presented the summary of changes to the CBH Board Attendance Policy which have been reviewed and endorsed by the agency’s legal counsel.

April Thomas made a motion that the Board of Directors approve the revisions to the CBH Board Attendance Policy as presented. Lynette Diaz seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-7 Approval – Board Remote Participation Policy (David Coe)

David Coe presented the summary of changes to the CBH Board Remote Participation Policy which have been reviewed and endorsed by the agency’s legal counsel.

John Collins made a motion that the Board of Directors approve the revisions to the CBH Board Remote Participation Policy as presented. Bruce Keener seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-8 Approval – Travel Reimbursement of Board Members (*David Coe*)

David Coe presented the summary of changes to the CBH Travel Reimbursement of Board Members which have been reviewed and endorsed by the agency’s legal counsel.

Bruce Keener made a motion that the Board of Directors approve the revisions to the CBH Travel Reimbursement of Board Members as presented. April Thomas seconded the motion.

The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-9 Approval – Board Members Orientation and Training (*David Coe*)

David Coe presented the summary of changes to the CBH Board Members Orientation and Training which have been reviewed and endorsed by the agency’s legal counsel.

Amber Richey made a motion that the Board of Directors approve the revisions to the CBH Board Members Orientation and Training as presented. April Thomas seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-10 Action – Board Member Information Request (*David Coe*)

David Coe presented the summary of changes to the CBH Board Member Information Request which have been reviewed and endorsed by the agency’s legal counsel. Our legal counsel recommended that this policy be rescinded by a vote of the Board.

Amber Richey made a motion that the Board of Directors rescind the Board Member Information Request policy. John Collins seconded the motion. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0

A-11 Action – Principles of Operation (*David Coe*)

David Coe presented the summary of changes to the CBH Principles of Operation policy which have been reviewed and endorsed by the agency’s legal counsel. Our legal counsel agrees with the Executive Director that the existence of numerous other policies make this general statement of operations principles superfluous. It should be discontinued.

John Collins made a motion that the Board of Directors discontinue the Principles of Operation policy. Bruce Keener seconded the motion. The motion passed as follows:

Yes – 9
No – 0
Abstain – 0

A-12 Approval – Amended 2025 Holiday Office Schedule (*David Coe*)

In 2025, the Christmas holiday (December 25) and New Year’s Day holiday (January 1) fall on Thursdays. A cross-section of CBH staff asked for agency Leadership to consider closing the office for both December 26th and January 2nd. Leadership shared these requests with our Executive Committee. The Executive Committee, considering that CBH staff did not receive a Cost of Living increase this year, voted to support closure for both dates this fiscal year. Roy Witham asked to amend the revised holiday schedule to include 4 additional hours on December 24th.

Amber Richey made a motion that the Board of Directors approve the amended motion regarding the closure of agency offices and awarding of holiday pay to CBH staff on December 26, 2025, and January 2, 2026. Bruce Keener seconded the motion. The motion passed as follows:

Yes – 9
No – 0
Abstain – 0

A-13 Approval – Change Order – Center for Support and Wellness (*David Coe*)

On November 20, 2025, Executive Director David Coe signed a changed order in the amount of \$58,207.22. Under CBH policy, all contracts or amendments exceeding \$50,000 require Board approval; therefore, this item is being brought forward for retroactive approval to maintain compliance. David signed the change order to avoid construction delays and ensure continuation of the building pad and foundation sequence. The change order authorizes Henderson to mitigate unsuitable soil encountered during early site work. Henderson’s pricing includes excavation, haul-off, imported fill, stone, fabric, labor, equipment, overhead, and business license fees.

Bruce Keener made a motion that the Board of Directors approves the change order in the amount of \$58,207.22, retroactively authorizing the Executive Director’s signature. Amber Richey seconded the motion. The motion passed as follows:

Yes – 9
No – 0
Abstain – 0

REPORTS:

Monthly Financial Report (*N. Parsons*)

Nancy reviewed the Financial Report as of 10/31/2025. CBH and YC are working together to invest funding, resulting in increased interest. Personnel appears to be higher than usual because October is one of the two months in the year with three pay periods. Our miscellaneous category appears high, although CBH just paid insurance for the entire year.

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

For the period of October 16, 2025, through November 15, 2025, Colonial Behavioral Health is actively recruiting a total of 27 positions, which includes twenty-two (22) full-time, two (2) part-time, and three (3) PRN/WAR positions. During the period mentioned, the agency has had three resignations.

CBH has onboarded two new hires since the last reporting period (September 11 – October 15, 2025) and there are two full-time new hires scheduled for the upcoming Orientation on November 24, 2025.

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

Agency Issues

The VACSB Conference will be held in Richmond, VA, January 20-21, 2026. A summary of the agenda is attached to this report. We request that any board member wanting to attend, please let either Kristy Wallace or myself know. Transportation can be arranged for anyone that would like a ride.

Community Issues

The Requests for Proposals (RFP) for predevelopment work for Phase 2 of construction on the new Galt Lane property can be found on the CBH website. The deadline for proposal submission is December 15, 2025. A Public Hearing will be required at least 30 days prior to an award being made. This is expected in either January or February.

Public Policy

We will be seeking an audience with the successful candidates in each General Assembly election in our area. One primary objective is to identify members of both chambers who will sponsor a capital budget amendment on our behalf (Senator McDougle is planning to do so in the Senate). If any Board member is interested in being a part of these meetings, please let us know for purposes of scheduling.

CLOSED SESSION:

Bruce Keener 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: Consultation with legal counsel and/or briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2-3711(A)(7). John Collins seconded this motion.

Bruce Keener 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 Sean Dunn. The motion passed as follows:

Yes – 9

No – 0

Abstain – 0


The meeting was adjourned at 4:42pm.

NEXT MEETING:

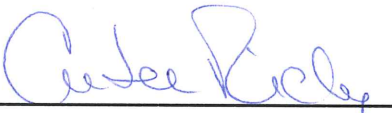
Date: Tuesday, January 6, 2026

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm



Ryan Ashe, Board Chair



Amber Richey, Secretary

AGENDA
COLONIAL BEHAVIORAL HEALTH
BOARD OF DIRECTORS
DECEMBER 2, 2025
3:00 PM

- **Welcome and Call to Order**
- **Roll Call**
- **Public Comment**
- **Consent Calendar**
 - Approval of the following meeting minutes:
 - September 24, 2025, Services & Evaluation Committee Meeting
 - October 7, 2025, Board of Directors Meeting
 - October 20, 2025, Executive Committee Meeting
 - November 4, 2025, Board of Directors Meeting (notes)
 - November 17, 2025, Executive Committee Meeting
 - Confirmation of November 4, 2025, Board Action Without a Quorum
 - Approval of one-time payment to CBH staff
- **Presentation/Board Education**
 - Certified Community Behavioral Health Clinics (CCBHCs)
 - Presenter: *David Coe, CBH Executive Director*
- **Action Items**
 - A-1 Approval – Revisions to Personnel Policy (Policy14) (C. Thomas)
 - A-2 Approval – Revisions to Drug-Free Workplace Policy (C. Thomas)
(Policy 7)
 - A-3 Approval – Revisions to Cultural Competency Policy (C. Thomas)
(Policy 80)
 - A-4 Approval – Employment of Persons Served (Policy 21) (C. Thomas)
 - A-5 Approval – Board Member Position Description (D. Coe)
 - A-6 Approval – Board Member Meeting Attendance Policy (D. Coe)
 - A-7 Approval – Board Remote Participation Policy (D. Coe)
 - A-8 Approval – Travel Reimbursement of Board Members (D. Coe)
 - A-9 Approval – Board Member Orientation & Training Policy (D. Coe)
 - A-10 Action – Board Member Information Request Policy (D. Coe)
 - A-11 Action – Principles of Operation (D. Coe)
 - A-12 Approval – Amended 2025 Holiday Office Schedule (D. Coe)

- A-13 Approval – Change Order – Center for Support and Wellness (D. Coe)

- **Reports**

- Monthly Financial Report (N. Parsons)
- Recruitment/Hiring/Retention Report (C. Thomas)
- Executive Director’s Report (D. Coe)

- **CLOSED SESSION**

- Consultation with legal counsel and/or briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2-3711(A)(7).

- **Adjournment**

Next Meeting:

Tuesday, January 6, 2026

McLaws Circle, Williamsburg

3:00 PM

**COLONIAL BEHAVIORAL HEALTH
SERVICES AND EVALUATION COMMITTEE MEETING
473 McLaws Circle, Williamsburg
September 24, 2025, at 4:00pm**

Call to Order

The Services and Evaluation Committee Meeting was called to order at 4:00pm.

Roll Call

Committee Members Present:

Roy Witham, Lynette Diaz, & Steve Miller

Committee Members Absent:

Sean Dunn, April Thomas

CBH Staff Present:

Linda Butler, Denise Kirschbaum, Patty Hartigan

Members of the Public:

None

DISCUSSION

Determine meeting time for the rest of the year- Committee members are considering moving the time of the meeting to 3:30 rather than 4:00. November and December’s meetings need to be scheduled on another day as the 4th Wednesday of the month are holidays.

Committee Chair - Committee members stated that there was not a need for a chair.

Topics for the upcoming year - The structure of the presentations will be informed by the agency’s strategic plan goals. The template used previously will not be utilized and committee members expressed a wish that presentations should include line staff where possible.

Sept	Planning for the upcoming year	
Oct 22	Redesign- The Department of Medical Assistance is redesigning Case Management, Mental Health Support Services and Psychosocial Rehabilitation Services. These changes are significant to the agency. (Denise)	
Nov 26*	Waiver Services- Get an update on Community Living, Family and Individual Supports, and Building Independence waivers offered to individuals, the referral process, barriers and benefits. (Linda)	*Fourth Wed falls during holiday. Pick another date
Dec 24*	23 Hour- This new service is one of seven services that will be offered at the new Center for Support and Wellness. (Melissa)	*Fourth Wed falls during holiday. Pick another date
Jan 28	Region V Safety Net Beds, LIPOS and DAP- An overview of the utilization of state hospital bed utilization to include forensic	

	populations, Local Inpatient Purchase of Service and Discharge Assistance Plans. Describes barriers to discharge, length of stay and other patient population indicators. (Dean with Jawaun and Kasy or Deidre)	
Feb 25	Priority Populations- Describe what services CBH is required to provide and the relationship with the performance contract (TBD) Virginia's CSB Performance Dashboard- The Performance Dashboard aggregates CSB context and performance data to assist in responding to data-related requests about the CSB system. (TDB)	
Mar 25	Incident and Sentinel Event Reporting- CBH is required to report incidents and sentinel events to include adverse health outcomes, injuries and deaths.	
Apr 22	Prevention Services- CBH offers these services to stop mental health and substance use issues before they start or escalate, focusing on community well-being, and data-driven strategies. (Marsha- TBD)	
May 27	CARF Accreditation- Learn more about the current accreditation process and the likely impact of Redesign. (TBD & Denise) Satisfaction Survey (Leigh)	

Items from the Committee

N/A

Adjournment

Roy Witham made a motion to adjourn the meeting at 4:51pm. Lynette Diaz seconded this motion; all were in favor.

NEXT MEETING

Monday, October 22, 2025

3:30pm

473 McLaws Circle, Williamsburg, VA 23185

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: October 7, 2025

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

WELCOME AND CALL TO ORDER: 3:03pm

BOARD MEMBERS PRESENT:

Mr. Ryan Ashe – James City County
Mr. Tarun Chandrasekar - Williamsburg
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
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. John Collins – York County
Dr. Dawn Ide – City of Poquoson
Mr. Steven Miller – York County
Dr. John Shaner – City of Poquoson

CBH STAFF PRESENT:

David Coe, Kristy Wallace, Katie Leuci, Kyra Cook, Linda Butler, Patty Hartigan, Denise Kirschbaum, and Chaenn Thomas

GUESTS: Susan Goodwin

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- September 2, 2025, Board of Directors Meeting

- September 15, 2025, Executive Committee Meeting.

Sean Dunn made a motion to accept the consent agenda as presented. Roy Witham seconded the motion. The motion passed as follows:

Yes - 10

No - 0

Abstain - 0

BOARD TRAINING:

Conflict of Interest (*Coe, Obremski*)

Conflict of Interests training is a requirement of the Code of Virginia and the performance contract. Marsha Obremski sent an email to our Board members containing a link to the Conflict of Interests Act. The Board was asked to review the act and submit any questions to Kristy Wallace prior to our October 7th Board meeting; our legal counsel will provide answers.

Bruce Keener submitted a question; it was confirmed that our Board members are considered non-salary citizen members. It was also confirmed that CBH Board members are not required to file an annual Statement of Economic Interests Form. Currently, no state-provided training exists for volunteer boards appointed by local governments on The Conflict of Interests Act.

Megan Rhyne will provide training on FOIA at our November 4th Board meeting.

INFORMATION/DISCUSSION:

Establishment of CCSI/CBH Leases (*Coe, Obremski*)

Background – CCSI does not hold active leases for any of its' office-based facilities occupied by CBH. This has contributed to a lack of CCSI funds available to support capital projects related to property acquisition, construction, renovation and/or maintenance. CBH staff agree that CBH needs to enter Fair Market Value-based lease arrangements with CCSI as soon as practicable.

Recommended Strategic Action – It is recommended that CCSI and CBH enter lease arrangements beginning January 1, 2026.

Actions Taken to Date - Our attorney supplied a questionnaire to gather information needed to develop commercial leases. Real estate firm conducted an evaluation of our office locations and provided us with a range of Fair Market Values for each property. The firm gathered information for our attorney to complete draft leases.

Important Considerations – These actions revealed that adopting these leases would remove approximately \$500k from CBH's operating budget – this is untenable in a single budget year. This can be accomplished through a multi-year lease beginning with payment equaling a reasonably low percentage (20%) of Fair Market Value, with enhanced escalation rates for the duration of the lease. Insurance coverages and stipulations need to be evaluated before final actions are endorsed. CCSI may still need to have legal latitude to levy special assessments to CBH early in the lease term.

Health Insurance MOA w/ York County (S. Goodwin)

York County is the fiscal agent for CBH; CBH is a participant in the same health and dental benefit plans. As of January 1, 2025, YC began segregating YC and CBH claims. According to data collected January – April 2025, CBH was in the hole \$122,000 – YC will pay this since there was not an agreement in place. Beginning July 1, 2025, YC began calculating CBH’s claims (not subsidizing the other entity). Depending on the year/claims, each entity could be negative (must pay) or positive (place funds in account for future). CBH would not have to pay for this until FY27. This is a completely unbudgeted expense for CBH. Susan noted that there will be a 4% increase in insurance premiums for the new year. CBH requested that York County remove the indemnification clause in this MOA.

No Show/Late Cancellation Fee (Obremski, Parsons)

Effective January 1, 2026, CBH will reinstate the no show/late cancellation fee of \$25.00. Notice of the fee reinstatement will be posted for 90 days (October 1 – December 31, 2025) prior to implementation.

Strategic Plan Update (Cook)

The Strategic Plan for Q4/Q5 was presented during the Board meeting. Kyra Cook went through each goal providing updates on individual objectives.

ACTION ITEMS:

A-1 Approval – Health Insurance MOA w/York County (Coe, Thomas)

A draft agreement with York County for Participation in Health & Dental and other voluntary benefit plans was presented by Susan Goodwin to the Executive Committee. This agreement has been reviewed by legal counsel.

Sean Dunn made a motion that the Board of Directors approve the draft agreement with York County for participation in the County’s health, dental, and other voluntary benefit plans, as presented, and authorize the Executive Director to execute the agreement on behalf of CBH. Amber Richey seconded this motion. The motion passed as follows:

Yes – 10

No – 0

Abstain - 0

AMENDED MOTION: Sean Dunn made a motion that the Board of Directors approve the draft agreement with York County for participation in the County’s health, dental, and other voluntary benefit plans, as presented, and authorize the Executive Director to execute the agreement on behalf of CBH after the Indemnification Clause is removed from the agreement. Amber Richey seconded this motion. The motion passed as follows:

Yes – 10

No – 0

Abstain - 0

A-2 Approval - CBH Temporary Office Space (M. Obremski)

CBH needs to lease temporary office space for the next year to allow Patty Hartigan to start recruiting staff for the CSW. CBH has identified office space at 223 Water Country Parkway that

meets our immediate needs. The cost of the temporary lease will be covered using one-time crisis dollars.

Amber Richey made a motion that the Board authorize the Executive Director to execute a lease agreement for 223 Water Country Parkway for a 12-month term in an amount not to exceed \$70,000, contingent upon legal counsel's review of the lease. Donyale Wells seconded this motion. The motion passed as follows:

Yes – 10

No – 0

Abstain - 0

A-3 Approval – Fundraising Initiative (K. Cook)

CBH is preparing for the opening of the Center for Support and Wellness (CSW) in 2026. CBH is proposing to launch a fundraising campaign, targeting individual donors. To support this campaign, CBH seeks to recruit and hire fundraising staff in the fall 2025, developing the campaign in January 2026, and formally rolling it out at the ribbon cutting of the CSW. Staff is requesting authorization from the Board to allocate up to \$95k from CBH's unrestricted reserves for the second half of 2026 to cover staffing costs for the campaign.

Amber Richey made a motion that the CBH Board of Directors authorize the use of up to \$95k from unrestricted reserves in FY26 to support staffing for an individual donor-focused capital campaign. Future funding beyond FY26 will be determined based on grant availability, earned revenue, and subsequent board approval. Lynette Diaz seconded this motion. The motion passed as follows:

Yes – 9

No - 1 (Witham)

Abstain - 0

REPORTS:

Executive Director's Report (D. Coe)

Agency Issues

Building 1 (Merrimac Campus) has reopened after interior flooding incident in June.

Building 3 was struck by lightning resulting in a power surge that knocked out services to the building. The building was closed to staff and clients for one day.

Community Issues

The CSW Groundbreaking event was a resounding success!

Public Policy

DMAS and DBHDS are "sunsetting" and redesigning several services for the SMI population. This will result in significant implications for our services and funding.

ADJOURNMENT:

A motion to adjourn the meeting was made by Sean Dunn and seconded by Bruce Keener. The motion passed as follows:

Yes – 10

No – 0

Abstain – 0

The meeting was adjourned at 4:15pm.

NEXT MEETING:

Date: Tuesday, November 4, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

Ryan Ashe, Chair

Amber Richey, Secretary

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

October 20, 2025, at 2:00pm

Call to Order

The Executive Committee Meeting was called to order at 2:00pm.

Roll Call

Committee Members Present:

Ryan Ashe, Bruce Keener, Amber Richey (virtual)

Committee Members Absent:

Donyale Wells, John Collins

CBH Staff Present:

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

Members of the Public:

None

UPDATES

Recruitment/Hiring/Turnover Update (*Chaenn*)

September 11, 2025 – October 15, 2025: CBH is actively recruiting for: 22 full-time, 2 part-time, and 3 PRN/WAR positions. CBH has 3 in the month of October. During this time, CBH experienced 3 (full-time) employment separations.

August 2025 Financial Report (*Nancy*)

Nancy reviewed the Financial Report as of 9/30/2025. CBH and YC have been working together to invest funding, resulting in earned interest (\$97k). Our miscellaneous category appears high, although CBH just paid insurance for the entire year.

FOR COMMITTEE ENDORSEMENT

Local Government Funding Requests (*Nancy*)

Nancy shared the proposed local government funding requests – these amounts are based on usage and population (in the past, the amounts were based solely on usage). The proposed request is 6.5% (historically, requests were between 5% - 10.5%).

Bruce Keener made a motion to approve the request as recommended by CBH staff, with an aspirational goal of providing at least a 3% salary increase in FY27, and we proceed with a parallel process to request capital funding from the localities. Amber Richey seconded this motion. The motion passed as follows:

Yes – 3

No - 0

Abstain - 0

ANTICIPATED ACTION ITEMS – 11/4 BOARD MEETING

Human Resources Policy Group (*Chaenn*)

Chaenn presented four personnel policies that are currently under review and will be presented to the Board at our November Board meeting. Both the policies and summary of changes will be provided as a part of the Board packet.

One-Time Payment to CBH Staff (*Nancy/Chaenn*)

Nancy and Chaenn proposed a one-time staff recognition payment that would be made in the second payroll of November. It was suggested to be very specific in the memo (presented to the Board), adding as much detail as possible.

Bruce Keener made a motion to approve a one-time payment as proposed to be made to all staff who have been with CBH for at least six months, using regional and state one-time funds earmarked for “workforce.” Amber Richey seconded this motion. The motion passed as follows:

Yes – 3

No – 0

Abstain – 0

DISCUSSION

Reports from Board Committees

David asked the Executive Committee if the CBH Committees should have a standing place on the Board agenda. It was decided that we do not need a standing place on monthly agendas, although if a committee would like to address the Board, they are to request a place on the agenda prior to the Board meeting (sending an email to Ryan Ashe – Board Chair, copying both David Coe and Kristy Wallace). It was also suggested that either a staff member or board member present topic to the Board (more effective when a Board member presents).

ADDITIONAL ITEMS – NOVEMBER FULL BOARD MEETING

Board Training – FOIA

Presentation – BH Redesign

Executive Director’s Report

Closed Session – Legal Consult

Items from the Committee

None

Adjournment

Bruce Keener made a motion to adjourn the meeting at 3:15pm. Amber Richey seconded this motion; all were in favor.

NEXT MEETING

Monday, November 17, 2025

2:00pm

473 McLaws Circle, Williamsburg, VA 23185

COLONIAL BEHAVIORAL HEALTH BOARD MEETING REPORT

DATE: November 4, 2025

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

WELCOME AND CALL TO ORDER: 3:09pm

BOARD MEMBERS PRESENT:

Mr. Ryan Ashe – James City County
Mr. Tarun Chandrasekar - Williamsburg
Mr. John Collins – York County
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
Ms. April Thomas – York County

BOARD MEMBERS ABSENT:

Dr. Dawn Ide – City of Poquoson
Mr. Bruce Keener – York County
Mr. Steven Miller – York County
Ms. Kristen Nelson – York County
Ms. Amber Richey – York County
Ms. Donyale Wells – James City County

NOTE: A quorum was not present for this meeting.

CBH STAFF PRESENT:

David Coe, Kristy Wallace, Katie Leuci, Kyra Cook, Linda Butler, Patty Hartigan, and Denise Kirschbaum

GUESTS: Megan Rhyne, Virginia Coalition for Open Government

PUBLIC COMMENT: None

BOARD TRAINING:

Freedom of Information Act - FOIA (*Megan Rhyne – Virginia Coalition for Open Government*)

The FOIA laws are cumbersome and can be difficult to understand. Megan Rhyne presented “Service through FOIA” (presentation is attached). A few keynotes from the presentation include

obligations with respect to both records and meetings; do not talk about public business outside of business meetings; and anything in the office is considered public record.

INFORMATION/DISCUSSION:

Behavioral Health Redesign (*Denise Kirschbaum, CBH Director of Behavioral Health Services*)

DMAS has proposed a redesign of Behavioral Health and Rehabilitative Services with an effective date of July 1, 2026. This redesign will have a financial and strategic impact on CBH. The purpose of the redesign is to improve behavioral health services across the state by enhancing access, quality, and coordination of care. Denise covered the redesign's priorities, services, strengths, weaknesses, opportunities, and threats. Denise's presentation is attached.

ACTION ITEMS:

A-5 Approval – One-Time Payment to Staff (*Parsons, Coe*)

There are sufficient one-time regional and state funds (designated by the state for "workforce") in the FY 26 budget to support a one-time payment (bonus) to no-probationary CBH staff. The payment to staff will be made with a check date of 11/28/25. The process and timing of this payment have been discussed with the Finance Office for York County.

Due solely to the time constraint for implementing the payment, the Board members present unanimously authorized the Executive Director to issue a one-time bonus payment to staff. This interim action is subject to confirmation by a quorum of the Board in the December meeting.

REPORTS:

Monthly Financial Report (*N. Parsons*)

Nancy provided the Financial Report as of September 30, 2025. Under Revenue, Grants/Other include reimbursement from the insurance company (flooding in Building 2) and earned interest on funds that have been invested. Under Expenditures, Miscellaneous reflects insurance premiums that were just paid for entire year. We are ending the month with a strong cash balance.

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

Agency Issues

Site preparation for the CSW is nearing completion (wet weather has set back timeline by a week/week and a half although Henderson expects to make up that time, not causing any future issues). Concrete work is the next phase.

The VACSB Conference will be held in Richmond, VA, January 20-21, 2025

Community Issues

Bacon Street announced that the agency will be closing on 11/21/25. This is the last agency in the area specializing in adolescent services. David met with Bacon Street's CEO on 11/3 and has suggested plans that could preserve many of their services as well as their name and legacy. David and Kyra have scheduled meetings with localities; first meeting is tomorrow with James City County.

ADJOURNMENT:

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

Yes – 6

No – 0

Abstain – 0

The meeting was adjourned at 4:39pm.

NEXT MEETING:

Date: Tuesday, December 2, 2025

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

November 17, 2025, at 2:00pm

Call to Order

The Executive Committee Meeting was called to order at 2:00pm.

Roll Call

Committee Members Present:

Ryan Ashe, Bruce Keener, Amber Richey, John Collins

Committee Members Absent:

Donyale Wells

CBH Staff Present:

David Coe, Kyra Cook, Nancy Parsons (virtual), Chaenn Thomas, Kristy Wallace

Members of the Public:

None

UPDATES

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

October 16, 2025 – November 15, 2025ye: CBH is actively recruiting for: 22 full-time, 2 part-time, and 3 PRN/WAR positions. CBH has 3 in the month of October. During this time, CBH experienced 3 (full-time) employment separations. CBH has on-boarded two new hires since the last reporting period and we have two additional new hires scheduled for November 24th onboarding.

August 2025 Financial Report (*Nancy Parsons*)

Nancy reviewed the Financial Report as of 10/31/2025. CBH and YC are working together to invest funding, resulting in increased interest. Personnel appears to be higher than usual because October is one of the two months in the year with three pay periods. Our miscellaneous category appears high, although CBH just paid insurance for the entire year. John Collins mentioned the \$2M (Congressman Whitman – Department of Agriculture). This funding will be for the pre-development of Phase 2.

ANTICIPATED ACTION ITEMS – 11/4 BOARD MEETING

One-Time Payment to CBH Staff (Consent Calendar?) (*David Coe*)

**Notes were carried over from November Board Meeting Report:* There are sufficient one-time regional and state funds (designated by the state for “workforce”) in the FY 26 budget to support a one-time payment (bonus) to no-probationary CBH staff. The payment to staff will be made with a check date of 11/28/25. The process and timing of this payment have been discussed with the

Finance Office for York County.

Due solely to the time constraint for implementing the payment, the Board members present unanimously authorized the Executive Director to issue a one-time bonus payment to staff. This interim action is subject to confirmation by a quorum of the Board in the December meeting.

David suggested that this item be a part of the December Consent Calendar on the Board Meeting Agenda – the Executive Committee agreed.

Approval of HR Policies – carryover from November Board Meeting (David Coe)

The following HR Policies will be presented at the December Board meeting for approval: Drug-Free Workplace, Personnel Policy, Employment of Individuals Served, and Cultural Competency and Diversity.

Approval of Board-Specific Policies/Items (David Coe)

Mr. Coe presented the Board Specific Policies/Items to the Executive Committee. The discussion for each policy/item included a “Counsel Review” provided by Pat McDermott (legal counsel). The following Board Specific Policies/Items will be presented to the Board at the December Board meeting for approval:

Board Member Position Description: The Executive Committee agreed to carry this item to the December Board meeting agenda.

Board Member Information Request: The Executive Committee agrees with Pat McDermott, this item should be rescinded.

Travel Reimbursement of Board Members: The Executive Committee agreed to carry this item to the December Board meeting agenda. **The Executive Committee suggested: creating a policy to provide reimbursement of expenses for our Advisory Council members. Mr. Coe agreed – this policy will be created and ready for review during our January Board meeting.**

Board Members Orientation and Training: The Executive Committee agreed to carry this item to the December Board meeting agenda.

Board Member Remote Participation Policy: The Executive Committee agrees with the revisions made by Pat McDermott in paragraphs 3 and 9. The Executive Committee suggested and agreed to remove paragraph 9 from this policy. Once these revisions are made, the Executive Committee agreed to carry this policy to the December Board meeting agenda.

Board Attendance Policy: The Executive Committee suggested adding language to page 3 under Procedures to include sufficient notice if a Board member will not be able to attend a Board meeting. CBH will use the same language from the Remote Participation Policy here. Once this revision is made, the Executive Committee agreed to carry this policy to the December Board meeting agenda.

Principles of Operation: The Executive Committee agrees with Pat McDermott, this policy should be discontinued. The Executive Committee agreed to carry this item to the December Board meeting agenda.

DISCUSSION/POSSIBLE ACTION

Agency Schedule – December 26 and January 2 (David Coe)

Both Christmas Day and New Year’s Day fall on Thursdays this year. Mr. Coe requested input from

the Executive Committee on their feelings about closing our CBH offices on the Friday following these holidays (December 26 and January 2). CBH offers their employees a Flex Day that can be used anytime between December 15 – January 15, 2026.

Bruce Keener made a motion to make December 26th and January 2nd as holidays for CBH staff.

John Collins seconded this motion. The motion passed as follows:

Yes – 4

No – 0

Abstain – 0

The motion will come as a recommendation from the Executive Committee during our December Board meeting.

ADDITIONAL ITEMS – DECEMBER FULL BOARD MEETING

Presentation – CCBHC

Executive Director’s Report

Closed Session – Legal Consult (*carryover from November*)

Items from the Committee

None

Adjournment

Bruce Keener made a motion to adjourn the meeting at 3:21pm. John Collins seconded this motion; all were in favor.

NEXT MEETING

Monday, December 15, 2025

2:00pm

473 McLaws Circle, Williamsburg, VA 23185

Personnel Policy Revision

Background:

CBH staff have reviewed the CBH Personnel Policy (Policy #14) 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 the agency's Employment Law attorney (Elizabeth Redpath with the Lee Meier Law Firm).

Summary of Changes:

The Summary of Changes is attached as information within the Board packet.

Suggested Motion:

That the Board approve the revisions to the CBH Personnel Policy (Policy #14) as presented.

Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual
 Summary of Changes
 October 2025

Current Manual	Proposed Changes to Manual
Policy Statement	<ul style="list-style-type: none"> • Additional Statement: “CBH complies with all federal, state, and local laws in all aspects of employment, including recruiting, hiring, compensation, benefits, job assignments, promotions, discipline, and terminations.”
ADA procedures for reasonable accommodation	<ul style="list-style-type: none"> • Moved to Personnel Procedure/Guidelines
Procedures section of Reasonable Accommodation Related to Pregnancy, Childbirth or Related Medical Condition including Lactation	<ul style="list-style-type: none"> • Moved to Personnel Procedures/Guidelines
Complaint Procedure	<ul style="list-style-type: none"> • Moved to Personnel Policy and replaced with a Non-Retaliation Policy
Recruitment	<ul style="list-style-type: none"> • Deleted following statement: “The Executive Director may delegate authority to hire to Program Directors and /or supervisory staff.”
CBH Guidelines for Recruiting	<ul style="list-style-type: none"> • Moved the following to Personnel Procedures/ Guidelines: <ul style="list-style-type: none"> ○ Application for Employment. ○ Time Period for Retaining Documentation ○ Hiring Guidelines
New Employee Starting Pay	<ul style="list-style-type: none"> • Moved to Personnel Procedures/Guidelines.
Criminal History/ Background Check	<ul style="list-style-type: none"> • Criminal History/ Background Check moved to Personnel Procedures/Guidelines which includes: Procedures for New Personnel
Nepotism	<ul style="list-style-type: none"> • Procedures and guidance section of Nepotism policy moved to Personnel

Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual
 Summary of Changes
 October 2025

	<p>Procedures/Guidelines on next steps if/when an applicable situation occurs.</p>
<p>Tuberculosis (TB) Test</p>	<ul style="list-style-type: none"> • TB Guidance and Process section of policy moved to Personnel Procedures/Guidelines
<p>Department of Motor Vehicles Check Guideline</p>	<ul style="list-style-type: none"> • Statement deleted: “CBH Transportation Policy does not reference special qualification or license now that no vehicle operator is required to hold a CDL: Candidates for a position which by CBH Transportation Policy (50) and applicable law, regulations, or standards requires the possession of a special qualification or license shall submit such documentation verifying these qualifications to the Human Resources Department upon request and prior to employment. Once the individual is employed, the required qualification or license must be maintained and is subject to verification. Any change in qualification or license status must be reported to the employee’s supervisor and the Human Resources Department.” • Removed contractual or volunteer vehicle use statement: “CBH does not extend vehicle use permissions to volunteers, interns or contractors)” • DMV Reporting Procedures for current employees moved to Personnel Procedures/Guidelines
<p>Employee and Employer Relations: Qualifications for Employment-</p>	<ul style="list-style-type: none"> • Moved to Personnel Procedures/Guidelines <ul style="list-style-type: none"> ○ Application of Procedures ○ Standards of Employment
<p>Employee and Employer Relations: Qualifications for Employment- Annual Review Date:</p>	<ul style="list-style-type: none"> • Removed Annual Review Date

Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual
 Summary of Changes
 October 2025

	<p>Employees are assigned an annual review date. The annual review date is the anniversary of an employee’s date of hire.</p> <p><i>Legal Guidance:</i> Agency should not commit to a certain date by which we need to complete reviews.</p>
Separation	<ul style="list-style-type: none"> Updated voluntary resignation and retirement notification requirement
Travel	<ul style="list-style-type: none"> The following is no longer a CBH operating practice: Copies of all Employee Reimbursement Forms that include Travel Requests will be placed in the employee’s personnel file.
Benefits	<ul style="list-style-type: none"> Moved to Procedures: Conditions and Benefits (Details provided in CBH Benefits Booklet)
Colonial Behavioral Health Family and Medical Leave	<ul style="list-style-type: none"> Moved FMLA Guidance to Personnel Procedures/Guidelines
Procedures Regarding Clinical Private Practice	<ul style="list-style-type: none"> Moved to Personnel Procedures/Guidelines
Exempt Employees	<ul style="list-style-type: none"> Exempt employees working on a holiday; added a disclosure statement not applicable to Crisis Services.
Programs that operate in a Twenty-four-hour capacity:	<ul style="list-style-type: none"> Expanded on holiday compensation for employees working in 24-hour programs as it pertains to FLSA Exempt and Non-Exempt Employees
Outside Employment	<ul style="list-style-type: none"> Revised to Outside Employment/Private Practice and procedure section of policy moved to Personnel Procedures/Guidelines.
Reporting Conflict of Interest	<ul style="list-style-type: none"> Personnel Procedures/Guidelines
Drug Free Workplace Statement /Procedure	<ul style="list-style-type: none"> Deleted – Drug Free Workplace is Policy #7

Drug-Free Workplace Policy Revision

Background:

CBH staff have reviewed the CBH Drug-Free Workplace Policy (Policy #7) and are pleased to recommend minor revisions to the Board of Directors for review.

The theme of the recommended changes is the movement of 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 the agency's Employment Law attorney (Elizabeth Redpath with the Lee Meier Law Firm).

Summary of Changes:

Current Drug-Free Workplace Policy	Proposed Change to Policy
Sub-topic "Testing" is noted in Policy	Move "Testing" to Drug-Free Procedures
Sub-topic "Inspection" is noted in Policy	Move "Inspection" to Drug-Free Procedures

Suggested Motion:

That the Board approve the revisions to the CBH Drug-Free Workplace Policy (Policy #7) as presented.

Cultural Competency Policy Revision

Background:

CBH staff have reviewed the CBH Cultural Competency and Diversity Policy (Policy 80) and are pleased to recommend minor revisions to the Board of Directors for review.

There are two changes recommended. The first is recommended in response to changes in policy potential for funding impacts at the Federal level related to terminology. The second is consistent with the move of procedural matters out of Policy and into Procedures.

This policy and accompanying revisions have been reviewed and endorsed by the agency's Employment Law attorney (Elizabeth Redpath with the Lee Meier Law Firm).

Summary of Changes:

Current Cultural Competency and Diversity Policy	Proposed Change to Policy
Policy Title	Cultural Competency and Non-Discrimination
Sub-topic "Plan Components" is noted in Policy	Move "Plan Components" to Cultural Competency and Non-Discrimination Procedures/Guidance

Suggested Motion:

That the Board approve the revisions to the CBH Cultural Competency and Diversity Policy (Policy #80) as presented.

**Approval – Policy 21
Employment of Persons Served**

Background:

CBH staff have reviewed the CBH Policy regarding Employment of Persons Served (Policy 21) and are pleased to recommend this revised Policy to the Board of Directors.

This policy has been reviewed and endorsed by the agency’s Employment Law attorney (Elizabeth Redpath with the Lee Meier Law Firm).

Summary of Changes:

Current Employment of Persons Served Policy	Proposed Change to Policy
Reference to necessary safeguards	Expand on statement by identifying “Health-related privacy” being safeguarded
Sentence in second paragraph “no conflict of interest or exploitation”	Expanding to state “based on the employee’s previous or current status as a client of CBH.”
No definitions	Added definition of “safeguards” and “conflict of interest”

Suggested Motion:

That the Board approve revisions to the CBH policy regarding Employment of Persons Served (Policy #21) as presented.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Board of Directors Roles and Expectations/ Position Description.

Review Date: October 28, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

- 1. Virginia Code Compliance: Complies. No changes**
- 2. Grammer and Punctuation: No changes**
- 3. Comments:**

Current redline markups look appropriate.

I recommend numbering policies (1 of 2, 2 of 2, etc.)

Patrick B. McDermott

Signature of Counsel



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 a **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) ~~an~~ **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 on 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 as a member of a CBH Legislative Team in order to develop relationships with and provide advocacy to individual legislators on behalf of CBH and its services and populations;~~
5. Participate in review/approval of agency's annual budget, audit reports, and material business decisions as described in CBH policy;
6. Contributing to the annual performance evaluation of the Executive Director;
7. Consistent adherence to the Board's governance functions ~~rather than staff-oriented operational and management roles;~~
8. To avoid independent actions or requests not endorsed or supported by the full Board;
9. To develop and maintain familiarity with CBH services and programs;
10. Assist in communicating and promoting CBH's mission and programs to the community;
11. 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 either **no more than** monthly ~~or quarterly (depending on committee)~~ 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

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Board Attendance Policy
Category: Organization
Policy No.: None shown

Review Date: March 30, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** N/A
2. **Grammar and Punctuation:** No suggestions
3. **Comments:** This is a nicely worded and organized policy. The structure utilized consisting of "Introduction," "Purpose" and "Policy" makes good sense. The process is reasonable and should be productive. I understand that on one occasion when the policy was implemented, the board member resigned. I view that as possibly a positive result of the policy implementation, and not a negative result. I recommend that you retain the policy without alteration.

Patrick B. McDermott

Signature of Counsel

Policy and Procedures

Category: Organization
Title: Board Attendance Policy
Policy Number:
Primary Areas Affected: CBH Board

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Date of Origin	4
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Approved By	4

Policy Statement

INTRODUCTION

Regular attendance at Board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Colonial Behavioral Health.

PURPOSE

This Board Attendance Policy is intended to encourage regular attendance at Colonial Behavioral Health's Board and committee meetings and to provide procedures to deal with any failures in such attendance.

POLICY

Board and committee members are expected to demonstrate their commitment to the organization by regular and consistent attendance at the Board or committee(s) on which they sit, except when prevented by unforeseeable events.

Source of Authorization

Legal/Regulatory References

Definitions

Procedures

PROCEDURES

Board and committee meeting schedules are established at the beginning of each fiscal year. The Secretary or his/her designee shall remind members of upcoming meetings no sooner than 10 working days before the set date of scheduled meetings. Whenever Board members are prevented from attending any Board or committee meeting, they should notify the appropriate Chair (Board or committee) of their intended absence.

ATTENDANCE REQUIREMENTS

If a Board member is absent for two (2) consecutive meetings (Board or committee) without first notifying the appropriate Chair of their absence, or if a Board member is absent for three (3) consecutive meetings having notified the chair of their absence, that Board member is in breach of their obligations, subject to the following process:

PROCESS

If a Board member is in breach of their attendance requirements, then the Chair (Board or Committee) shall contact him/her to discuss the matter. If the Board member's difficulties are resolvable, then the Chair shall attempt to resolve them with the member. Should the Board member not resume attendance in meetings in accordance with this policy, the Chair shall notify the governing body within the jurisdiction that appointed the Board member. Decisions related to the Board member's status fall under the sole authority and discretion of the appointing jurisdiction.

The Board may remove any person from any Board committee or sub-committee for non-attendance, in order to assure each committee's ability to maintain a quorum for conducting agency business as needed.

Diary of Changes

Date of Origin

Dates of Review

Dates of Revision

Approved By

Signature

Printed Name

Effective Date

Choose a signer.

Title

Approval
Board Remote Participation Policy

Background:

CBH staff and the Board’s Executive Committee have reviewed the CBH Remote Participation Policy and are pleased to recommend this revised Policy to the full Board of Directors.

The agency’s attorney (Patrick McDermott with Carney, Patterson & Meade) has reviewed the Policy and has noted the need for language adjustments to align with recent changes to Virginia state code. Those changes are noted in the attached Counsel Review.

Summary of Changes:

Current Policy	Proposed Changes
<u>Item #3</u> - Does not specify how remote participation due to a personal matter is documented in meeting minutes.	Specifies that the sharing only a general description of the Board member’s remote location is sufficient for meeting minutes.
<u>Item #6</u> (removed) – Required agency to provide only for audio for remote attendees. This is followed by the current #7, which requires both audio and video to be enabled and activated. This created an interpretive conflict.	Deletes the current #6 to resolve any conflict. With this removal, the new #6 is the same as the previous #7.
<u>Item #8</u> – Contains insufficient code references.	Makes three (3) technical edits to better reflect Virginia Code references.

Suggested Motion:

That the Board approves the Board Remote Participation Policy as amended.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Board Member Remote Participation Policy

Review Date: October 28, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** Paragraphs #3 and #9 required revisions as to code compliance. I have rewritten those two paragraphs, the revised paragraphs which are attached hereto
2. **Grammar and Punctuation:** No Comments.
3. **Comments:** It's an appropriate policy for now. But, some paragraphs that made sense in the time of COVID may not stand the test of time much longer.

Patrick B. McDermott

Signature of Counsel

3. If remote participation is approved, by reason of a personal matter, the Board shall record in its minutes the specific nature of the personal matter cited by the member and the remote location from which the absent member participated, which remote location need not be open to the public, and may be identified in the minutes by a general description. If remote participation is because of a temporary or permanent disability or medical matter, the Board's minutes shall record that the member participated through electronic communication means because of a disability or medical condition that prevented his attendance or because a family member's medical condition required the member to provide care for such family member, thereby preventing the member's physical attendance.

9. In the event of a declaration of emergency issued by the Governor in accordance with Code of Virginia section 44-146.17 or in accordance with Code of Virginia section 44-146.21, the Board and its Committees may meet without a quorum physically assembled at one location as provided in Code of Virginia section 2.2-3708.2-3708.2(3), provided that the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to address the emergency. In such event, the Board shall comply with the notice and public access requirements specified in Code of Virginia Section 2.2-3708.2. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

POLICY: Board Member Remote Participation in Board and Committee Meetings

A member of the Board may participate in a meeting of the Board (both committees and full Board meetings) through electronic communications from a remote location that is not open to the public as provided in Code of Virginia § 2.2-3708.2 subject to the following requirements:

1. Generally prior to the date (but no later than four daytime operating hours) of a meeting, a member wishing to participate in a meeting of the Board from a remote location shall notify the Board or Committee Chair that the member is unable to attend the meeting due to:
 - a. the member is unable to attend the meeting due to a personal matter, and identifying with specificity the nature of the personal matter, or
 - b. notify the Board or Committee Chair that the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
2. The Board or Committee Chair may appoint a designee to act on their behalf if needed or desired.
3. If remote participation is approved by reason of a personal matter, the Board shall record in its minutes the specific nature of the personal matter cited by the member and the remote location from which the absent member participated, which remote location need not be open to the public, *and may be identified in the minutes by a general description*. If remote participation is because of a temporary or permanent disability or medical matter, the Board's minutes shall record that the member participated through electronic communication means because of a disability or medical condition that prevented his attendance or because a family member's medical condition required the member to provide care for such family member, thereby preventing the member's physical attendance.
4. If the absent member's remote participation is by reason of a personal matter is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes with specificity.
5. Remote participation by reason of a personal matter shall be limited in each calendar year to two meetings, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. Accounting for remote Committee attendance shall be maintained separately from Board meeting attendance.
6. Any member attending the meeting remotely must be both audible and visible to all in attendance in the meeting, either remotely or in person. If at any time during the meeting either of these conditions are not met, the member shall be considered absent for that portion of the meeting.

7. In the event of a declaration of emergency issued by the Governor in accordance with Code of Virginia section 44-146.7 or by the Board in accordance with Code of Virginia section 44-146.21, the Board and its Committees may meet without a quorum physically assembled at one location as provided in Code of Virginia section 2.2-3708.2(A)(3)15.2-3708.2(3), provided that the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to address the emergency. In such event, the Board shall comply with the notice and public access requirements specified in Code of Virginia section 2.2-3708.2(A)(3). The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.
8. In the event of a declaration of emergency issued by the Governor in accordance with Code of Virginia section 44-146.17 or in accordance with Code of Virginia section 44-146.21, the Board and its Committees may meet without a quorum physically assembled at one location as provided in Code of Virginia section 2.2-3708.2-3708.2(3), provided that the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to address the emergency. In such event, the Board shall comply with the notice and public access requirements specified in Code of Virginia Section 2.2-3708.2. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.
9. This Policy shall be either amended or renewed by the Board in the last scheduled meeting of each calendar year.

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Travel Reimbursement of Board Members

Category: Organization

Policy # 6

Review Date: October 28, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** N/A The Virginia Code does not address expense reimbursement for CSB board members.
2. **Grammar and Punctuation:** Acceptable
3. **Comments:** No recommendations

Patrick B. McDermott

Signature of Counsel

Policy and Procedures

Category: Organization
Title: Travel Reimbursement of Board Members
Policy Number: 6
Primary Areas Affected: CBH Board

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Policy and Procedures

Category: Organization
Title: Travel Reimbursement of Board Members
Policy Number: 6
Primary Areas Affected: CBH Board

Policy Statement

Expenses incurred by members of the Board of Directors who attend meetings and functions in their official capacity as Board members will be paid or reimbursed by the agency. Expenses include, but are not limited to, food, travel, lodging and registration. Only expenses incurred by individual Board members are reimbursable.

Mileage reimbursement will be provided at the same rate in effect for CBH staff members at the time of travel.

Payment or reimbursement will be administered by the Executive Director or the Executive Administrative Assistant.

Source of Authorization

Legal/Regulatory References

Definitions

Procedures

Policy and Procedures

Category: Organization
Title: Travel Reimbursement of Board Members
Policy Number: 6
Primary Areas Affected: CBH Board

Diary of Changes

Date of Origin

XX/XX/XXXX

Dates of Review

Dates of Revision

Approved By

Signature

Effective Date

Printed Name

Choose a signer.
Title

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Board Members Orientation and Training

Category: Organization

Policy No.: 10

Review Date: October 30, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** Code of Virginia references are compliant
2. **Grammar and Punctuation:** No Suggestions
3. **Comments:** Technically, I think that we do not need these two board references because CBH does not fall within the code section requiring certain boards to have their members file annual Conflict of Interest disclosure forms. However, I do not see any harm in keeping this policy in place. CBH will just have to hand out copies of the Chapters in Title 2.2 CVA

Patrick B. McDermott, Esq.

Signature of Counsel

Policy and Procedures

Category: Organization
Title: Board Members Orientation and Training
Policy Number: 10
Primary Areas Affected: CBH Board

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Approved By	4

Policy and Procedures

Category:	Organization
Title:	Board Members Orientation and Training
Policy Number:	10
Primary Areas Affected:	CBH Board

Policy Statement

It is the responsibility of each Colonial Behavioral Health (CBH) Board member to become adequately informed about the activities of Colonial Behavioral Health Programs. In order to assist new Board members in becoming knowledgeable about service programs, the Board Chairman and/or the Executive Director will have an initial orientation meeting with each new Board member. Appropriate material relating to the administrative and programmatic functioning of the agency will be given to each new Board member.

Board training shall comply with the Code of Virginia sections §2.2-3100.1 (State and Local Government Conflicts of Interest Act) and § 2.2-3702 (Virginia Freedom of Information Act).

The Board Chair, Board membership and the Executive Committee will coordinate and develop board member training, including board presentations explaining specific programmatic functions of the organization. These programs will be presented at regular Board or committee meetings. Board training materials presented in committee meetings will be made available to the entire Board.

Participation of Board members in formal training that may be provided on the regional or state level is encouraged.

Source of Authorization

Legal/Regulatory References

Definitions

Policy and Procedures

Category: Organization
Title: Board Members Orientation and Training
Policy Number: 10
Primary Areas Affected: CBH Board

Procedures

Policy and Procedures

Category: Organization
Title: Board Members Orientation and Training
Policy Number: 10
Primary Areas Affected: CBH Board

Diary of Changes

Date of Origin

XX/XX/XXXX

Dates of Review

Dates of Revision

Approved By

Signature

Effective Date

Printed Name

Choose a signer.
Title

COLONIAL BEHAVIORAL HEALTH

COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Board Member Information Request
Category: Organization
Policy Number: None Given

Review Date: October 30, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance:** N/A
2. **Grammar and Punctuation:** N/A
3. **Comments:** This policy was apparently created more than a decade ago in response to a specific Board member who is no longer part of the Board or of the Community. I recommend that the Policy be rescinded by a vote of the Board.

Patrick B. McDermott, Esq.

Signature of Counsel

Policy and Procedures

Category: Organization
Title: Baord Member Information Requests
Policy Number:
Primary Areas Affected: CBH Board

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Policy and Procedures

Category: Organization
Title: Board Member Information Requests
Policy Number:
Primary Areas Affected: CBH Board

Policy Statement

When an individual member of the Colonial Behavioral Health Board of Directors perceives a need to request written information not normally provided to the CBH Board, the following process is to be followed as standard practice:

- a. The specific request should be brought and presented to the appropriate/applicable CBH Board Committee.
- b. The Committee should review the request and may approve, amend, or recommend against any or all elements of the request.
- c. CBH staff will comply with the decision of the Committee and will produce the requested information at a mutually agreed-upon time.

Nothing is to preclude any Board member from making an individual FOIA request if so desired, though it is hoped that this type of request will not be necessary. Also, a Board Committee may, at the discretion of the relevant Committee, amend this procedure in individual cases when it is deemed to be in the best interests of Colonial Behavioral Health.

Source of Authorization

Policy and Procedures

Category: Organization
Title: Board Member Information Requests
Policy Number:
Primary Areas Affected: CBH Board

Legal/Regulatory References

Definitions

Procedures

Policy and Procedures

Category: Organization
Title: Baord Member Information Requests
Policy Number:
Primary Areas Affected: CBH Board

Diary of Changes

Date of Origin

Dates of Review

Dates of Revision

Approved By

Signature

Effective Date

Printed Name

Choose a signer.
Title

COLONIAL BEHAVIORAL HEALTH
COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Principles of Operation

Review Date: October 28, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

1. **Virginia Code Compliance: Out of date.**
2. **Grammar and Punctuation: No changes**
3. **Comments: I agree with the Executive Director that the existence of numerous other policies makes this general statement of operational principles superfluous. It should be discontinued.**

Patrick B. McDermott

Signature of Counsel

Policy and Procedures

Category: Organization
Title: Principles of Operation
Policy Number:
Primary Areas Affected: CBH Board

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Approved By	5

Policy and Procedures

Category: Organization
Title: Principles of Operation
Policy Number:
Primary Areas Affected: CBH Board

Policy Statement

Principles of Operation

1. The mental health, intellectually disabled and substance use disorder programs directly operated by CBH shall be under the direction of the Executive Director.
2. All employees of mental health, intellectually disabled and substance use disorder programs directly operated by CBH shall be employees of CBH and subject to its personnel policies and procedures, including its grievance procedure. The Executive Director shall provide for an annual performance evaluation of all employees of Colonial Behavioral Health.
3. Pursuant to Section 37.1-195 of the Code of Virginia, the Cities of Williamsburg and Poquoson, and the Counties of James City County and York County shall receive an independent annual audit of the total revenues, expenditures, and data of CBH and provide a copy to the Department of Behavioral Health and Developmental Services. York County shall serve as fiscal agent of CBH, shall review and act upon the independent audit of CBH, and shall in conjunction with the other participating political subdivisions, arrange for the provision of legal services to CBH.
4. The Executive Director may, in compliance with the approved budget enter into such agreements and contracts as are necessary to carry out its approved programs.

Policy and Procedures

Category: Organization
Title: Principles of Operation
Policy Number:
Primary Areas Affected: CBH Board

5. The Executive Director shall be authorized to make budget revisions and revise budget categories within the approved budget to meet program needs. Any revisions that would result in an increase or decrease of program capacity or alter the integrity of a Board approved program must be brought to the attention of the Board.

6. The Executive Director shall assure that the Financial Management procurement Policies and Procedures of CBH and all procurements made by CBH are in compliance with the Virginia Public Procurement Act, Section 2.2-4300 of the Code of Virginia.

Source of Authorization

Legal/Regulatory References

Definitions

Policy and Procedures

Category: Organization
Title: Principles of Operation
Policy Number:
Primary Areas Affected: CBH Board

Procedures

Policy and Procedures

Category: Organization
Title: Principles of Operation
Policy Number:
Primary Areas Affected: CBH Board

Diary of Changes

Date of Origin

Dates of Review

Dates of Revision

Approved By

Signature

Effective Date

Printed Name

[Choose a signer.](#)

Title

**Approval
Amended 2025 Holiday Office Schedule**

Background:

The current approved CBH holidays include Thanksgiving Day and the following Friday, as well as December 25th and January 1st. Staff also receive one Flex Day” that can be used anytime between December 15th and January 15th.

Very few staff members (either for CBH or our external partners) come into the office on those dates, and there is correspondingly almost no clinical or administrative activity. This is especially true when only a single workday exists between those holidays and the weekend.

In 2018, Christmas Eve fell on a Monday. At that time, the Board approved a one-time closure of agency offices on that date.

This year December 26th, which also is the beginning of Kwanzaa, falls on a Friday. January 2nd is generally very similar in terms of scheduling and activity.

A cross-section of CBH staff asked for agency Leadership to consider closing the office for both December 26th and January 2nd this fiscal year. Leadership did share these requests with the Board’s Executive Committee, supporting the December 26th closure but taking no position on January 2nd.

The cost of closures would be negligible in terms of revenue because few services will be actively billing on those dates anyway. Added costs will be seen in terms of pay differential for Emergency Services/Mobile Crisis and for Residential Services on those dates.

The Executive Committee, considering that CBH staff did not receive a Cost of Living increase this year, voted to support closure for both dates this fiscal year.

This is not intended to create an expectation for expanding agency holidays in the future.

Motion from the Executive Committee:

That the Board approves the closure of agency offices and the awarding of holiday pay to CBH staff for December 26, 2025, and January 2, 2026.

Action Item A-13

Change Order – Center for Support and Wellness

Construction of the new Center for Support and Wellness at 2001 Galt Lane is now underway. Demolition is complete, construction documents are finalized at 100%, and the project is progressing according to schedule. Substantial completion remains targeted for Fall 2026, contingent on timely permitting through James City County.

The CBH Board unanimously approved the Comprehensive Agreement with Henderson, Inc. at its July 2025 meeting, with a contract amount not to exceed \$10,873,067.

On November 20, 2025, Executive Director David Coe signed a change order in the amount of **\$58,207.22**. Under CBH policy, all contracts or amendments exceeding \$50,000 require Board approval; therefore, this item is being brought forward for retroactive approval to maintain compliance. David signed the change order to avoid construction delays and ensure continuation of the building pad and foundation sequence.

The change order authorizes Henderson to mitigate unsuitable soils encountered during early site work. Engineering Consulting Services (ECS) Mid-Atlantic, a Henderson subcontractor responsible for quality control inspections, identified multiple areas of unsuitable, moisture-laden, and organic soil during their subgrade proof roll inspection. ECS recommended undercutting these areas, removing unsuitable soil, importing engineered fill, and adding stone and geotextile fabric stabilization where needed.

Henderson's pricing includes excavation, haul-off, imported fill, stone, fabric, labor, equipment, overhead, and business license fees.

The project remains on schedule and on budget for all components under CBH's control. Soil remediation during early site work is a common and necessary adjustment to ensure structural integrity and avoid larger cost and safety issues later in construction.

Recommended Action

*Staff recommends that the Board approve the change order in the amount of **\$58,207.22**, retroactively authorizing the Executive Director's signature.*



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

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 14,274,982	\$ 4,295,438	\$ 4,758,327	90%	\$ (462,889)
Local	\$ 4,147,000	1,365,000	1,382,333	99%	\$ (17,333)
Fees	\$ 6,421,285	2,252,385	2,140,428	105%	\$ 111,957
Grants/Other	\$ 686,943	451,408	228,981	197%	\$ 222,427
Total Revenue	\$ 25,530,210	\$ 8,364,232	\$ 8,510,070	98%	\$ (145,838)

EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 19,181,019	\$ 5,888,139	\$ 6,639,584	89%	\$ 751,445
Staff Development	\$ 116,497	\$ 39,278	38,832	101%	(445)
Facility	\$ 1,776,119	\$ 473,662	592,040	80%	118,377
Equipment and Supplies	\$ 1,509,782	\$ 329,776	503,261	66%	173,484
Transportation	\$ 189,408	\$ 42,498	63,136	67%	20,638
Consultant and Contractual	\$ 2,499,955	\$ 563,061	833,318	68%	270,257
Client Supports	\$ 87,347	\$ 18,640	29,116	64%	10,476
Miscellaneous	\$ 170,083	\$ 69,711	56,694	123%	(13,017)
Total Expenditures	\$ 25,530,210	\$ 7,424,766	\$ 8,755,981	85%	\$ 1,331,215

Operating Margin	\$ -	\$ 939,466	\$ (245,911)
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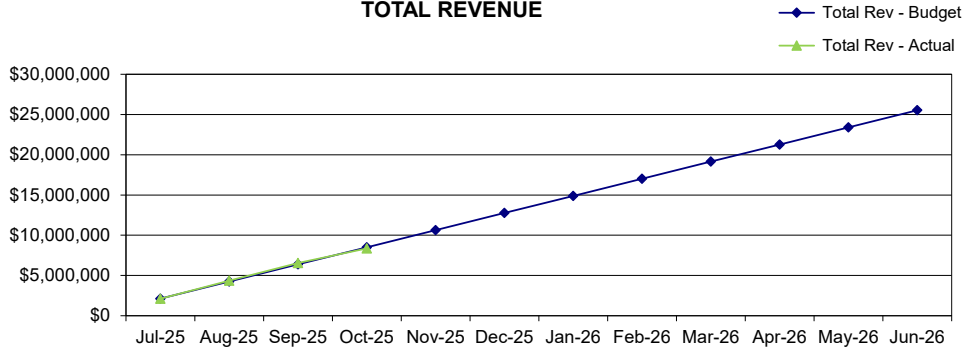
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

10/31/25 Cash Balance \$ 13,644,468

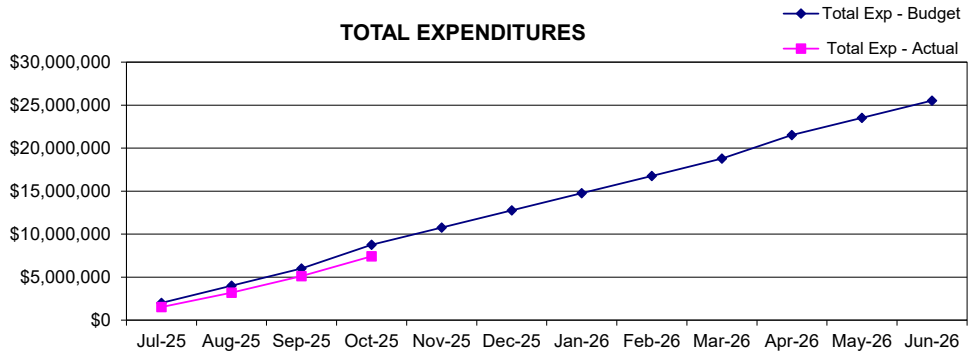
CRISIS SERVICES CENTER PROJECT

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		\$ 1,572,015
Miscellaneous		\$ 206
Total Expenditures		\$ 1,687,713

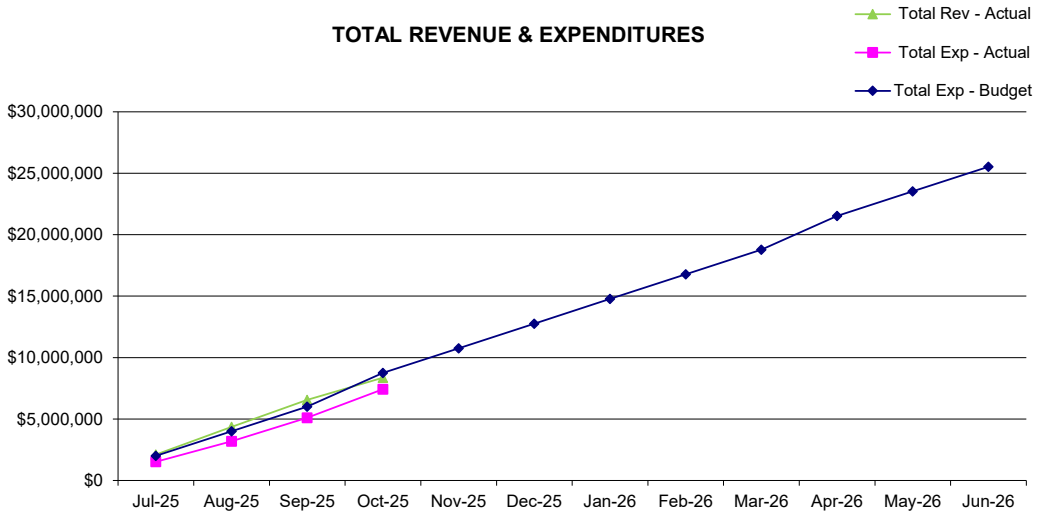
TOTAL REVENUE



TOTAL EXPENDITURES



TOTAL REVENUE & EXPENDITURES

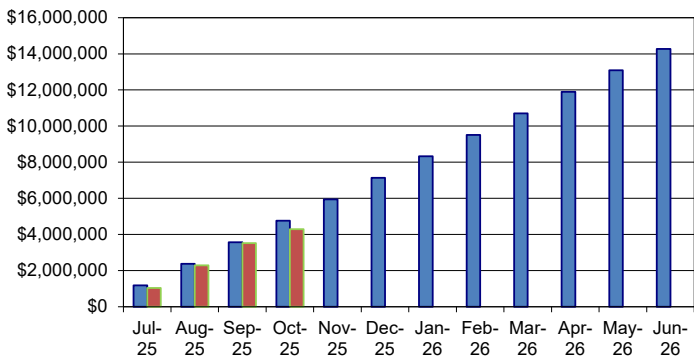




YEAR TO DATE REVENUE
as of
10/31/25

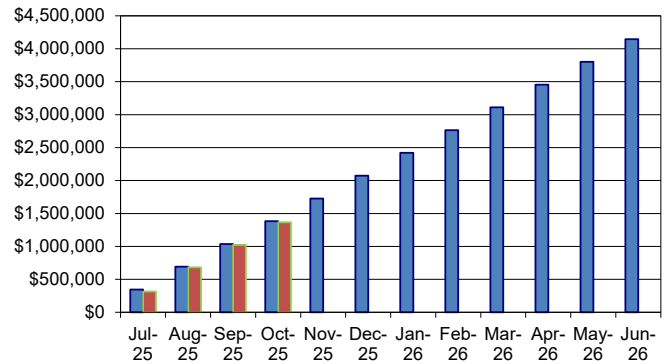
STATE & FEDERAL REVENUE

■ State & Federal - Budget
■ State - Actual



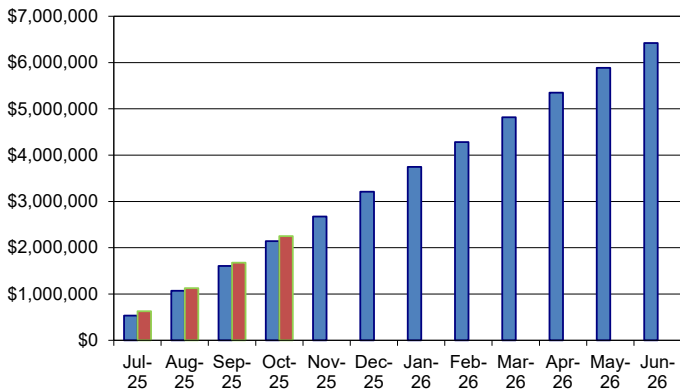
LOCAL REVENUE

■ Local - Budget
■ Local - Actual



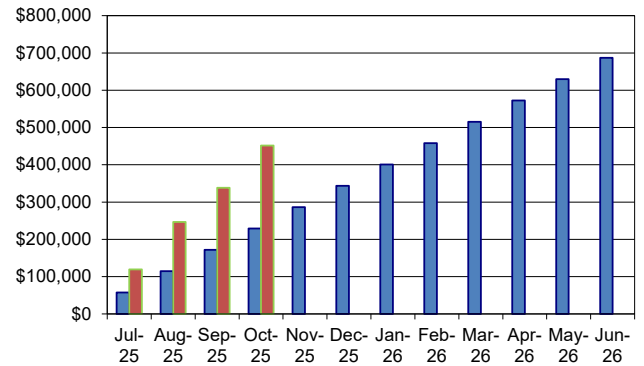
FEE REVENUE

■ Fees - Budget
■ Fees - Actual

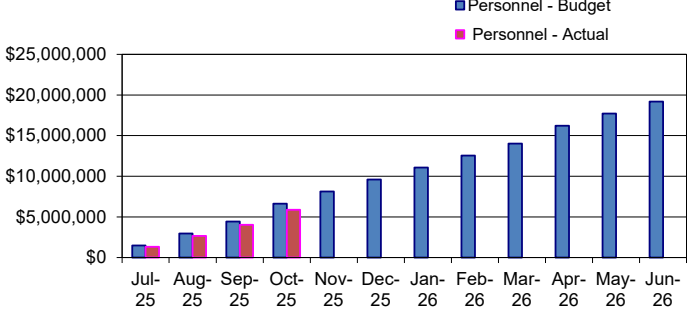


GRANTS & OTHER REVENUE

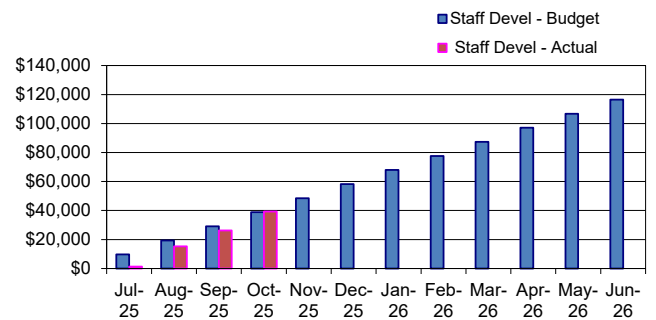
■ Grants/Other - Budget
■ Grants/Other - Actual



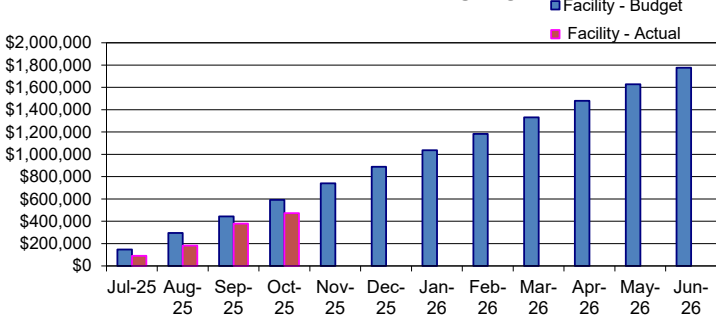
PERSONNEL EXPENDITURES



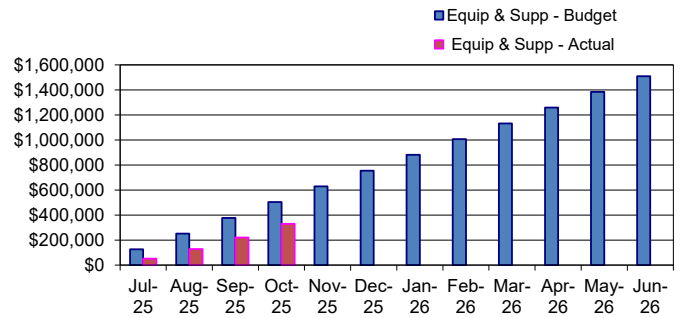
STAFF DEVELOPMENT EXPENDITURES



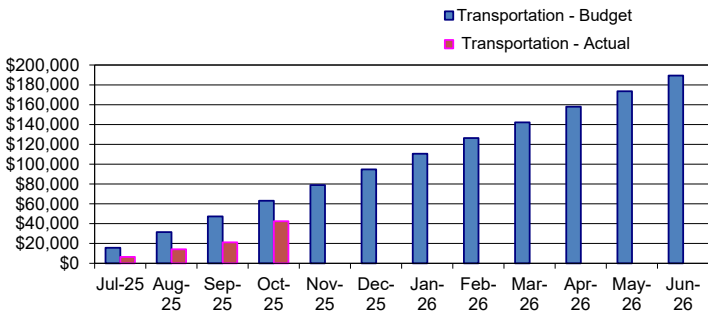
FACILITY EXPENDITURES



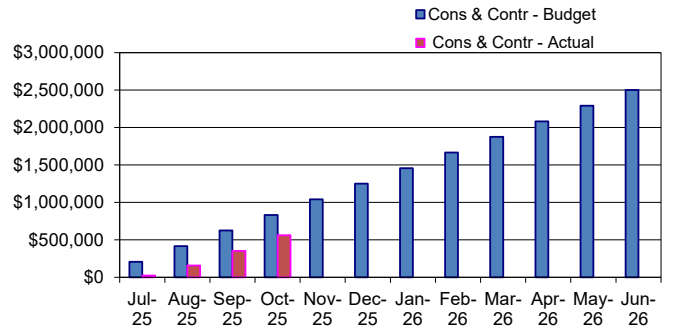
EQUIPMENT & SUPPLIES EXPENDITURES



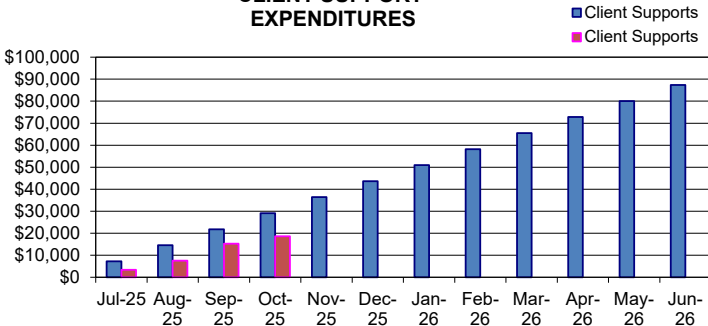
TRANSPORTATION EXPENDITURES



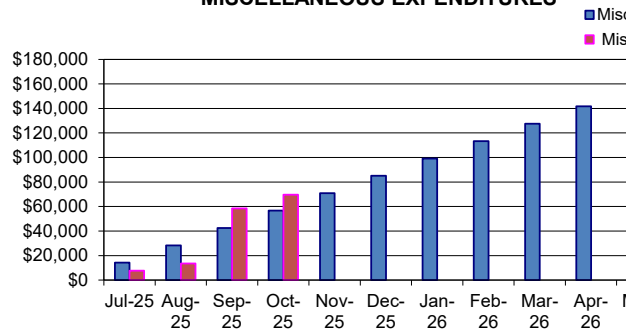
CONSULTANT & CONTRACTUAL EXPENDITURES



CLIENT SUPPORT EXPENDITURES



MISCELLANEOUS EXPENDITURES



Recruitment Status
October 16, 2025 – November 15, 2025

For the period of October 16, 2025, through November 15, 2025, Colonial Behavioral Health is actively recruiting a total of 27 positions, which includes twenty-two (22) full-time, two (2) part-time and three (3) PRN/WAR positions. During the period mentioned, the agency has had three resignations.

CBH has onboarded two new hires since the last reporting period (September 11 through October 15, 2025) and there are two full-time new hires scheduled for the upcoming orientation on November 24, 2025.

COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – December 2025

Agency Issues

1. Construction is underway at the Center for Support & Wellness, with footings dug and rough-in work being completed prior to pouring the slab. We do expect vertical construction to be underway prior to the Christmas holidays.
2. The VACSB Annual Legislative Conference is scheduled for January 20-21 in Richmond. A summary of the agenda is attached to this report. We request that any Board member wishing to attend (one or both days) notify Kristy Wallace or me of your intent. Transportation can be arranged for anyone that would like a ride.

Community Issues

1. No response was received from Bacon Street regarding our overture for preserving their name, legacy and services. The agency has now closed permanently.
2. The Request for Proposals (RFP) for predevelopment work for Phase 2 of construction on the new Galt Lane property can be found on the CBH website. The deadline for proposal submission is December 15, 2025. A Public Hearing will be required at least 30 days prior to an award being made. This is expected in either January or February.
3. CBH staff have been collecting food for distribution by the United Way to local food pantries in need. We are pleased to report that we were able to deliver over 400 pounds of collected food as of 11/19. Our drive will continue through 12/31/25.

Regional

1. Our Mobile Crisis Response team will be available for dispatch to areas of Newport News and Hampton closely bordering our own service area. This will only occur when there are not sufficient providers available in those areas and CBH providers are not engaged in other calls. These are expected to be rare occurrences. This is like mutual support efforts that first responders have provided for many years.

Public Policy

1. We will be seeking an audience with the successful candidates in each General Assembly election in our area. One primary objective is to identify members of both chambers who will sponsor a capital budget amendment on our behalf (Senator McDougle is planning to do so in the Senate). If any Board member is interested in being a part of these meetings, please let us know for purposes of scheduling.
2. Governor Youngkin will be submitting his proposed 2026-2028 Biennial Budget to the General Assembly on December 17th this year. The content of that submission is very important, but it is universally expected that the Spanberger administration and the General Assembly will make many amendments to that in the upcoming session.

Respectfully submitted,
David A. Coe



Virginia Association Of
Community Services Boards, Inc.
Making a Difference Together

DRAFT 2026 LEGISLATIVE CONFERENCE SCHEDULE

The Richmond Marriott, Downtown

Tuesday, January 20, 2026

8:30 am - 5:00 pm	Registration Desk Open
8:30 am - 5:00 pm	Exhibit Center Open
9:30 am - 10:30 am	Continental Breakfast and Exhibit Center
10:30 am - 12:00 pm	2026 Legislative Forum – <i>A review of legislative and budget items relative to CSBs which are under consideration by the General Assembly</i>
12:00 pm - 1:30 pm	Conference Luncheon Presentation - <i>On Federal Policy Updates provided by Jonah C. Cunningham, President & CEO, National Association of County Behavioral Health and Developmental Disability Directors</i>
1:30 pm - 2:00 pm	Exhibit Center and Stretch Break
2:00 pm - 5:00 pm	CSB/BHA Board Member Session – <i>Parliamentary Procedure and Advocacy Pointers</i>
2:00 pm - 5:00 pm	Conference Meetings Executive Directors Forum MH/SUD Services Councils Developmental Services Council Children & Family Council Emergency Services Council Human Resources Council Prevention Council
3:00 pm - 3:30 pm	Refreshment Break
5:00 pm - 6:00 pm	Networking Reception – cash bar

Wednesday, January 21, 2026

8:00 am	Registration Desk Open
8:00 am - 9:00 am	Buffet Breakfast
9:00 am	Combined VACSB Board of Directors and Business Meeting
12:00 pm	VACSB Clearinghouse Committee Meeting <i>Boxed lunches available to Committee members at 11:30 am.</i>