

- **Welcome and Call to Order**
- **Roll Call**
- **Public Comment**
- **Consent Calendar**
 - Approval of the following meeting minutes:
 - April 1, 2025, Board of Directors Meeting
 - April 15, 2025, Executive Committee Meeting
- **Presentations**
 - Proposed Slate – Officers for Fiscal Year 2026 (*Nominating Committee*)
 - Crisis Service Center Update (*Henderson/GuernseyTingle Team*)
- **Action Item**
 - A-1 Naming the New Crisis Center Facility (*K. Cook/D. Coe*)
- **Updates/Reports**
 - York County Fiscal Agent Agreement Update (*R. Ashe/D. Coe*)
 - Advisory Council Update (*D. Coe*)
 - Executive Director’s Report (*D. Coe*)
- **Closed Session**
 - Closed Session for the purpose of discussing updates to and the current status of CBH’s cybersecurity infrastructure and protocols, and consultation with legal counsel regarding these issues, which discussion and consultation is exempt under Virginia Code Sections 2.2-3711(A)(7)(8) and (19).
- **Action Item**
 - A-2 Approval of New Information Services Policies (*K. Leuci/D. Coe*)
- **Adjournment**
 - Next Meeting: Tuesday, June 3, 2025
473 McLaws Circle, Williamsburg
3:00 PM

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

DATE: April 1, 2025

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. Tarun Chandrasekar - Williamsburg
Mr. John Collins – York County
Ms. Wendy Evans – Williamsburg
Dr. Dawn Ide – City of Poquoson
Mr. Bruce Keener – York County
Mr. Steven Miller – York County
Ms. Erin Otis – James City County
Ms. Amber Richey – York County
Ms. April Schmidt – York County
Ms. Donyale Wells – James City County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Ms. Kristen Nelson – York County
Dr. John Shaner – City of Poquoson

CBH STAFF PRESENT:

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

GUESTS: Sharon Proffit (Advisory Council Member)

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- January 29, 2025, Executive Committee Meeting

- February 4, 2025, Board of Directors Meeting
- February 18, 2025, Executive Committee Meeting
- March 18, 2025, Executive Committee Meeting (*update has been made*)
- March 19, 2025, Public Awareness Committee Meeting

Wendy Evans made a motion to accept the consent agenda as presented, with an update to the March 18, 2025, Executive Committee Meeting minutes. John Collins seconded the motion, and it passed unanimously.

UPDATES

Appointments to Nominating committee for FY 2026 board officers (*Ryan Ashe*)

Wendy Evans, Roy Witham and Bruce Keener will make up CBH's Nominating Committee. Our Nominating Committee will present a slate of nominees during our May 6th Board meeting; voting will take place during our June Board meeting.

Quarterly Strategic Plan Update (*Kyra Cook*)

Our IT/IS Department completed 5 years of projects in one quarter because of our cybersecurity breach (green box in Quarter 3).

Policy Management (*D. Coe*)

David presented the projected plan for reviewing CBH's policies. Our Executive Committee members will be directly involved in the review process, bringing decisions to the Board for approval. CBH's legal team will approve throughout the review process as well as being involved with any new state of VA/General Assembly policies that directly affect CBH on an annual basis. The Executive Committee will create policy tiers/levels depending on how often certain policies need to be reviewed; this will be presented at our June Board meeting.

York County Fiscal Agent Agreement (*D. Coe*)

Two separate written communications were included in the board packet: 1. Letter dated 2/24/2025 to CBH from Mr. Mark Bellamy. 2. Letter dated 3/20/2025 to Mr. Mark Bellamy from CBH. David received email communication from Ms. Goodwin, that letter has been received, and York County is reviewing.

DISCUSSION

Crisis Services Center Project Plans (*D. Coe*)

Our Owner's Representative and Design/Build team will be present at our May Board meeting. Information will be sent to Board members; members have been requested to prepare questions/concerns for our guests.

Timeline

- 4/23 Receive information from Owner's Representative and Design/Build Team
- 4/30 Send questions to David
- 5/6 May Board Meeting

We are currently in an Interim Agreement although we are moving towards the Comprehensive Agreement. CBH's goal is to have our Board members aware of what this agreement will consist of.

EXECUTIVE DIRECTOR'S REPORT

Agency Issues

Denise Kirschbaum (Director of Behavioral Health Services) began her new role with CBH on March 17th.

Community Issues

September 10th is the tentative date for a Groundbreaking Event for the crisis center; this event will involve state officials, tent, chairs, etc. The required demolition permit is already in place.

CLOSED SESSION

Bruce Keener made the following motion to move to a closed session: I motion that the Board convene a closed meeting, for the following purpose:

Consultation with legal counsel and/or briefing 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. Roy Witham 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:

Upon a motion to adjourn the meeting made by Bruce Keener and a second by John Collins, the meeting was adjourned at 4:06pm.

NEXT MEETING:

Date: Tuesday, May 6, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

Ryan Ashe, Chair

Donyale Wells, Treasurer

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

April 15, 2025, at 3:30pm

Call to Order

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

Roll Call

Committee Members Present:

Ryan Ashe

Erin Otis

John Collins

Wendy Evans

Donyale Wells

CBH Staff Present:

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

Updates

Monthly Financial Report (*Nancy*)

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

Budget Revision (*Nancy*)

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

Recruitment and Hiring (*Chaenn*)

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

Fundraising Options – Individual Donor Campaign (*Kyra*)

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

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

Key Milestone Dates – New CBH Campus (Kyra)

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

Policy Review (David/Leadership)

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

Items from the Committee

None

Adjournment

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

CBH NOMINATING COMMITTEE

PROPOSED SLATE OF OFFICERS

CBH Board of Directors

Fiscal Year 2026

The Nominating Committee will report the proposed Slate of Officers during or prior to the May 6, 2025 CBH Board meeting.

Should this information change, this page will be updated prior to the meeting.

Board Presentation

May 6, 2025

Colonial Behavioral Health

Crisis Services Center



Henderson, Inc.
5806 Mooretown Road
Williamsburg VA 23188

one Team *one* Goal

Introduction



Rodney Freeman, DBIA
Henderson, Inc.
DESIGN-BUILD MANAGER



Michael Creasy, AIA
GuernseyTingle
ARCHITECT



Belinda Currin, AIA, ACHA, CHC, CHFM, NCARB
Currin Design
HEALTHCARE ARCHITECT

Design/Build Team



Colonial Behavioral Health, Owner



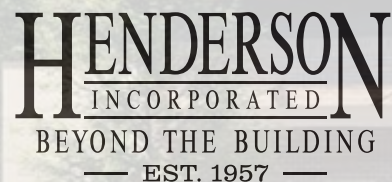
GuernseyTingle, Architect



MBP, Owner's Rep



Currin Design, Healthcare Architect



Henderson Inc., Contractor



**Thompson Consulting,
Plumbing, Mechanical, Electrical
Engineer**



AES, Civil Engineer



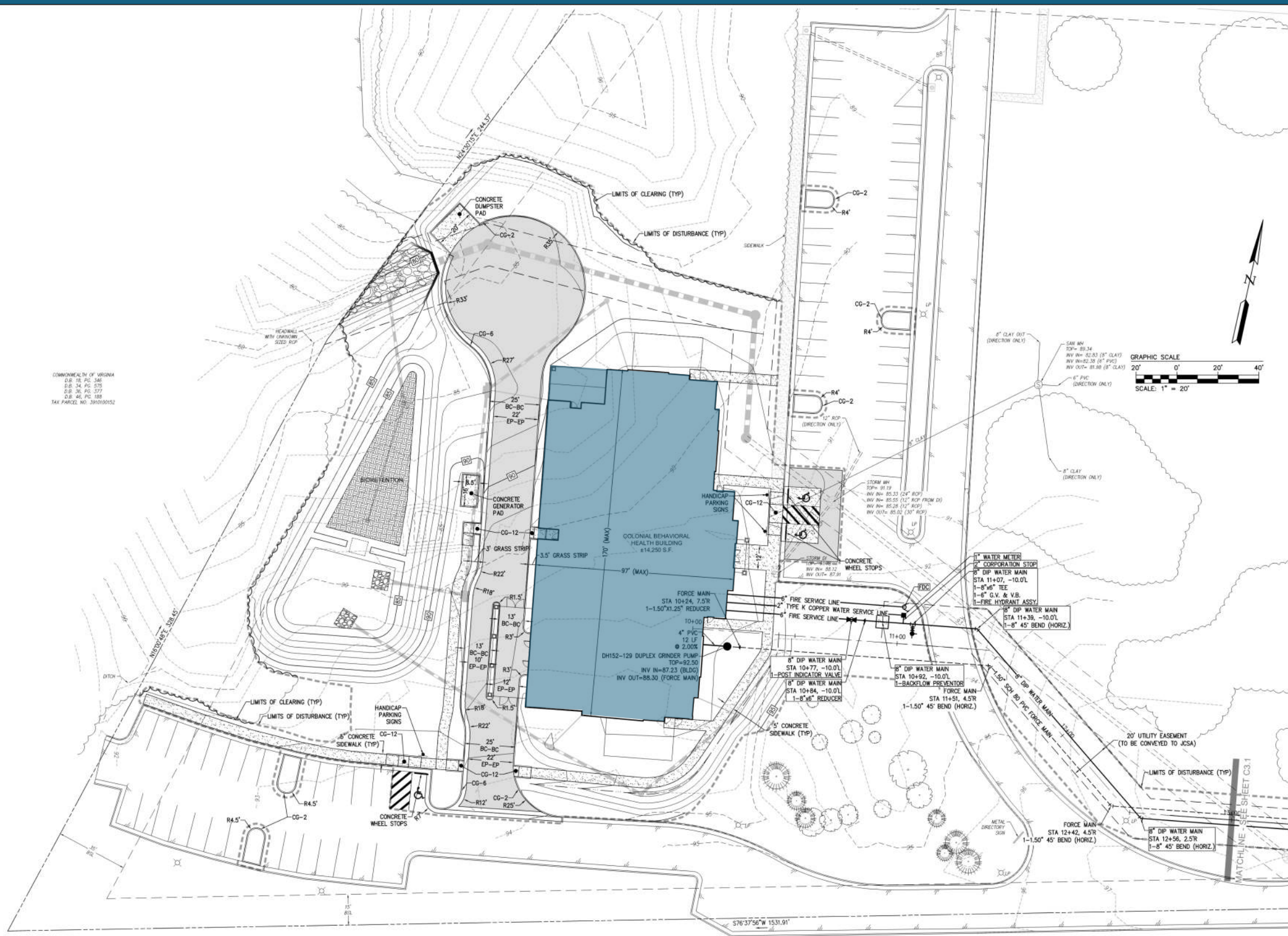
**Speight Marshall Francis,
Structural Engineer**

one **Team** one **Goal**

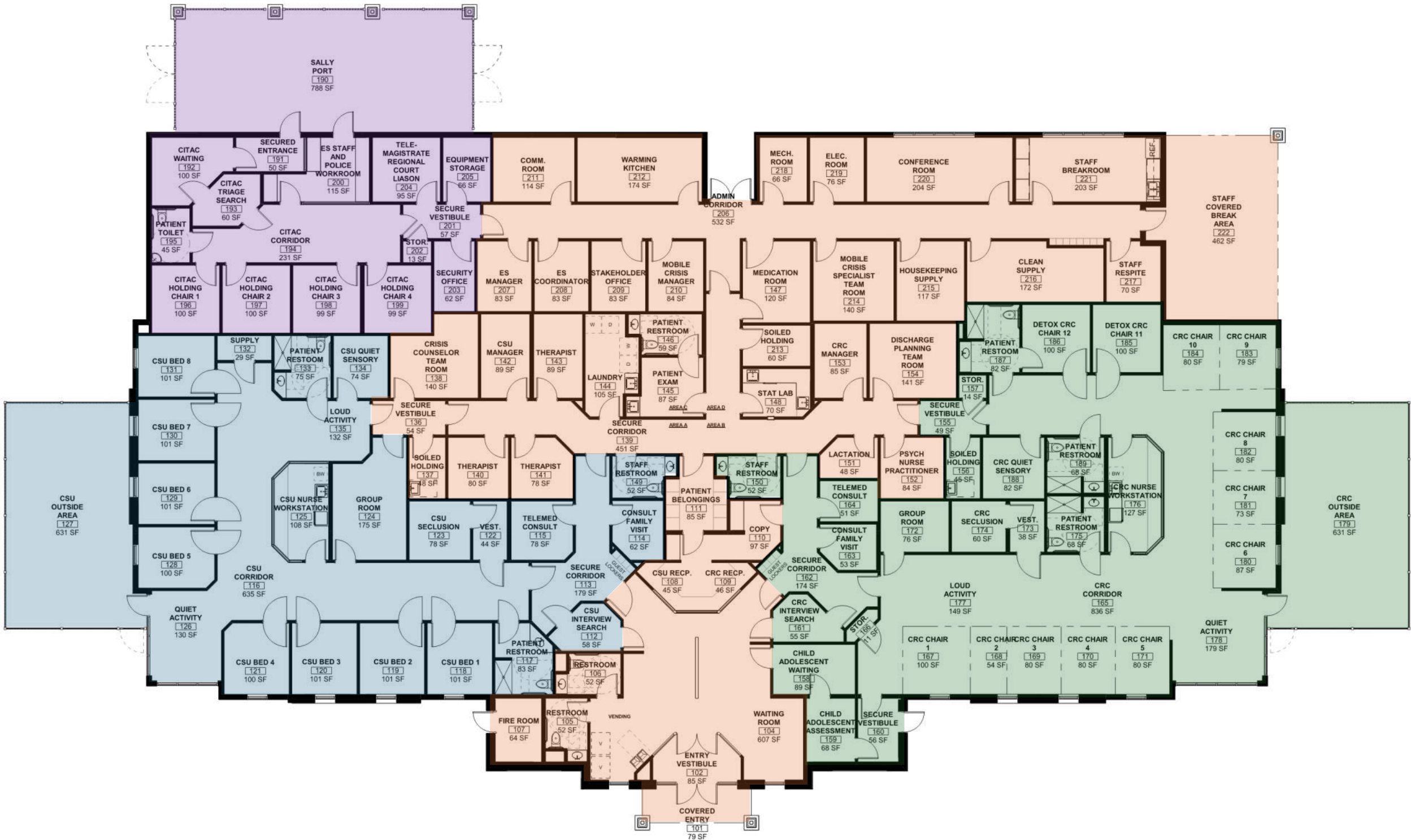
Process

- Planning and Programming (**Completed**)
- **Design**
 - Schematic Design (**Completed**)
 - **Design Development (Ongoing)**
 - **Construction Documents**
- **Construction**
- **Operation**

Site Plan



Overall Floor Plan



CSU
CRC
CITAC
ADMIN

Front Prospective



one Team one Goal

Front Corner Prospective



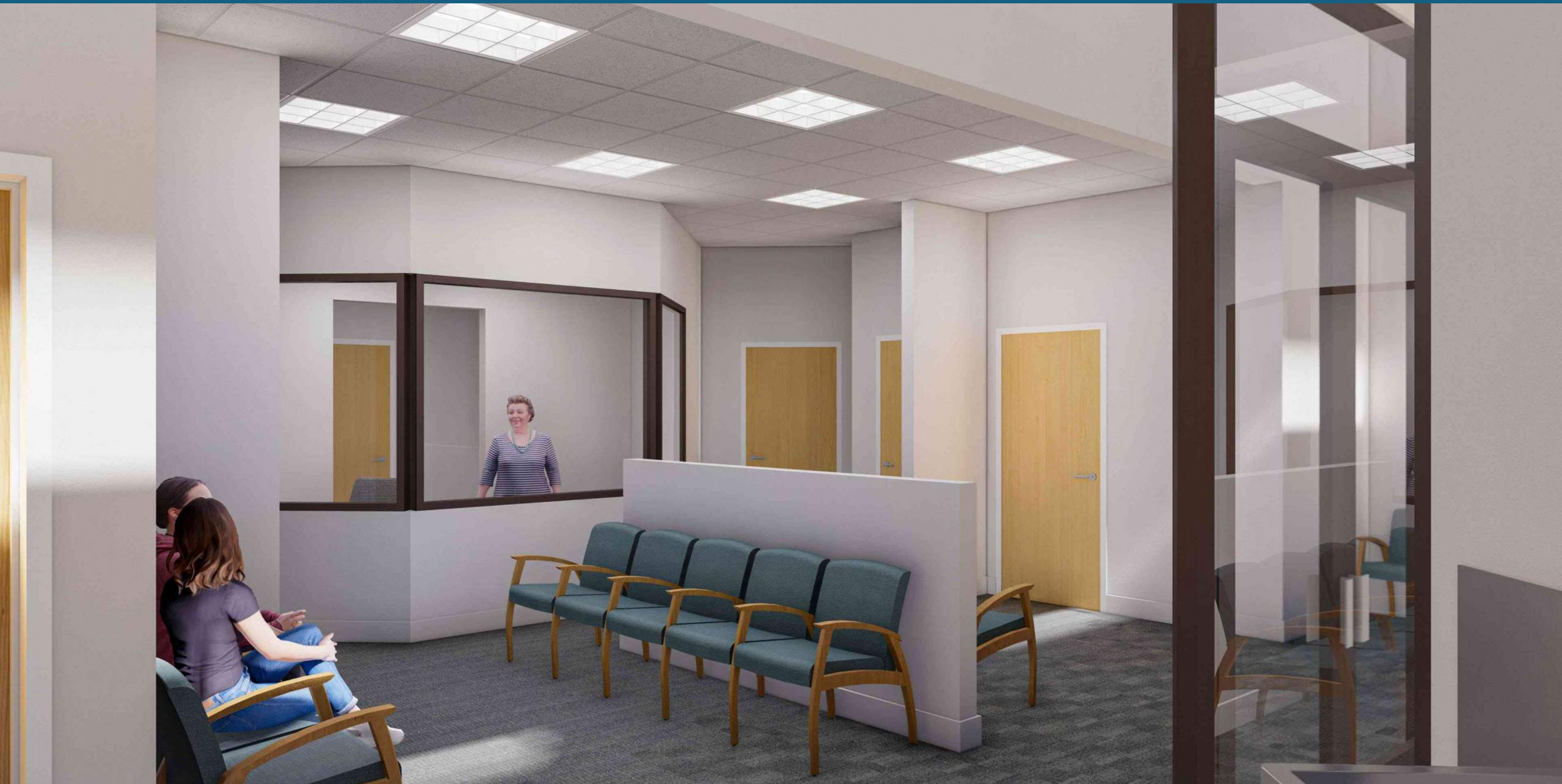
one Team one Goal

Rear Prospective



one Team one Goal

Lobby Prospective



one Team one Goal

Lobby Prospective



one Team one Goal

Activity Room Prospective

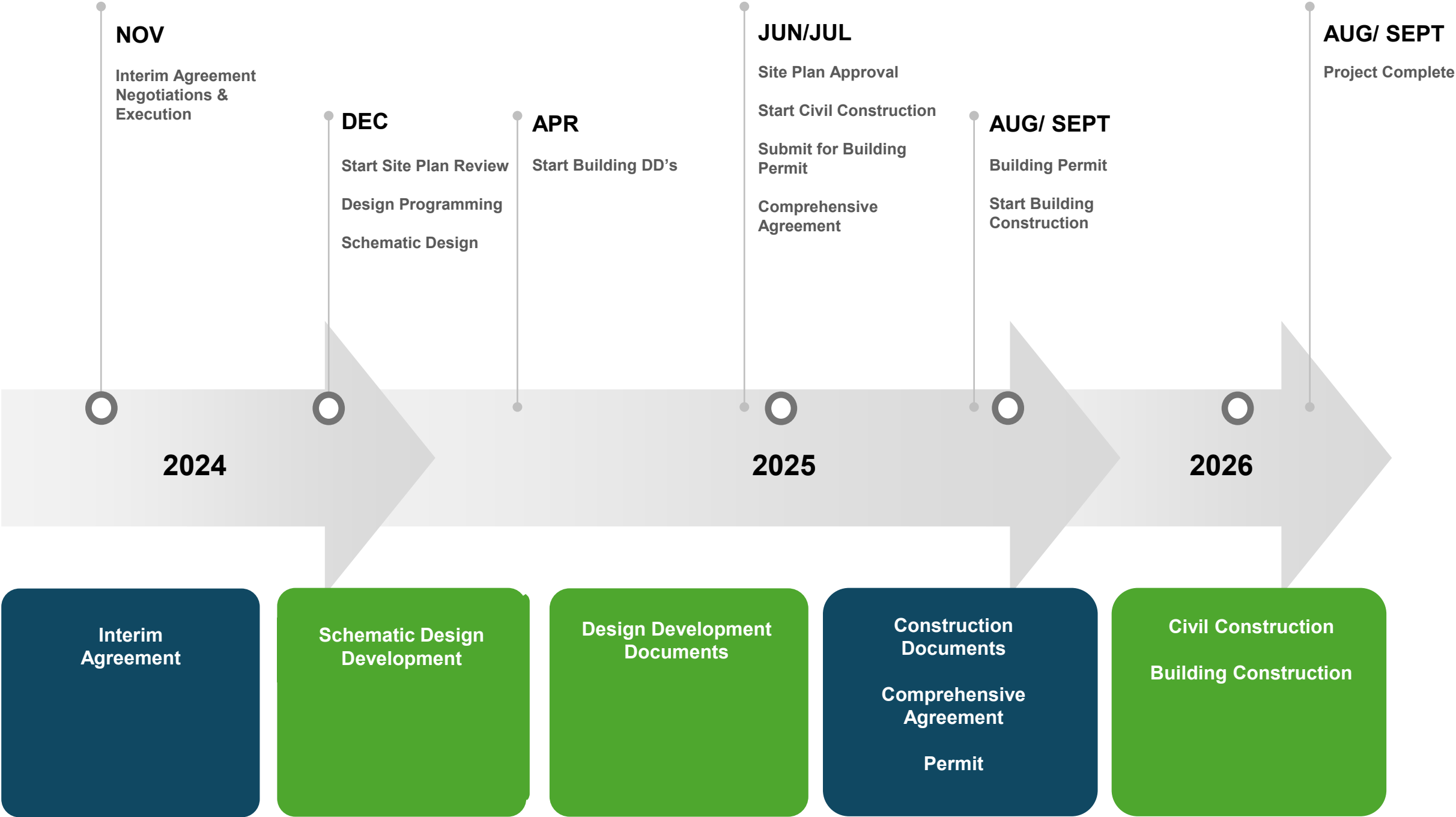


CRC Prospective



one Team one Goal

Schedule



Questions?

one Team one Goal

Naming of the New CBH Crisis Services Building

Background:

Over the course of the past six (6) months, CBH staff went through an inclusive process to develop a recommendation for the Board related to the name of the new facility that will house CBH Crisis Services programming.

Feedback was received from both CBH staff and community stakeholders at two (2) separate charette events. Over 150 votes were cast, and 45 possible names were suggested. The suggestions included several themes:

1. The terms “crisis” and “stabilization” were frequently suggested but received almost equal negative reviews. As a result, these were eliminated from consideration.
2. The most common favorably received groupings included the following words:
 - a. Center
 - b. Wellness
 - c. Recovery
 - d. Support
 - e. Resilience
 - f. Care
3. The highest ranked name suggestions included:
 - a. Cardinal Ridge Center
 - b. Community Resource Center
 - c. Community Resilience Center
 - d. Recovery & Resilience Wellness Center
 - e. Support Resource Center
 - f. Center for Support & Wellness

The first four (4) of these were declined due to

- A. Similarity to existing programs
- B. Potential naming rights, and/or
- C. Reading comprehension considerations

Therefore, staff recommends the new building be referred to as “The Colonial Behavioral Health Center for Support & Wellness.” The CBH logo would remain the primary emblem of identification, and “Center for Support & Wellness would exist on the campus in directional and identification signage.

Action Item A-1

A representative logo is provided below for illustrative purposes:



Recommended Motion:

That the Board of Directors designate the new crisis services building planned for construction to be named the “Colonial Behavioral Health Center for Support & Wellness”.

York County Fiscal Agent Agreement Communication (Received 4/23/25)

Below please find comments/status of items in the Memorandum of Agreement, 3/20/25 CBH Letter to YC and 2/24/25 YC Letter to CBH, a copy of each is attached here for quick reference.

Regarding the Memorandum of Agreement (MOA):

- **Obligations of County:**
 - Page 3, #5, request to change “may” to “shall”
 - Do not Concur – As mentioned in Mr. Bellamy’s February 24, 2025, letter, we are in the process of formalizing CBH’s participation in County medical plans through a separate Memorandum of Agreement to be executed no later than September 2025. While we do not intend to discontinue CBH’s participation in the County’s medical plans, we plan to include language requiring a minimum of 12 months’ notice from either party should there be a desire to terminate participation. This is to ensure there is no risk of a lapse in employee coverage. We envision this agreement will delineate how claims will be segregated by entity and reviewed annually to determine if budgeted contributions are sufficient to cover annual claims and will also address how shortfalls or overages will be handled. Accordingly, we believe retaining the flexibility of using the term “may” is in the best interest of both parties.
 - Page 3, new paragraph 10
 - Concur and added.
- **Obligations of Treasurer**
 - Page 3, Paragraph 3
 - While not a requested change to the draft MOU, we understand CBH’s desire to have your funds earn as much interest as possible. I believe our bimonthly meetings will assist in this regard as they will help us have a better handle on your cash flow needs and what is available for investment.

Regarding your 3/20/25 Letter to Mr. Bellamy:

- YC’s request to require board approval for expenditures over \$50,000.
 - Thank you for incorporating this in the Board Bylaws
 - Please provide a copy of the most recently adopted Board Bylaws for our file.
- Regarding adding ex officio member
 - We understand your concern regarding the size of the existing board and would like to continue dialogue on this subject. In the meantime, Mr. Bellamy has asked that I attend both regular board meetings and the Executive Board Meetings. As the Board meeting days are the same as our Board of Supervisor board meeting days, there will be some meetings I am unable to attend.

Regarding Mr. Bellamy’s 2/24/25 letter to you:

- **Agreed Upon Procedures Engagement:**
 - You have provided us a copy of the signed engagement letter with Brown Edwards. We understand the work is underway and look forward to receiving a copy of the report issued.
- **Bi-monthly Meetings:**

York County Fiscal Agent Agreement Communication (Received 4/23/25)

- Carolyn Cuthrell, Deputy Director of Finance will be scheduling the bi-monthly communication meetings beginning in June. We anticipate Theresa Owens, Carolyn Cuthrell, Kami Wilcox and Candice Kelley from our team to be regular participants with additional staff (i.e. AP or HR during open enrollment) to be invited as needed. From CBH's side we would like Nancy and Chaenn Thomas to attend. Please let us know if there are any other staff you would like added to the recurring meeting. We would like to meet in person for the first one and virtually thereafter.
- Memorandum of Agreement for CBH participation in County Medical Plans
 - A MOA is currently being drafted and we will share a draft for review and comment in near future.

Next steps:

1. Respective Boards adoption of attached Memorandum of Agreement.
 - a. We plan to include in our May 20th Board Meeting
2. County to complete draft MOA for CBH participation in County Medical plans and CBH to provide comment/feedback
3. Mr. Bellamy and Mr. Coe to have further discussion on ex officio options
4. Mr. Coe to share results of agreed upon procedures with Mr. Bellamy
5. Ms. Cuthrell to schedule bi-monthly meetings.

Please let me know if you would like to discuss any of these items or if I missed anything.

Thank you!
Susan

Susan M. Goodwin, CPA
Assistant County Administrator

York County Administration
P.O. Box 532, 224 Ballard Street, Yorktown, VA 23690

COLONIAL BEHAVIORAL HEALTH

Executive Director's Report – May 2025

Agency Issues

1. We will soon present a Memorandum of Agreement with York County to formalize the Fiscal Agent relationship between our organizations. The MOA will also entail proposed changes to CBH Bylaws. This Agreement will be followed by a separate agreement related to CBH's participation in the County's health insurance plan.
2. We are pleased to announce that James City County has advertised the Public Hearing for May 13th regarding conveyance of the Cardinal Ridge/ESH parcel to CCSI. The County's vote to authorize the conveyance is slated to occur at the same meeting. We are very grateful for the strong support JCC staff have provided throughout this project.
3. The date for this year's Board Planning Day has been established as Friday, July 25, 2025. The location is yet to be determined. The 2023 location was in the City of Williamsburg, with the 2024 location in JCC. We will be seeking a different locality this year.
4. The Board Policy Review calendar is slated for recommendation by the Executive Committee to the full Board at the June 3rd meeting.
5. CBH's 3-year CARF accreditation review for SUD IOP services is due in the mid/late fall of 2025.

Community Issues

1. September 10, 2025, has been scheduled as the date for our crisis services center Groundbreaking event at the Cardinal Ridge site. That date also corresponds to World Suicide Prevention Day. Early inquiries have begun to coordinate schedules allowing state leaders to attend, with JCC providing some logistical support for the event.
2. Cuts to Permanent Supportive Housing funding for other community partners is challenging CBH and other agencies in our area to identify appropriate safety net resources for the affected individuals.
3. Integrated care planning sessions with SEVHS (facilitated by PCDC) have progressed very well to date, with Component 1 ("Assessing Our Why") having been completed with planning for the launch of Component 2 ("Boosting Staff Capacity") underway. The full process will include six (6) sessions. The Williamsburg Health Foundation has provided financial support for individual components of this effort.

Regional Issues

1. There are no substantive regional updates for this Report.

Public Policy

1. The General Assembly met on April 2nd for the Veto Session and to consider the Governor's changes to the legislative budget. As of the date this report was written, the Governor has not responded to GA actions but must do so before our May meeting. Therefore, we do not yet have state funding information for FY2026.
2. We also continue to monitor the potential impact of Federal changes to safety net services. Impacts remain unclear on Medicaid, Federal staffing, and CCBHCs.

Respectfully submitted,
David A. Coe



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

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 12,227,540	\$ 9,199,949	\$ 9,170,655	100%	\$ 29,294
Local	\$ 3,974,000	2,964,375	2,980,500	99%	\$ (16,125)
Fees	\$ 6,706,586	4,480,492	5,029,940	89%	\$ (549,448)
Grants/Other	\$ 712,327	595,125	534,245	111%	\$ 60,880
Total Revenue	\$ 23,620,453	\$ 17,239,940	\$ 17,715,340	97%	\$ (475,399)

OPERATING EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 18,169,922	\$ 12,192,404	\$ 13,976,863	87%	\$ 1,784,459
Staff Development	\$ 94,313	35,615	70,735	50%	35,120
Facility	\$ 1,555,055	904,449	1,166,291	78%	261,842
Equipment and Supplies	\$ 844,721	604,312	633,541	95%	29,229
Transportation	\$ 189,529	145,200	142,146	102%	(3,053)
Consultant and Contractual	\$ 2,618,345	1,524,431	1,963,759	78%	439,327
Miscellaneous	\$ 148,569	105,326	111,427	95%	6,101
Total Expenditures	\$ 23,620,453	\$ 15,511,737	\$ 18,064,761	86%	\$ 2,553,025
Operating Margin	\$ -	\$ 1,728,204			

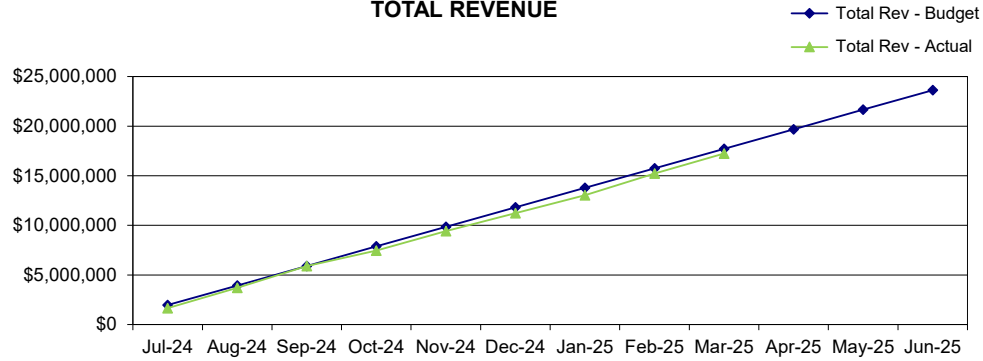
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

CRISIS SERVICES CENTER PROJECT

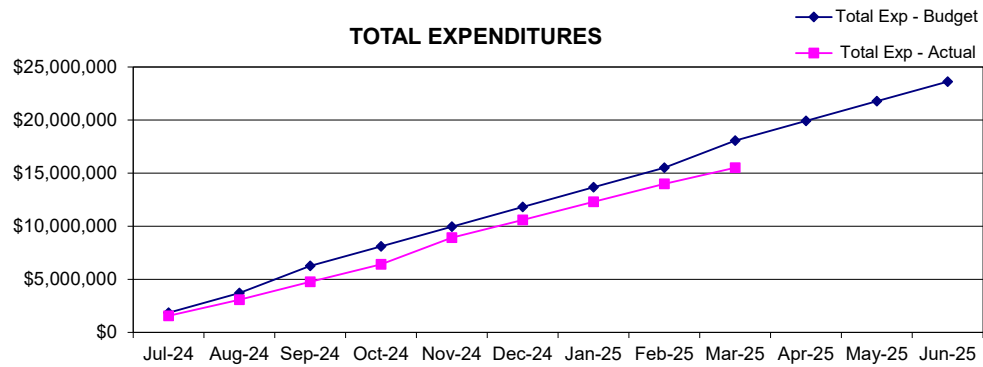
CATEGORY	PROJECT BUDGET	PROJECT TO DATE
DBHDS Grant	\$ 12,000,000	\$ 2,000,000
Interest Earned		\$ 8,656
Total Revenue	\$ 12,000,000	\$ 2,008,656
Personnel		\$ 84,275
Mileage		\$ 500
Consultant and Contractual		\$ 342,284
Miscellaneous		
Total Expenditures		\$ 427,059

CASH BALANCE 3/31/2025 \$ 14,298,205.54

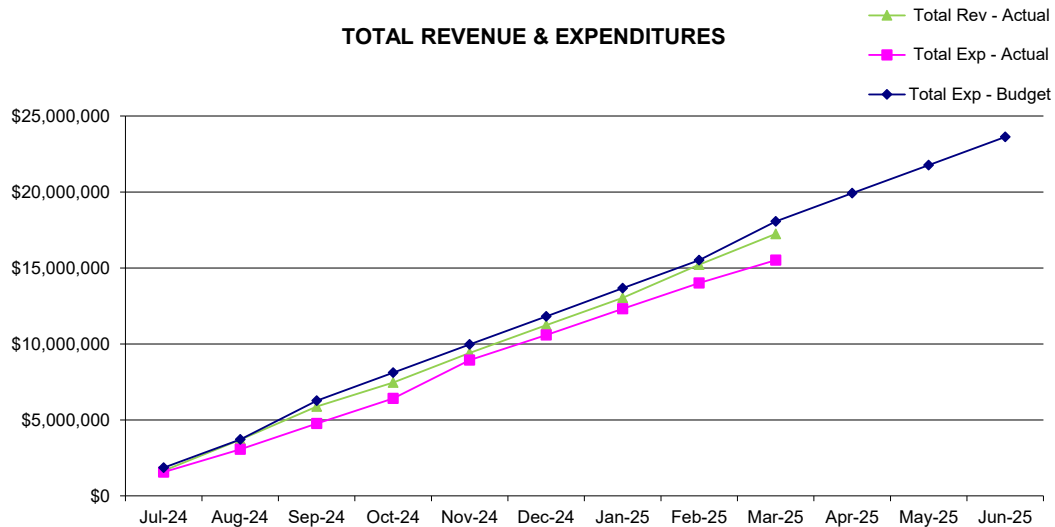
TOTAL REVENUE



TOTAL EXPENDITURES

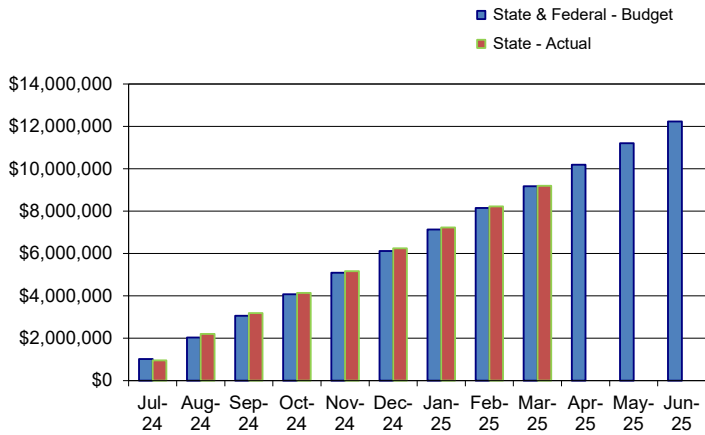


TOTAL REVENUE & EXPENDITURES

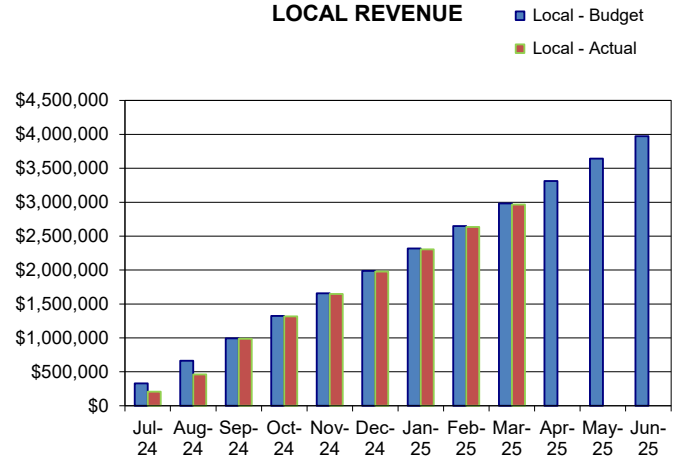


YEAR TO DATE REVENUE
as of
03/31/25

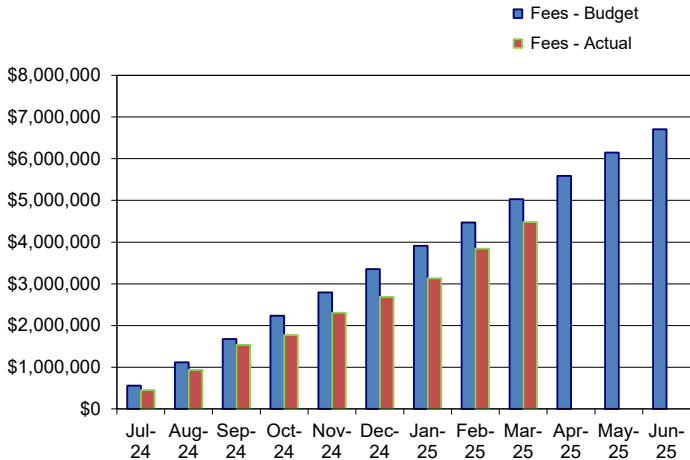
STATE & FEDERAL REVENUE



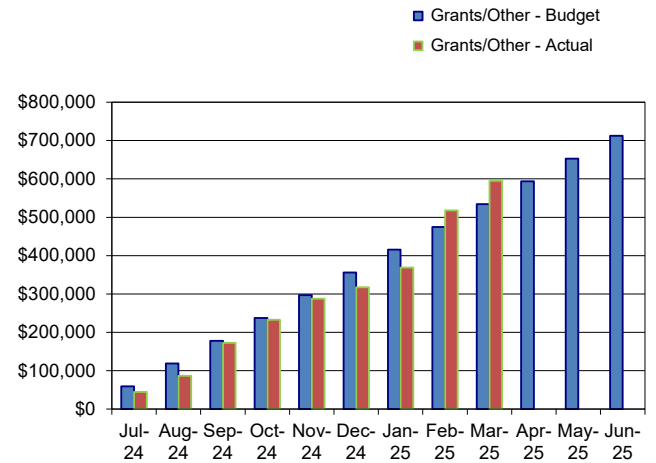
LOCAL REVENUE



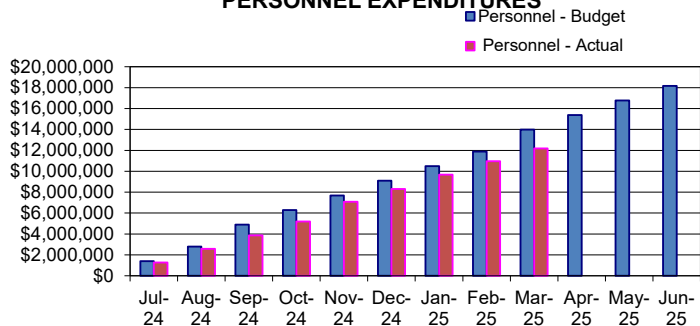
FEE REVENUE



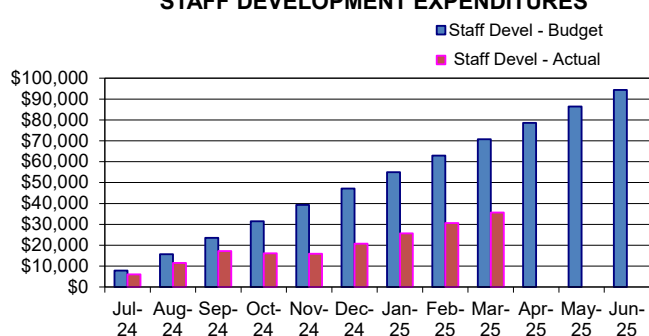
GRANTS & OTHER REVENUE



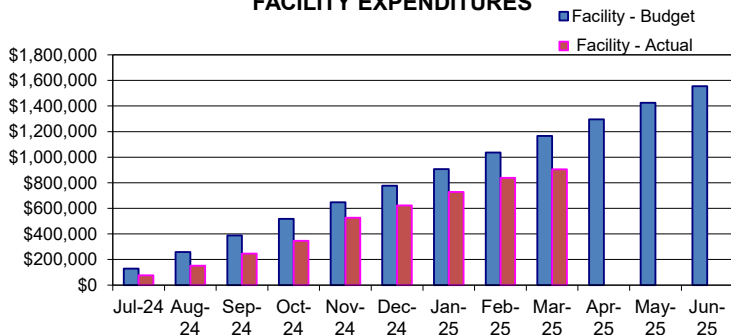
PERSONNEL EXPENDITURES



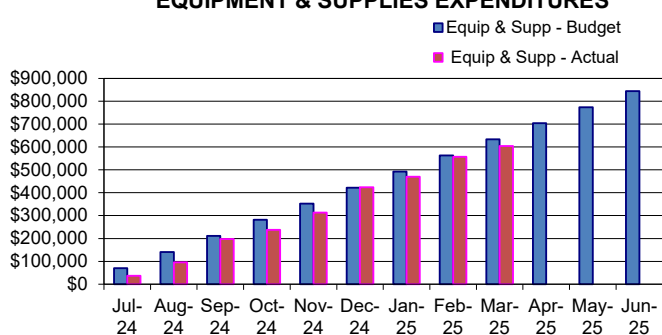
STAFF DEVELOPMENT EXPENDITURES



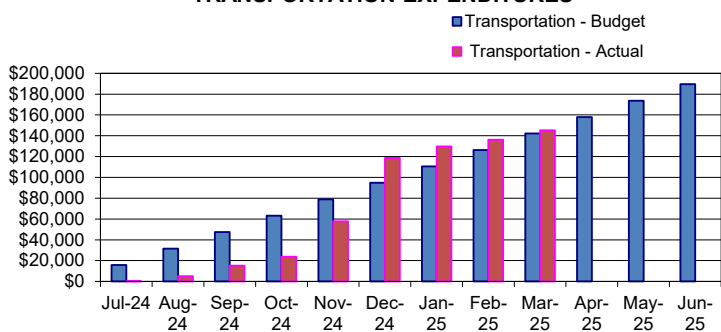
FACILITY EXPENDITURES



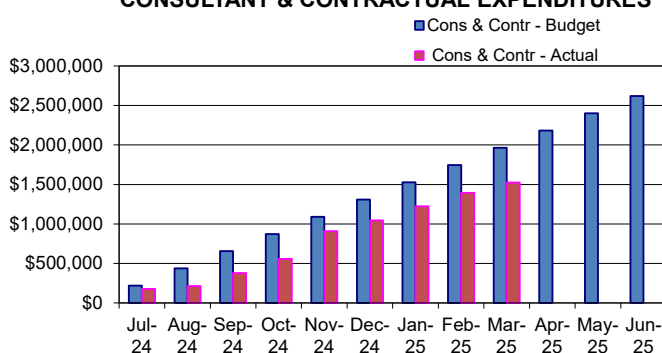
EQUIPMENT & SUPPLIES EXPENDITURES



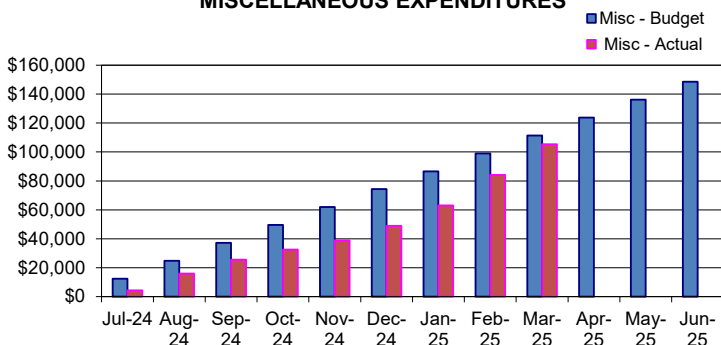
TRANSPORTATION EXPENDITURES



CONSULTANT & CONTRACTUAL EXPENDITURES



MISCELLANEOUS EXPENDITURES



Recruitment Status Update: 04/15/2025

As of April 15, 2025, CBH has 1 new hire scheduled to begin employment in an upcoming orientation on 5/12/25, with 3 additional hires pending acceptance. CBH currently has 21 active vacancies posted to recruit a total of 30 (23 full-time, 4 part-time and 3 PRN/WAR (ongoing)) vacancies agency wide.

Approval of Technology and Information Security Policies

Background:

Colonial Behavioral Health periodically reviews and updates agency policies and procedures, including but not limited to those policies pertaining to Technology and Information Security.

Current agency Technology and Information Security policies include:

IS Policy 10	Information Services
IS Policy 20	General Technical Safeguards and Access Controls
IS Policy 21	Security Updates and Security Training
IS Policy 22	Workstation Use and Security
IS Policy 23	IT Change Management
IS Policy 24	Review of Information System Activity
IS Policy 25	Response to Security Incidents
IS Policy 26	Contingency Plans
IS Policy 27	Risk Analysis and Risk Management
IS Policy 28	Device and Asset Controls
IS Policy 29	Facility Access Controls
IS Policy 30	Malicious Software Protection
IS Policy 31	Password Management and Log-in Monitoring
IS Policy 32	Transmission Security Guidelines

The Executive Director was previously authorized to approve and implement both new and amended policies by the Board's Executive Committee, subject to confirmation by the full CBH Board.

Recommended Motion:

That the CBH Board confirms recent additions and amendments made to the agency's Technology and Information Security policies.