

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

January 22, 2026, at 3:00pm

Call to Order:

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

Committee Members Present:

Ryan Ashe, Bruce Keener, Amber Richey, John Collins, Donyale Wells

Committee Members Absent:

N/A

CBH Staff Present:

David Coe, Marsha Obremski, Chaenn Thomas, Katie Leuci, Kristy Wallace

Members of the Public:

N/A

UPDATES

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

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

November 2025 Financial Report (*David Coe*)

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

Finance Director Vacancy (*David Coe*)

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

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

Fundraising Update (*David Coe*)

A Fundraising/Construction Update handout prepared by Krya Cook was provided to each committee member prior to the start of the meeting.

Center for Support and Wellness – Phase 1 Construction Update

Site clearing is complete; construction is underway. Metal framing is being installed, and underground utility work is continuing as scheduled. Committee members are encouraged to drive by and see progress.

Phase 2 – PPEA Design-Build Process

The conceptual phase of the PPEA process has been completed, narrowing four qualified vendors to two. Both vendors have been invited to submit detailed proposals by February 4th, with in-person interviews scheduled for February 18th. SEVHS will participate in the in-person interviews. Once the interviews are completed, we plan to select a design-build team and initiate negotiations for the interim agreement. A required public hearing will be held at the February 3rd Board meeting. CBH needs to send out a communication prior to the February Board meeting. Depending on the outcome and timing of interim agreement negotiations, we expect to bring the agreement to the Board for a vote at the March meeting. If negotiations indicate that timing is critical to meeting the September campus reveal target, there is a possibility of requesting a special called Board meeting to review and potentially approve the contract. That determination will be made once a vendor is selected and negotiations are underway.

Fundraising Update

CBH interviewed a strong pool of candidates; an offer was made and has been accepted.

New Board Member Position Descriptions (*David Coe*)

The Board Member Job Description was reviewed and approved by the Board at our December Board meeting. The members of the Executive Committee agreed to have these available at our February Board meeting for Board members to review and sign.

ANTICIPATED ACTION ITEMS – 2/3 BOARD MEETING

Protected Health Information Policy Group (*Katie Leuci*)

Katie Leuci presented and reviewed any updates to the following Protected Health Information Policies:

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

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

Marcus Alert Plan (*David Coe*)

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

OTHER 2/3 BOARD ITEMS**Public Hearing – PPEA RFP A250902 (*David Coe*)**

A public hearing will take place during our February Board meeting to inform all attendees of the two vendors that have been selected for the Phase 2 – Design-Build Process. CBH will issue public notice prior to our February meeting.

General Assembly Updates (Budget, Legislation, Member meetings (*David Coe*))

This information will be included in the February Board meeting packet.

Executive Director's Report (*David Coe*)

This information will be included in the February Board meeting packet.

Closed Session – Personnel (*David Coe*)

A closed session will take place during our February 3rd Board meeting regarding a personnel/Medicaid issue. Pat McDermott will be in attendance.

DISCUSSION**Office Location considerations (Leases, Consolidation) (*David Coe*)**

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

Items from the Committee

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

Adjournment

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

NEXT MEETING

Tuesday, February 17, 2026

3:00pm

473 McLaws Circle, Williamsburg, VA 23185