

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

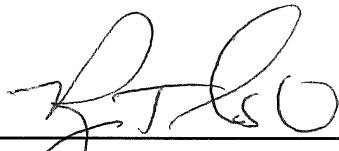
The meeting was adjourned at 4:39pm.

NEXT MEETING:


Date: Tuesday, December 2, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm



Ryan Ashe, Board Chair



Amber Richey, Secretary

- Welcome and Call to Order**
- Roll Call**
- Public Comment**
- Consent Calendar**
 - Approval of the following meeting minutes:
 - October 7, 2025, Board of Directors Meeting
 - October 20, 2025, Executive Committee Meeting
 - September 24, 2025, Services and Evaluation Committee Meeting
- Board Training**
 - Freedom of Information Act (FOIA)
 - Presenter: Megan Rhyne, Virginia Coalition for Open Government
- Information/Discussion**
 - Behavioral Health Redesign
 - Presenter: Denise Kirschbaum, CBH Director of Behavioral Health Services
- Action Items**
 - A-1 Approval – Revisions to Personnel Policy
 (Policy 14) (D. Coe)
 - A-2 Approval – Revisions to Drug-Free Workplace Policy (D Coe)
 (Policy 7)
 - A-3 Approval – Revisions to Cultural Competency Policy (D. Coe)
 (Policy 80)
 - A-4 Approval – Employment of Persons Served Policy (D. Coe)
 (Policy 21)
 - A-5 Approval – One-Time Payment to Staff (N. Parsons)

- **Reports**

- Monthly Financial Report (N. Parsons)
- 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, December 2, 2025
McLaws Circle, Williamsburg
3:00 PM

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
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	<p>Priority Populations- Describe what services CBH is required to provide and the relationship with the performance contract (TBD)</p> <p>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)</p>	
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	<p>CARF Accreditation- Learn more about the current accreditation process and the likely impact of Redesign. (TBD & Denise)</p> <p>Satisfaction Survey (Leigh)</p>	

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

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

	Procedures/Guidelines on next steps if/when an applicable situation occurs.
Tuberculosis (TB) Test	<ul style="list-style-type: none"> • TB Guidance and Process section of policy moved to Personnel Procedures/Guidelines
Department of Motor Vehicles Check Guideline	<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
Employee and Employer Relations: Qualifications for Employment-	<ul style="list-style-type: none"> • Moved to Personnel Procedures/Guidelines <ul style="list-style-type: none"> ○ Application of Procedures ○ Standards of Employment
Employee and Employer Relations: Qualifications for Employment- Annual Review Date:	<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><u>Legal Guidance:</u> 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.

Action Item A-5

Approval – One-Time Longevity Bonus Payment to Staff

Background:

Colonial Behavioral Health is one of several Virginia CSBs without sufficient funding in FY 2026 to support a Cost-of-Living Adjustment (COLA) for staff compensation.

However, there are sufficient one-time regional and state funds (designated by the state for “workforce”) in the FY 2026 budget to support a one-time payment (bonus) to non-probationary CBH staff. This includes funding allocated by the General Assembly to partially support a one-time payment to staff in December 2025. CBH is able to combine these two funding sources to support the following payment plan:

The methodology for this payment was developed jointly by our Finance and Human Resources departments.

Methodology:

Payment is to be made to all CBH staff with at least 6 months of continuous service with CBH as follows:

STAFF TENURE	PAYMENT
10+ Years	\$2,000
5+ to 10 Years	\$1,500
2+ to 5 Years	\$1,000
6 months to 2 Years	\$ 500
<ul style="list-style-type: none">• Payments will be pro-rated for staff designated as less than 1.0 FTE.• PRN staff will receive 50% of the above scale.	

- To maximize the benefit to employees, CBH will cover all FICA costs so that employees receive the full amounts detailed above.
- Payment to be made as of check date 11/28/2025.

FUNDING AVAILABLE TO SUPPORT PROPOSAL:	\$272,159
COST OF PROPOSAL:	\$264,608

This process (and timing) has also been discussed with the Finance Office for York County.

Motion from the Executive Committee:

That the Board approve the one-time bonus payment proposal at a cost not to exceed \$270,000.00.



YEAR TO DATE REVENUES AND EXPENDITURES
as of
September 30, 2025

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 14,274,982	\$ 3,517,955	\$ 2,984,035	118%	\$ 533,920
Local	\$ 4,147,000	\$ 1,023,750	1,036,750	99%	\$ (13,000)
Fees	\$ 6,421,285	1,676,242	1,636,480	102%	\$ 39,762
Grants/Other	\$ 686,943	338,233	150,511	225%	\$ 187,723
Total Revenue	\$ 25,530,210	\$ 6,556,180	\$ 5,807,775	113%	\$ 748,405

EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	ACTUAL YTD vs BUDGET YTD
Personnel	\$ 19,181,019	\$ 4,039,285	\$ 4,426,389	91%	\$ 387,104
Staff Development	\$ 116,497	\$ 26,247	29,124	90%	2,877
Facility	\$ 1,776,119	\$ 379,595	444,030	85%	64,435
Equipment and Supplies	\$ 1,509,782	\$ 219,844	377,446	58%	157,602
Transportation	\$ 189,408	\$ 21,203	47,352	45%	26,149
Consultant and Contractual	\$ 2,499,955	\$ 352,489	624,989	56%	272,500
Client Supports	\$ 87,347	\$ 15,248	21,837	70%	6,589
Miscellaneous	\$ 170,083	\$ 58,516	42,521	138%	(15,995)
Total Expenditures	\$ 25,530,210	\$ 5,112,426	\$ 6,013,687	85%	\$ 901,261

Operating Margin	\$ -	\$ 1,443,754
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Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

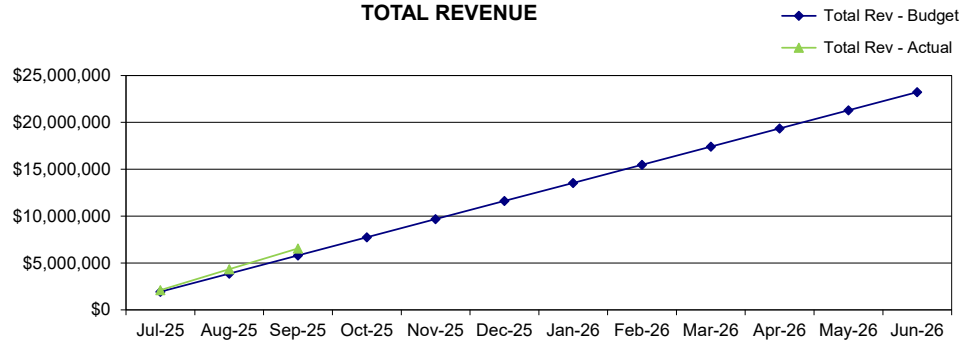
9/30/25 Cash Balance \$ 14,128,372

CRISIS SERVICES CENTER PROJECT

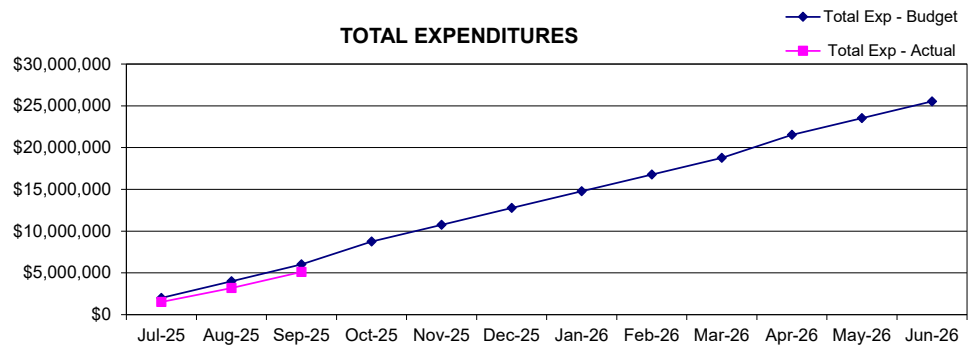
CATEGORY	PROJECT BUDGET	PROJECT TO DATE
DBHDS Grant	\$ 12,000,000	\$ 2,000,000
Interest Earned		\$ 8,656
Total Revenue	\$ 12,000,000	\$ 2,008,656
Personnel		\$ 114,992
Mileage		\$ 500
Consultant and Contractual		\$ 1,088,120
Miscellaneous		\$ 131
Total Expenditures		\$ 1,203,743

YEAR TO DATE SUMMARY
as of
09/30/25

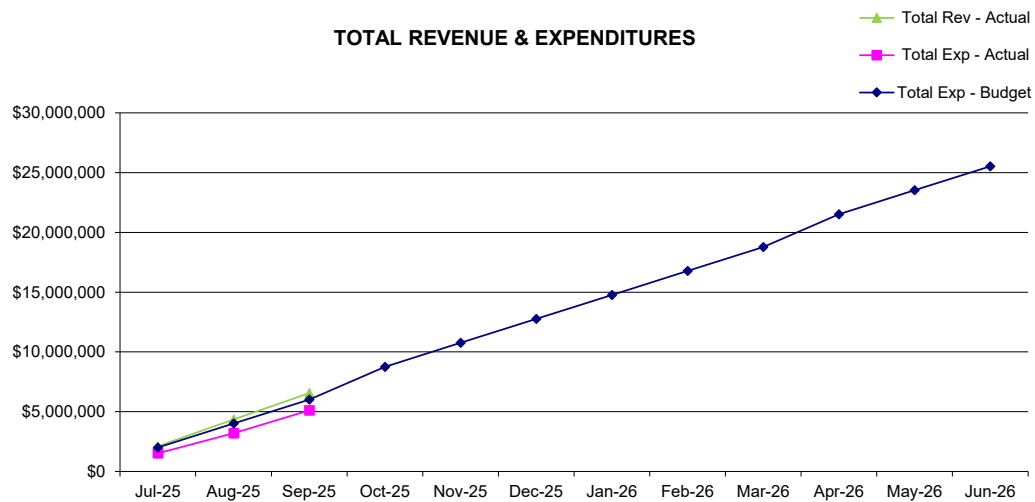
TOTAL REVENUE



TOTAL EXPENDITURES



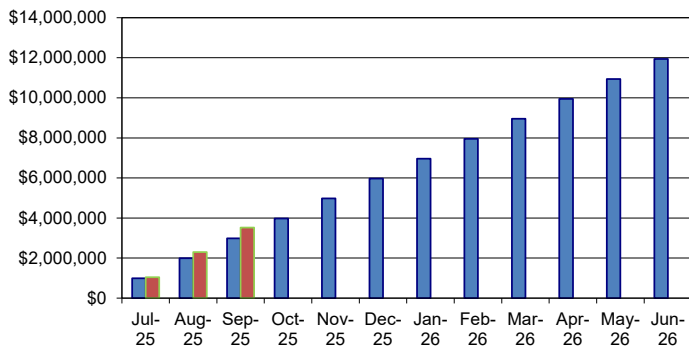
TOTAL REVENUE & EXPENDITURES



YEAR TO DATE REVENUE
as of
09/30/25

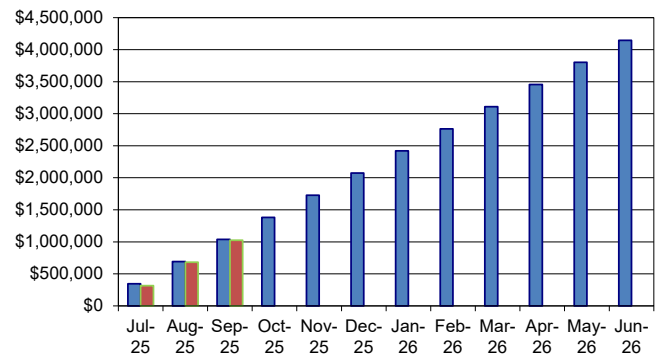
STATE & FEDERAL REVENUE

■ State & Federal - Budget
■ State - Actual



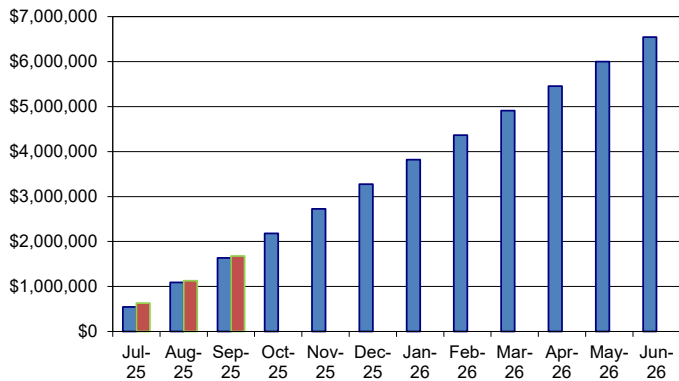
LOCAL REVENUE

■ Local - Budget
■ Local - Actual



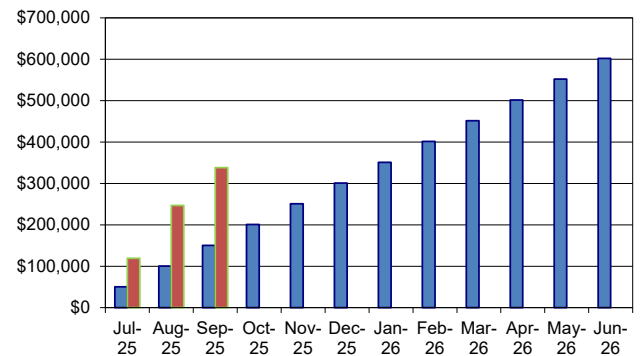
FEE REVENUE

■ Fees - Budget
■ Fees - Actual

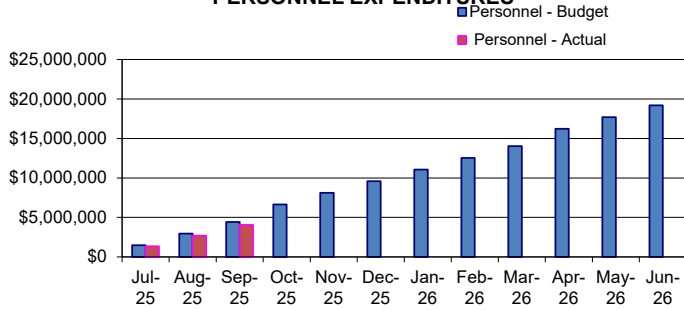


GRANTS & OTHER REVENUE

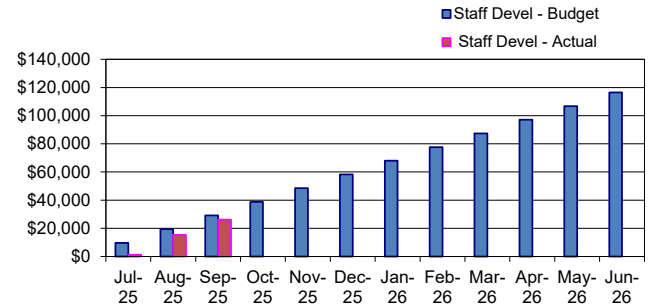
■ Grants/Other - Budget
■ Grants/Other - Actual



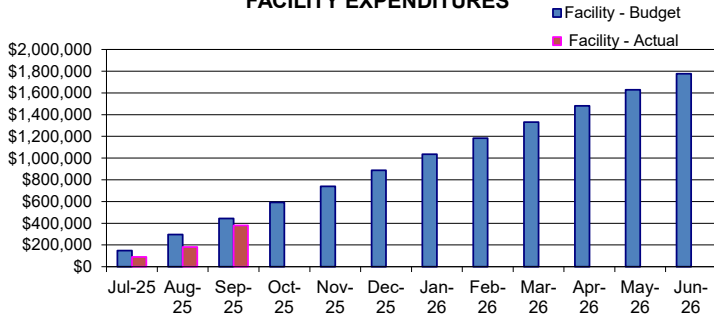
PERSONNEL EXPENDITURES



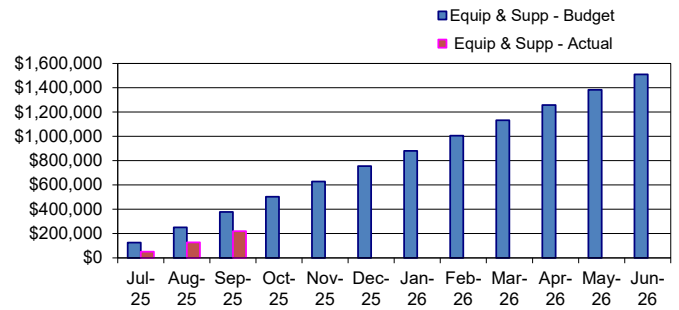
STAFF DEVELOPMENT EXPENDITURES



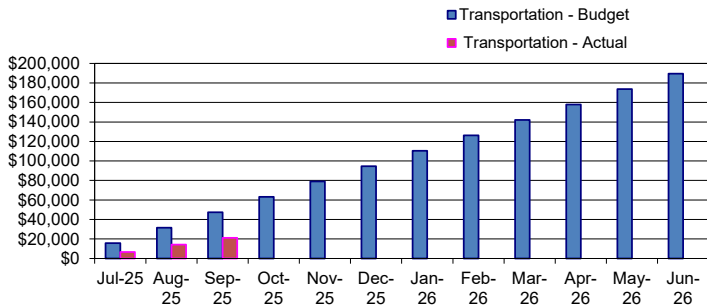
FACILITY EXPENDITURES



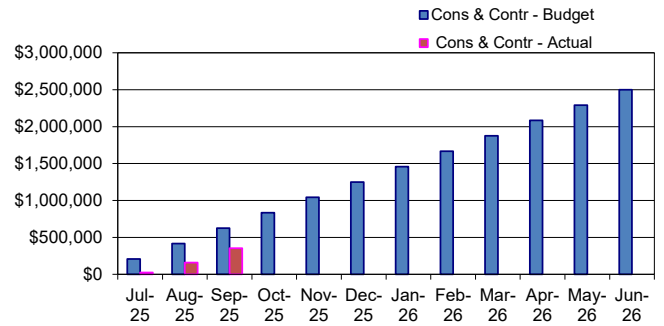
EQUIPMENT & SUPPLIES EXPENDITURES



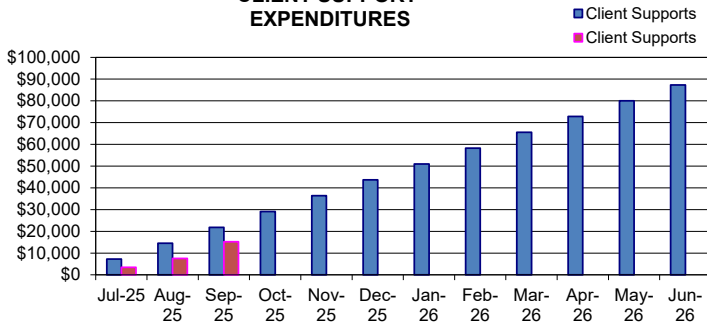
TRANSPORTATION EXPENDITURES



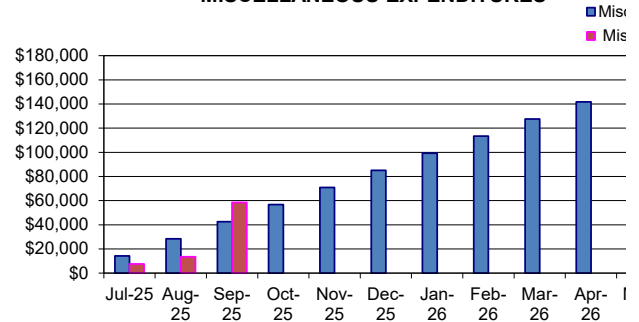
CONSULTANT & CONTRACTUAL EXPENDITURES



CLIENT SUPPORT EXPENDITURES



MISCELLANEOUS EXPENDITURES



COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – November 2025

Agency Issues

1. Site preparation for construction of the Center for Support & Wellness is nearing completion, with concrete work as the next phase. Underground issues identified to date are not expected to affect the overall project schedule.
2. With SNAP benefits likely to be cut off effective November 1, we are putting together a plan for staff to support local organizations providing food to those in need. Those numbers are already growing in anticipation of interruption to SNAP.
3. The one-year lease of temporary space on Water Country Parkway has been executed, and Emergency Services/Crisis staff will begin moving into that space as soon as possible.
4. CBH's phone system needs to be upgraded at this time. Phones that malfunction are no longer replaceable with 100% compatible machines, and some desired features (such as some important paging options) are not available with the current system. Katie Leuci is leading the effort to identify long-term options that will be flexible and useful in both existing and future facilities.

Community Issues

1. The Request for Proposals (RFP) for predevelopment work for Phase 2 of construction on the new Galt Lane campus has been released and can now be found on the CBH website. A Preproposal Conference was held October 15, with over 30 non-CBH attendees. The deadline for proposal submission is December 15, 2025.
2. CBH staff from the Operations, Development & Communications, and Prevention service areas represented the agency at the Poquoson Seafood Festival the weekend of October 17-19. The event was a success for CBH, and plans are being made to return each year for the foreseeable future. Thanks to Marsha Obremski for coordinating this event.

Public Policy

1. We will be seeking an audience with the successful candidates in each General Assembly election in our area. We have not renewed our Legislative Teams this year but want to make these meetings open to each interested and available member of our Board. If any Board member is interested in being a part of these meetings, please let us know for purposes of scheduling.
2. Virginia CSBs continue to plan for coordination with the next Governor's administration (of either party) to move the Commonwealth forward in implementation of the Certified Community Behavioral Health Center (CCBHC) model. This model will be presented to the Board at the December 2nd meeting.

Respectfully submitted,
David A. Coe

RECRUITMENT, HIRING AND TURNOVER REPORT
September/October 2025

Recruitment Status Update:

For the period of September 11, 2025-October 15, 2025, Colonial Behavioral Health is actively recruiting the following: 22 full-time, 2 part-time and 3 PRN/WAR positions. Additionally, as of October 15, 2025, CBH has 3 hires scheduled in the month of October.

Employee Separation Update:

During the period referenced the agency experienced 3 (full-time) employment separations.

Prepared by:

Chaenn Thomas, CBH Director of Human Resources