COLONIAL BEHAVIORAL HEALTH
BOARD MEETING

DATE: June 2, 2026

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

WELCOME AND CALL TO ORDER: 3:01pm

BOARD MEMBERS PRESENT:
Mr. Ryan Ashe – James City County
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
Mr. Jeff Gould – James City County
Mr. Bruce Keener – York County
Ms. Kristen Nelson – York County
Mr. Gerald Patesel – Poquoson
Ms. Amber Richey – York County
Ms. April Thomas – York County
Ms. Donyale Wells – James City County
Mr. Steven Miller – York County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:
Mr. John Collins – York County

CBH STAFF PRESENT:
David Coe, Chaenn Thomas, Marsha Obremski, Sherri Ousey. Kyra Cook, Linda Butler, Kristy Wallace, Katie Leuci, Allison Brody

GUESTS: None

PUBLIC COMMENT: None

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

- **May 5, 2026, Board of Directors Meeting**
- **May 18, 2026, Executive Committee Meeting**

Lynette Diaz made a motion to approve the consent calendar as presented. April Thomas seconded this motion.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

INFORMATION/PRESENTATION

Capital Campaign Update – *Allison Brody*

Allison Brody provided a "Capital Campaign Update" (PowerPoint presentation) to the Board. The purpose of this campaign is to connect on a personal level for a cause. Giving comes in many forms: time, talent, treasure, testimony, ties. The amount of a gift will remain private. CBH needs 100% Board Member participation – it's a public statement of confidence and commitment to the project. This campaign will involve a community of partners: James City County, City of Williamsburg, City of Poquoson, York County, Williamsburg Health Foundation and Williamsburg Community Foundation.

The Williamsburg Community Foundation has offered to receive gifts on behalf of CBH. This takes an administrative burden off CBH and stands as an endorsement to our campaign. April Thomas asked if the Community Foundation website has an option to give in other ways other than cash (stocks, etc.). Allison will look into this further and request that our EIN number be listed on the website.

Allison provided a copy of the case statement to Board members. The statement will be the cornerstone of the Capital Campaign; it is being tested with potential donors now. Allison requested feedback from Board members by Friday, June 5th.

Pre-Launch activities will consist of case statement (test and revise), testimonies, create video and social media, and engagement of community members with the capacity and propensity to give. Post-Launch activities will include ongoing donor (CSW) tours and events, direct mail, speaking engagements, and posting video and social media.

Allison requested three items from the Board members: 1. Think about the amount of your gift; 2. Consider being a part of the Capital Campaign Committee; 3. Read case statement and provide feedback.

Jeff Gould asked if we had a fundraising goal – it is not set in stone although we will aim for $2M. Mr. Gould also asked how long the campaign will run – two years.

ACTION ITEMS:

A-1 Election – FY27 Board Officers (*Nominating Committee*)

Note: The CBH Board Executive Committee also serves as the Board of Directors for Colonial Community Services, Inc. The nominating committee (Roy Witham, Amber Richey, and April Thomas) presented the following Board members as the FY27 Board Officers:
Bruce Keener – Chair (York County)
Amber Richey – Vice Chair (York County)
Lynette Diaz – Secretary (James City County)

John Collins – Treasurer (York County)
Donyale Wells – Member-At-Large (James City County)
Sean Dunn made a motion to accept the slate of Board Officers for FY27 as presented. Kristen Nelson seconded the motion. The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

A-2 Resolution – USDA Funding for Phase II Predevelopment (*Kyra Cook*)
This resolution is a part of the application process associated with Congressionally Directed Spending secured by Congressman Wittman for Phase II of Colonial Behavioral Health's campus development project. USDA Rural Development requires adoption of a formal governing body resolution authorizing the execution of application materials and related documents necessary to pursue federal financial assistance. The resolution affirms the Board's willingness to comply with the required federal agreements and documentation associated with the application process. The resolution further authorizes the Executive Director to execute, on behalf of Colonial Behavioral Health, the required USDA application materials and related documents associated with obtaining financial assistance. Approval of this resolution is a required procedural step in the USDA application process tied to the Congressionally Directed Spending request. CBH legal counsel has reviewed the resolution.
Bruce Keener made a motion that the Colonial Behavioral Health Board of Directors adopt the attached resolution required by USDA Rural Development in support of the application process associated with Congressionally Directed Spending for Phase II of the CBH campus project and authorize the Executive Director to execute the required documents on behalf of Colonial Behavioral Health. Steven Miller seconded this motion.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

A-3 Approval – Stormwater Change Order *(Kyra Cook)*
The purpose of this memorandum is to request Board approval of a change order to the Center for Support & Wellness (CSW) Comprehensive Agreement with Henderson, Inc. in the amount of $94,819.15 related to stormwater infrastructure repairs on the Colonial Behavioral Heath campus site. The scope of the work specifically includes installation of new 24" RCP between two existing stormwater structures, pipelining services, and backfilling of new storm structures and piping using onsite excavated materials. Funding for this work is available through the capital funding awarded by the Williamsburg Health Foundation for Phase II campus development activities.
Steven Miller made a motion that the Board of Directors authorizes the Executive Director to execute a Change Order in the amount of $94,819.15 for stormwater infrastructure repairs associated with the Colonial Behavioral Health campus project. Bruce Keener seconded this motion.
The motion passed as follows:

Yes – 12
No – 0
Abstain – 0

A-4 Approval – Revised JCSA Connection Fee *(Kyra Cook)*
During CBH's May Board meeting, our Board of Directors approved James City County Service Authority (JCSA) water and sewer connection fees in an amount not to exceed $115,000 in order to maintain the construction schedule for the Center for Support & Wellness. After that approval, CBH formally submitted the utility connection application to JCSA. CBH's Accounts Payable received official notice from JCSA establishing that the required water and sewer connection fee at $115,269.73. Since CBH requires Board authorization for expenditures exceeding approved amounts, staff must return to the Board to request updated authorization reflecting the final invoiced amount.
Bruce Keener made a motion to authorize the Executive Director of Colonial Behavioral Health to approve and execute payment to the James City County Service Authority for water and sewer connection fees in ad amount not to exceed $115,269.73, utilizing the most appropriate and timely payment method, including execution of a change order if necessary, in order to maintain the Center for Support & Wellness project schedule. Roy Witham seconded this motion.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

A-5 MBP Contract Modification *(Krya Cook)*
The purpose of this memorandum is to request Board authorization for the Executive Director to execute Contract Modification #1 with McDonough Bolyard Peck, Inc. (MBP) for continued Owner's Representatives services associated with the design phase of Colonial Behavioral Health's Phase II campus development project.
Under the proposed modification, MBP will assist CBH with a range of services including design phase meeting participation and coordination; Review of project invoices, payment applications, and change orders; Budget development and cost oversight; and quality assurance review of contractor cost estimates. The modification extends the period of performance through April 30, 2027. The proposed additional not-to-exceed amount is $125,413.84, increasing the total contract value from $22,500 to $147,913.84. This work is included within the project budget. Approval is requested to allow the Executive Director to execute this contract modification on behalf of Colonial Behavioral Health.
Bruce Keener made a motion to authorize the Executive Director to execute Contract Modification #1 with McDonough Bolyard Peck, Inc. for continued Owner's Representative services related to the design phase of CBH's Phase II campus development project in an amount not to exceed $125,413.84, for a total contract value of $147,913.84. Roy Witham seconded this motion.
The motion passed as follows:
Yes – 12

No – 0
Abstain - 0

A-6 Policy Review: CBH Bylaws *(D. Coe)*
CBH Bylaws are reviewed periodically to assure continued compliance with state and federal statues, and to reflect the Board's commitment to effective operations as a governing body. The Bylaws have been reviewed by legal counsel with no recommendations being made for revision.
Kristen Nelson made a motion that the CBH Board affirms the current CBH Bylaws. Amber Richey seconded this motion.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

A-7 FY 2027 Operating Budget *(S. Ousey)*
This proposed preliminary budget reflects projected revenues and expenditures based on current knowledge for FY27. The General Assembly has not passed a biennial budget, so we cannot be fully certain of state funding levels. This proposed budget's effective dates are July 1, 2026, through June 30, 2027, with the understanding that a revised budget will be presented to the Board in July. This preliminary budget does not include the following: CSW budget, most director-submitted budget priorities for the year, and the Capital Improvement Plan (CIP) and budget. This preliminary budget can fund contracts and provide the July 1 increase to CBH staff.
Bruce Keener made a motion that the Board of Directors approve the proposed preliminary Colonial Behavioral Health FY 2027 Operating Budget. Amber Richey seconded this motion.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

A-8 Approval – VaRisk Insurance Renewal (*M. Obremski)*
CBH has been insured for many years in a manner similar to other Virginia public bodies through a VARisk plan. There is a significant premium increase this year related to cyber security and auto coverage, as well as for coverage of the new Center for Support & Wellness (CSW).
Each year, VAcorp submits a proposal that provides a breakdown of each coverage type. While the coverage period for this renewal is for Fiscal Year 2027, the annual premiums are paid within the preceding fiscal year.
Amber Richey made a motion to authorize the Executive Director of Colonial Behavioral Health to approve and execute the CBH's property FY 2027 Property & Casualty Insurance Renewal through VAcorp at a total premium cost of $86,000 with premiums paid from FY 2026 funds. April Thomas seconded this motion.
The motion passed as follows:
Yes – 12

No – 0
Abstain – 0

REPORTS:

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

For the period of April 14, 2026, through May 12, 2026, Colonial Behavioral Health (CBH) has successfully completed 4 hires (Full-time positions). The agency currently has thirty (33) vacant positions, this total includes twenty-seven (27) full-time positions, two (2) part-time positions and four (4) PRN/WAR positions. During the identified period CBH had a total of 9 separations (8 Full-time and 1PRN).

Since May 12, 2026, CBH has had five (5) additional separations (resignations). CBH will be participating in a job fair at the Hampton Convention Center on June 10th and we are advertising with five (5) local radio stations. Direct Service: DD Day and Residential are very short-staffed.

April 2026 Financial Report (*Sherri Ousey*)

Sherri Ousey (Director of Finance) presented the April 2026 Financial Report. Personnel remains at the top of our expenditures. Our operating budget remains consistent with previous month.

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

Agency Issues

CBH has been chosen to host the Governor's Fellows (25 individuals). We are in the process of gathering details. This group works on a project and then makes a policy recommendation.

Community Issues

CBH was invited to participate in the City of Williamsburg Student and Family Support Community of Practice planning sessions take place in 2026. The planning effort is being led by the WJCC School Division with involvement from an array of local leaders.

Public Policy

CBH continues to plan for submission of a SAMHSA CCBHC Expansion grant this summer, with an anticipated federal funding posting date of 5/29/26 (delayed). The Expansion Grant provides funding for 4 years but does not include an advantageous billing mechanism like the statewide grant. Marsha Obremski is leading this project.

CLOSED SESSION

Bruce Keener made the following motion to move to a closed session: I motion that a closed meeting of the Board be held as permitted under the Code of Virginia Sections 2.2-3705.6.3 and 2.2-3711, to discuss the follow matter: The annual performance evaluation of, and the Board's annual contract with, the CBH Executive Director. April Thomas seconded this motion.

Bruce Keener made a motion to conclude the closed session. Donyale Wells 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 Amber Richey and seconded by Lynette Diaz.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0
The meeting was adjourned at 5:06pm.

NEXT MEETING:
Date: Tuesday, July 17, 2026
Location: Williamsburg Police Station
Time: CBH Board meeting will occur after our Board Planning Day has commenced.

Bruce Keener, Board Chair

Amber Richey, Secretary

AGENDA
COLONIAL BEHAVIORAL HEALTH
BOARD OF DIRECTORS
June 2, 2026
3:00 PM

- **WELCOME AND CALL TO ORDER**

- **ROLL CALL**

- **PUBLIC COMMENT**

- **CONSENT CALENDAR**

    - Approval of the following meeting minutes:
        - May 5, 2026, Board of Directors Meeting
        - May 18, 2026, Executive Committee Meeting

- **INFORMATION/PRESENTATION**
    - Capital Campaign Update — *A. Brody*

- **ACTION ITEMS**

•	A-1	Election - FY 27 Board Officers	*Nominating Committee*
•	A-2	Resolution – USDA Funding for CSW Predevelopment	*K. Cook*
•	A-3	Approval – Stormwater Change Order	*K. Cook*
•	A-4	Approval – Revised JCSA Connection Fee	*K. Cook*
•	A-5	MBP Contract Modification	*K. Cook*
•	A-6	Policy Review: CBH By-laws	*D. Coe*
•	A-7	FY 2027 Operating Budget	*S. Ousey*
•	A-8	Approval – VaRisk Insurance Renewal	*M. Obremski*

- **REPORTS**
    - Recruitment/Hiring/Retention Report — *C. Thomas*
    - April 2026 Financial Report — *S. Ousey*
    - Executive Director's Report — *D. Coe*

- **CLOSED SESSION**

    Annual performance evaluation of, and the Board's annual contract with, the CBH Executive Director.

- **Adjournment**

Next Meeting Date: July 17, 2026

COLONIAL BEHAVIORAL HEALTH
BOARD MEETING

DATE: May 5, 2026

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

WELCOME AND CALL TO ORDER: 3:00pm

BOARD MEMBERS PRESENT:
Mr. Ryan Ashe – James City County
Mr. John Collins – York County
Ms. Lynette Diaz – James City County
Mr. Sean Dunn – Williamsburg
Mr. Jeff Gould – James City County
Mr. Bruce Keener – York County
Ms. Kristen Nelson – York County
Mr. Gerald Patesel – Poquoson
Ms. Amber Richey – York County
Ms. April Thomas – York County
Ms. Donyale Wells – James City County
Mr. Steven Miller – York County

BOARD MEMBERS ABSENT:
Mr. Roy Witham – James City County

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

GUESTS: None

PUBLIC COMMENT: None

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

- **April 7, 2026, Board of Directors Meeting**
- **April 20, 2026, Executive Committee Meeting**

April Thomas made a motion to approve the consent calendar as presented. Jeff Gould seconded this motion.
The motion passed as follows:
Yes – 12
No – 0
Abstain – 0

INFORMATION/DISCUSSION
Facility Development Update – *Kyra Cook*
A "hard hat" tour for the CBH Board of Directors has been scheduled for Tuesday, June 2nd at 1:00pm (prior to June Board Meeting). Please ensure that body is covered (no skirts/shorts) and no tennis shoes or open-toed shoes (steel toe boots are not required for this event). Kristy Wallace will send a meeting request after the board meeting.
CBH will have access to the $2M funding through Congressman Wittman; CBH will not need to access the fund balance.
May 13th Charette – meeting with the architects regarding Phase II. CBH Board members will receive an invite. Going forward, we will analyze the entire parcel since there is a possibility that the special use permit gets approved. Day Services – future location may be on new campus, the JCC Human Services Building, rebuild after we vacate or an unknown location.

Nominating Committee Report – Proposed Slate of Officers – *Ryan Ashe*
The Colonial Behavioral Health Board of Directors Nominating Committee consisting of the following members: Roy Witham, April Thomas, and Amber Richey, respectfully submit the following nominations for the FY27 slate of officers for the Colonial Behavioral Health Board of Directors:
Chair – Bruce Keener
Vice Chair – Amber Richey
Secretary – Lynette Diaz
Treasurer – John Collins
Member-At-Large – Donyale Wells
The slate of officers will be voted on at CBH's June Board Meeting.

Annual Board Planning Day – *Discussion*
CBH's Annual Board Planning Day will take place on Friday, July 17th at the Williamsburg Police Department (615 Lafayette Street, Williamsburg, VA 23185). More details to follow.

Evaluation of Executive Director – *Ryan Ashe*
Chaenn Thomas, CBH's Director of Human Resources, sent the Executive Director Evaluation to our CBH Board members electronically. Paper copies were available at our May Board meeting. Completed evaluations are due on Friday, May 22nd. The results of the evaluation will be shared during a closed session at our June Board meeting.

ACTION ITEMS:

A-1 CBH/CCSI FY 2025 Financial Audit (*J. Roller, CPA – Robinson, Farmer, Cox Associates*)

As a public agency, Colonial Behavioral Health is required to have all funds audited by a licensed accounting firm. CBH contracted with Robinson, Farmer, Cox Associates to perform this audit for FY 2025. Electronic copies of the following documents were distributed previously, with hard copies being made available on location during this meeting: CBH Governance Letter 2025 and The CBH 2025 Consolidated Audit Report. The auditor was scheduled to present the audit to our Board members in person, although did not show. David Coe will reach out to see if auditor is available to present the audit virtually during our June Board meeting.

A-2 One-Time Payment to Staff – June 2026 (*Sherri Ousey*)

The Virginia General Assembly has amended the FY 2026 State Budget to provide support for a 2% bonus payment to CSB employees. The payment is to be made in June 2026. The new state funding is provided by formula, and generally only supports 30-33% of the cost of such payments. There are sufficient unspent regional and state funds (with some designated by the state for "workforce") in the FY 2026 budget to support this one-time payment (bonus) to CBH staff.

Bruce Keener made a motion that the Board approve the one-time bonus payment proposal at a cost not to exceed $250,000.00, to be paid in June 2026. John Collins seconded the motion. The motion passed as follows:

Yes – 12
No – 0
Abstain – 0

A-3 Approval – Revisions to Policy 16 – Incident Reporting *(Marsha Obremski)*

A-4 Approval – Retirement of Policy 44 – Serious Incident – Injury and Death *(Marsha Obremski)*

A-5 Approval – Revisions to Policy 87 – Quality Improvement Program *(Marsha Obremski)*

Masha Obremski summarized the proposed changes to Policy 16 and Policy 87, which consisted of updating pronouns, removing procedures and formatting for the new template. Marsha proposed that Policy 44 be retired because the policy has been incorporated into Policy 16.

John Collins made the following motions:

Policy 16 – That the Board approve the revisions to the Incident Reporting policy as presented.

Policy 44 – That the Board approve retiring the current Seriou Incident/Injury and Death policy as presented.

Policy 87 – That the Board approve the revisions to the Quality Improvement Program policy as presented.

Bruce Keener seconded these motions. These motions passed as follows:

Yes – 12
No – 0
Abstain – 0

A-6 Authorization for Payment of James City County Service Authority (JCSA) Tap Fees *(Kyra Cook)*

As a part of the ongoing development of the Colonial Behavioral Health (CBH) campus and construction of the Center for Support and Wellness, we are required to pay water and sewer "tap" fees to JCSA. These fees are necessary to connect the facility to public utilities and are critical to maintaining the construction schedule.

Both the exact amount and the timing of payment remain uncertain. The JCSA process has proven difficult to predict, with limited advance communication followed by requests for prompt payment once applications are submitted. Based on current estimates, the total cost is not expected to exceed $115,000. While this amount exceeds the original budget allocation for utility connection fees, it can be accommodated within the overall project budget without impacting the total project cost.

Board authorization is required under CBH policy for any expenditure exceeding $50,000.

Sean Dunn made a motion to authorize the Executive Director of Colonial Behavioral Health to approve and execute payment for James City County Services Authority tap fees in an amount not to exceed $115,000, utilizing the most appropriate and timely payment method, including execution of a change order, if necessary, in order to maintain the Center for Support and Wellness project schedule. Steve Miller seconded the motion. The motion passed as follows:

Yes – 12
No – 0
Abstain – 0

REPORTS:

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

For the period of March 11, 2026, through April 13, 2026, Colonial Behavioral Health (CBH) has successfully completed 4 hires (2 Full Time and 2 PRN/WAR which includes a paid intern). The agency currently has thirty (30) vacant positions, this total includes twenty-four (24) full-time positions, two (2) part-time positions, and four (4) PRN/WAR positions. During this identified period, CBH has a total of four (4) separations (2 Full-Time and 2 PRN/WAR).

March 2026 Financial Report (*Sherri Ousey*)

Sherri Ousey (Director of Finance) presented the March 2026 Financial Report. Personnel remains at the top of our expenditures. Our operating budget remains consistent with previous month.

CBH FY 27 Operating Budget (*Sherri Ousey*)

Sherri Ousey (Director of Finance) presented the Draft Operating Budget Summary for FY27.

<u>Key Assumptions</u>: The FY27 Operating budget is projected to be 2.3% over the FY26 Revised Budget (RB). This draft does not yet include all Director priority expense requests for FY27 or state dollars.

<u>Revenues</u>: FY26 included one-time funding that did not carry over to FY27. FY27 includes carry-over funding to support workforce restricted use, increased fee schedule, and local general funds.

<u>Expenses</u>: Assumes 214.5 FTEs; a 3% pay increase; with 5.7% attrition and a healthcare increase. Lower non-recurring expense for MCR, which was supported by one-time funding in FY26.
Our Finance Department plans to have firmer data to present to the Executive Committee on May 18th. The draft budget will be presented to the Board again at our June Board meeting.

Executive Director's Report (*D. Coe*)
<u>Agency Issues</u>
Our Board members are invited to a "hard hat" tour of the CSW on Tuesday, June 2nd at 1:00pm. Kristy Wallace will send a meeting invite after today's Board meeting.
The VACSB Training Conference will take place this week in Richmond. The VACSB Public Policy Conference will take place October 7-9, in Roanoke, VA.
We are pleased to report that complications associated with the $2M secured by Congressman Wittman have been resolved.
<u>Community Issues</u>
We are hosting four (4) feedback sessions, during the months of May and June, related to Phase II of our facility development plan. The four (4) separate sessions will receive focused input from: CBH staff, individuals with lived experience and families, public/community session (including Board members), and agency partners and stakeholders.
<u>Public Policy</u>
With Virginia not pursuing the statewide federal CCBHC Demonstration Grant opportunity this year, there remains the opportunity for individual agencies to seek CCBHC status by applying for a SAMHSA CCBHC Expansion grant. We were unsuccessful in our 2024 application, but plan to submit again this summer. The Expansion Grant provides funding for four (4) years but does not include an advantageous billing mechanism like the statewide grant. Marsha Obremski leads this project.

ADJOURNMENT:
A motion to adjourn the meeting was made by Bruce Keener and seconded by Gerald Patesel. The motion passed as follows:
Yes – 12
No – 0
Abstain – 0
The meeting was adjourned at 3:49pm.

NEXT MEETING:
Date: Tuesday, June 2, 2026
Location: 473 McLaws Circle, Williamsburg, VA 23185
Time: 3:00pm

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

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING
473 McLaws Circle, Williamsburg
May 18, 2026, at 2:00pm

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

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

Committee Members Absent:
N/A

CBH Staff Present:
David Coe, Marsha Obremski, Kyra Cook, Sherri Ousey, Chaenn Thomas, Kristy Wallace, Allison Brody, Michelle Lakins-Waller

Members of the Public:
N/A

UPDATES/DISCUSSION ITEMS

Recruitment/Hiring/Turnover Update **(*Chaenn Thomas*)**
For the period of April 14, 2026, through May 12, 2026, Colonial Behavioral Health (CBH) has successfully completed four (4) hires (full-time positions). The agency currently has thirty-three (33) vacant positions, this total includes twenty-seven (27) full-time positions, two (2) part-time positions, and four (4) PRN/WAR positions. During the identified period, CBH had a total of nine (9) separations (eight (8) full-time, and one (1) PRN).
Update: since the time of the report above, CBH has had a total of thirteen (13) separations (eleven (11) full-time and two (2) PRN) – most were performance related. This brings our total number of vacant positions to thirty-five (35).

Facility Development Update **(*Kyra Cook*)**
Phase I (CSW)
A Hard Hat Tour of the CSW has been scheduled for Tuesday, June 2nd at 1:00pm (prior to our June Board meeting). Please RSVP to Kristy Wallace if you have not already. There will be an action item on the June Board Meeting Agenda regarding stormwater – this has been on the Board's radar for some time; we are now ready to request approval.
Phase II
Renderings of Phase II were passed around while Kyra Cook updated the Executive Committee. CBH will be meeting with Genoa (pharmacy) tomorrow; several meetings will take place with SEVHS. CBH is holding/has held four (4) charettes to inform and receive feedback on Phase II.

1. May 13th – 12:00pm at People's Place (individuals with lived experience)
2. May 13th – 4:00pm at Stryker Center (Community Stakeholders and CBH Board Members)

3. May 20th – Blossom Bash (Employee Appreciation Event at James City County Recreation Center)
4. June 5th – Afternoon of the SIM Workshop (Community Partners)

Bruce Keener asked if CBH has considered 20% growth in the future? David Coe replied. "No, at this time, not everything has been accounted for although things will also change in the future. Workforce will change – telework, etc."

Bruce Keener asked about the traffic circle – has there been any talk about a cut through with CBH at one end and the new government building at the other. Response: currently, there has been no conversation.

Bruce Keener requested an update on Cardinal Ridge – this continues to be delayed. CBH may need to go through the SUP process.

Compliance Reports **(*Michelle Lakins-Waller*)**

Michelle Lakins-Waller presented CBH's compliance reports. These annual reports summarize the data collected regarding incidents of abuse, neglect, and exploitation for the calendar year of 2025. These reports are provided to DBHDS, Office of Human Rights and MCOs (Manage Care Organizations). *Please note: reportable complaints involve an individual that receives services from CBH – it does not mean that these complaints happened at one of our locations or under the care of a CBH employee.*

April 2026 Financial Report **(*Sherri Ousey*)**

Sherri reviewed the Financial Report as of 4/30/2026. The recognized total revenue is $20.4M. Our total expenditure is largely consumed by personnel (70%). Operating budget is $1.7M.

Friendsgiving/Fundraising Discussion **(*Allison Brody*)**

CBH will need our Board members to promote our campaign – we need everyone to sing from the same sheet of music. CBH will need to form campaign committees (coalitions of the willing). As a Board member – who should CBH connect with? Time, Talent, Treasure, Testimony and Ties → input and ideas. Allison passed out the case statement to the Executive Committee members and requested feedback by Friday May 22nd. The case statement explains what we are doing and why we need to raise funds. People don't read like they used to – CBH will create videos to be "in" the community. The videos will contain stories – data doesn't move people, stories do! CBH will need 100% Board participation – there is no minimum amount. Allison was pleased that CBH already established a relationship with the Williamsburg Health Foundation to accept gifts on behalf of CBH – this lifted a huge administrative burden from CBH). Naming of the campus – this is a community project led by CBH. People love the word "community" – provides a sense of participation.

FY 2025 Audit Presentation (RFC) **(*David Coe/Sherri Ousey*)**

Robinson, Farmer, Cox Associates (RFC) performed CBH's FY 2025 audit and were scheduled to present the audit to the Board during our May Board meeting. RFC did not attend the Board meeting. David Coe asked the Executive Committee if they would like RFC to present the audit electronically to the Board at our June meeting. It was agreed that Sherri Ousey would prepare a summary sheet of the audit and present it during our June Board meeting.

CCSI-CBH Leases **(*David Coe*)**

David Coe explained that money has been moving from CBH to CCSI without a formal lease in place. David and Sherri would like to have a better understanding of the "carry over funds" – Sherri's due diligence has gotten CBH close, but we are not there yet. David does not want to put leases in front of the Board without numbers attached. David decided that this topic will be covered at the Board meeting in July (after CBH's Board Planning Day).

<u>ANTICIPATED ACTION ITEMS – 5/5 BOARD MEETING</u>

- **Election – FY 2027 CBH Board Officers** **(*Nominating Committee)***

- **Resolution – USDA Funding for CSW Predevelopment** **(*David Coe/Kyra Cook*)**

- **Approval – Stormwater Change Order** **(*Kyra Cook*)**

- **Policy Reviews** **(*David Coe*)**
    - CBH By Laws

- **FY 2027 Operating Budget** **(*Sherri Ousey*)**
  CBH will present our FY 2027 Operating Budget (Spending Plan) to the Board in June – State budget is not available. The State Budget includes a possible increase of 2% to DD Services and a 2%-3% cost of living increase for employees. CBH's operating budget will need to be amended in September. 2026. CBH will present a list of contracts over $50K to the Board in June.
  CSW State Funding will be provided six months prior to completion date – aids in hiring staff. CBH will receive 2 Quarter payments in July 2026 (April-June and July-September). CSW staff will begin with community work, transitioning into CSW work. CBH cannot bill for services until we are open 24 hours a day.

- **DBHDS Performance Contract** **(*David Coe*)**
  The DBHDS Performance Contract has not been received. CBH will remove this action item from the Board agenda, and we will revisit it in September.

- **Evaluation of Executive Director** **(*Closed Session*)**
  Chaenn will send a reminder to the Board after today's Executive Committee meeting.

<u>OTHER ITEMS for 6/2 BOARD</u>

Friendsgiving/Fundraising Presentation (*Allison Brody*)
Executive Director's Report (*David Coe*)

Items from the Committee
N/A

Adjournment
John Collins made a motion to adjourn the meeting at 3:54pm; all were in favor.

NEXT MEETING
TBD

Action Item A-1

CBH NOMINATING COMMITTEE

SLATE OF OFFICERS
CBH Board of Directors
Fiscal Year 2027

CHAIR:	Bruce Keener	(York County)
VICE CHAIR	Amber Richey	(York County)
SECRETARY	Lynette Diaz	(James City County)
TREASURER	John Collins	(York County)
MEMBER AT-LARGE	Donyale Wells	(James City County)

NOTE: The CBH Board Executive Committee also serves as the Board of Directors for Colonial Community Services, Inc.

Action Item A-2

Resolution Authorizing USDA Rural Development Application Documents for Phase II Campus Development

Attached for your consideration is a proposed resolution required by the United States Department of Agriculture (USDA) Rural Development as part of the application process associated with Congressionally Directed Spending secured by Congressman Wittman for Phase II of Colonial Behavioral Health's campus development project.

As the Board is aware, CBH is advancing planning and development of the next phase of the campus, which is intended to support integrated behavioral health, medical, pharmacy, case management, and related community-based services through partnerships and coordinated care delivery.

USDA Rural Development requires adoption of a formal governing body resolution authorizing the execution of application materials and related documents necessary to pursue federal financial assistance. The attached resolution affirms the Board's willingness to comply with the required federal agreements and documentation associated with the application process.

The resolution further authorizes the Executive Director to execute, on behalf of Colonial Behavioral Health, the required USDA application materials and related documents associated with obtaining financial assistance.

Approval of this resolution is a required procedural step in the USDA application process tied to the Congressionally Directed Spending request. CBH legal counsel has reviewed the resolution.

Suggested Motion:

That the Colonial Behavioral Health Board of Directors adopt the attached resolution required by USDA Rural Development in support of the application process associated with Congressionally Directed Spending for Phase II of the CBH campus project and authorize the Executive Director to execute the required documents on behalf of Colonial Behavioral Health.

RESOLUTION OF GOVERNING BODY OF

Colonial Behavioral Health

The Governing Body of Colonial Behavioral Health, consisting of 13 seated members, in a duly called meeting held on the 2nd day of June, 2026, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) to construct an integrated care health campus development to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Executive Director of Colonial Behavioral Health be authorized to execute on behalf of the Board of Directors the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

__Colonial Behavioral Health__
[ENTITY NAME]

By: _____Ryan Ashe____________

Title: ___Board Chair_______

Attest: ___________________________
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of Colonial Behavioral Health in a duly assembled meeting on the 2nd day of June, 2026.

____
Secretary/Clerk

Revised 08/23/2018

Action Item A-3

Approval of Change Order – Stormwater Infrastructure Repair

Background:

The purpose of this memorandum is to request Board approval of a change order to the Center for Support & Wellness Comprehensive (CSW) Agreement with Henderson, Inc. in the amount of $94,819.15 related to stormwater infrastructure repairs on the Colonial Behavioral Health campus site.

The proposed work includes labor, materials, and equipment necessary to install new 24-inch reinforced concrete pipe (RCP) between two stormwater structures and perform associated pipelining services. The scope specifically includes:

- Installation of new 24" RCP between two existing stormwater structures
- Pipelining services
- Backfilling of new storm structures and piping using onsite excavated materials

Staff recommends proceeding with this repair now because the stormwater infrastructure is located across Schmidt Road from the CSW and directly supports the broader campus master plan currently under design as part of Phase 2 development activities. Completing the work now allows the repair to be integrated thoughtfully into long-term campus planning and infrastructure coordination rather than addressed later as a standalone repair. Additionally, the repair is necessary to allow the CSW site stormwater system to function properly.

Funding for this work is available through the capital funding awarded by the Williamsburg Health Foundation for Phase 2 campus development activities.

Recommended Motion:

That the Board of Directors authorizes the Executive Director to execute a Change Order in the amount of $94,819.15 for stormwater infrastructure repairs associated with the Colonial Behavioral Health campus project.

Action Item A-4

Updated Authorization for James City County Service Authority (JCSA) Connection Fees

Background
At its May meeting, the Board of Directors authorized the Executive Director to approve and execute payment of James City County Service Authority (JCSA) water and sewer connection fees in an amount not to exceed $115,000 in order to maintain the construction schedule for the Center for Support & Wellness.

Subsequent to that approval, Colonial Behavioral Health formally submitted the utility connection application to JCSA. Following submission, CBH Accounts Payable received official notice from JCSA establishing the required water and sewer connection fee at $115,269.73.

JCSA has advised that this amount is only valid through the month of June. Delays beyond that timeframe could result in additional cost increases due to updated fee schedules or other pricing adjustments.

Construction and Financial Considerations
In addition to ongoing construction cost escalation pressures generally affecting the market, this matter also carries schedule implications for the Center for Support & Wellness project. Timely payment is necessary to avoid potential impacts to utility connection timing and overall project sequencing.

While the revised amount slightly exceeds the Board's previously approved authorization threshold, the expense remains manageable within the overall approved project budget and does not increase the total project budget.

Because CBH requires Board authorization for expenditures exceeding approved amounts, staff must return to the Board to request updated authorization reflecting the final invoiced amount and allowing a small contingency for any final administrative adjustments or related fees.

As previously discussed, the timing of JCSA processing and payment expectations may also require CBH to utilize the most expedient payment method available, including coordination through Henderson, Inc. via change order if necessary to avoid schedule delays.

Request
Staff requests that the Board authorize the Executive Director to approve and execute payment of the JCSA water and sewer connection fees in an amount not to exceed $116,000, utilizing the most efficient and timely payment method available in order to maintain the Center for Support & Wellness project schedule.

Action Item A-4

Recommended Motion

Move to authorize the Executive Director of Colonial Behavioral Health to approve and execute payment to the James City County Service Authority for water and sewer connection fees in an amount not to exceed $116,000, utilizing the most appropriate and timely payment method, including execution of a change order if necessary, in order to maintain the Center for Support & Wellness project schedule.

Action Item A-5

Authorization to Execute Contract Modification with McDonough Bolyard Peck (MBP)

The purpose of this memorandum is to request Board authorization for the Executive Director to execute Contract Modification #1 with McDonough Bolyard Peck, Inc. (MBP) for continued Owner's Representative services associated with the design phase of Colonial Behavioral Health's Phase II campus development project.

MBP has served as CBH's Owner's Representative throughout Phase I of the campus development project and has provided valuable project management, coordination, cost oversight, and technical support during the development of the new Center for Support and Wellness. In addition, MBP has assisted CBH through the PPEA/progressive design-build process associated with the Phase II project.

CBH is currently operating under an existing agreement with MBP in the amount of $22,500, which did not require Board authorization under Board policy. With Henderson, Inc.'s engagement as the design-builder for the Phase II project, additional Owner's Representative support is needed during the design phase. Therefore, MBP has submitted Contract Modification #1 to expand the scope of services and increase the contract amount above the Board's $50,000 authorization threshold.

Under the proposed modification, MBP will assist CBH with a range of services including:

- Design phase meeting participation and coordination;
- Review of project invoices, payment applications, and change orders;
- Budget development and cost oversight;
- Quality assurance review of contractor cost estimates;

The modification extends the period of performance through April 30, 2027. The proposed additional not-to-exceed amount is $125,413.84, increasing the total contract value from $22,500 to $147,913.84. This work is included within the project budget.

Approval is requested to allow the Executive Director to execute this contract modification on behalf of Colonial Behavioral Health.

Recommended Motion:
Move to authorize the Executive Director to execute Contract Modification #1 with McDonough Bolyard Peck, Inc. for continued Owner's Representative services related to the design phase of CBH's Phase II campus development project in an amount not to exceed $125,413.84, for a total contract value of $147,913.84.

Action Item A-6

CBH Bylaws Review

Background:

CBH Bylaws are reviewed periodically to assure continued compliance with state and federal statutes, and to reflect the Board's commitment to effective operations as a governing body.

A policy review calendar was approved by the Board in 2025, establishing a regular annual timeframe for approval of agency governance policies, as well as agency Bylaws. According to the approved calendar, Bylaws will be reviewed at least annually in the June meeting.

The attached Bylaws are currently in place. The Bylaws have been reviewed by legal counsel with no recommendations being made for revision.

.

Recommended Motion:

That the CBH Board affirms the current CBH Bylaws.

<u>CBH Bylaws</u>

Colonial Behavioral Health and its Board of Directors are constituted legally and are governed by the following Bylaws.

ARTICLE I – NAME, DEFINITIONS AND OFFICES

1. <u>Name</u>. The name of this Organization shall be Colonial Behavioral Health.
2. <u>Definitions</u>. As used in these Bylaws.
    a. "Board" shall mean the Board of Directors of CBH and
    b. "CBH" shall mean this organization, Colonial Behavioral Health and
    c. "Code" shall mean the Code of Virginia of 1950, as amended, and
    d. "Department" shall mean the Commonwealth of Virginia Department of Behavioral Health and Developmental Services.
    e. "Establishing Localities" shall mean the Cities of Williamsburg and Poquoson and the Counties of James City County and York County, all in the Commonwealth of Virginia, and
    f. Capitalized terms not otherwise defined in these Bylaws shall have the meanings given to such terms by Chapter 1 of Title 37.2 of the Code of Virginia of 1950, as amended.
3. <u>Location of Offices</u>. The offices of the Board shall be located in one or more of the Established Localities.

ARTICLE II - PURPOSE

<u>Section 1.</u> Pursuant to Chapter 5 of Title 37.2 of the Code, CBH is established by the Establishing Localities. Accordingly, the purpose of CBH is to provide a system of comprehensive community mental health, intellectual/developmental disability, and substance use disorder services through its own staff, or through contracts with other providers, which relate to and are integrated with existing and planned programs within the Establishing Localities. The Board is an operating Community Services Board that is accountable to the local governing bodies Establishing Localities in the provision of these services.

<u>Section 2.</u> CBH is formed and will be operated exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III - MEMBERSHIP

<u>Section 1.</u> The membership of the Board shall consist of fifteen (15) persons. Appointments to the Board of Directors shall be broadly representative of the community encompassed by the Establishing Localities.

Section 2. The process of appointments of membership to the Board of Directors shall be in accordance with Section 37.2-501 of the Code. The City Councils of Williamsburg and Poquoson, and the Boards of Supervisors of James City County and York County shall appoint members to the Board in the following manner: two members each from the Cities of Williamsburg and Poquoson; five members from James City County; and six members from York County.

Section 3. The term of office, filling of vacancies, and removal of Board members shall be governed by Section 37.2-502 of the Code. The term of office of each member of the Board shall be for three years beginning July 1 of the year of appointment. Vacancies shall be filled for unexpired terms in the same manner as original appointments. No person shall be eligible to serve more than three full three-year terms except as permitted by Section 37.2-502 of the Code; persons heretofore or hereafter appointed to fill vacancies may serve three additional full three-year terms in addition to the remainder of the vacant term being filled.

Section 4. Ex-officio members may be appointed to the Board of Directors. Past Board members of Establishing Localities may be appointed as ex-officio members of Board's standing or ad-hoc Committees. An ex-officio member of either the Board of Directors or one of its Committees shall serve at the pleasure of the Board in an advisory capacity, with no voting privileges. Such ex-officio members may be nominated by any current Board member and be approved by a majority vote of the Board members present at a duly called Board meeting at which there is a quorum. The length of each term of an ex-officio member will be for one year from the date of appointment. No more than two ex-officio members shall serve on any one Committee at the same time.

Section 5. Members of the Board will not be compensated for attendance at meetings of the Board. Members will be reimbursed for reasonable expenditures incurred for attendance at Board related training or business, subject to the reasonable review of CBH Fiscal staff.

ARTICLE IV - POWERS AND DUTIES

Section 1. The Board shall have the general powers, duties, and responsibilities of an operating Community Services Board as outlined in Section 37.2-504, Code. The Board of Directors has the responsibility to entrust duties to CBH staff, and to ensure that all reasonable actions to fulfill the purposes of CBH are carried out consistent with the approved budget of CBH. Accordingly, the powers and duties of the Board include but are not limited to the following:

a. Review and evaluate all existing and proposed public community mental health, intellectual/developmental disabilities and substance use disorders services and facilities available to serve the community within the Establishing Localities and such private services and facilities as receive funds through it and advise the local governing body or bodies of the Establishing Communities as to the Board's findings.

b. Pursuant to §37.2-508 of the Code, submit to the governing body of each Establishing Community an annual performance contract for community mental health, intellectual/developmental disability and substance use disorder services for its approval prior to submission of the contract to the Department.

c. Within amounts appropriated therefore, provide such services as may be authorized under such performance contract.

d. In accordance with the approved performance contract, enter into contracts with other providers for the rendition or operation of services or facilities in order to accomplish the CBH purposes.

e. Make rules, policies, or regulations concerning the rendition or operation of services and facilities under its direction or supervision, subject to applicable standards, policies, or regulations promulgated by the State Board of Behavioral Health and Developmental Services, hereinafter referred to as the “State Board”.

f. Appoint an Executive Director of community mental health, intellectual/developmental disability and substance use disorder services, according to minimum qualifications established by the Department and prescribe his or her duties. The compensation of the Executive Director shall be fixed by the Board within the amounts made available by appropriation therefore. The Executive Director shall serve at the pleasure of the Board and be employed under an annually renewable contract that contains performance objectives and evaluation criteria. The selection of the Executive Director for adherence to minimum qualifications established by the Department and the salary ranges of the Executive Director and senior management staff shall be subject to approval by the Department.

g. Prescribe a reasonable schedule of fees for services provided by personnel or facilities under the jurisdiction or supervision of the Board and establish procedures for the collection of the same. All fees collected shall be included in the performance contract submitted to the Establishing Localities pursuant to subdivision 2 hereof and Section 37.2-508 of the Code and shall be used only for community mental health, intellectual/developmental disability and substance use disorder purposes. The Board shall institute a reimbursement system to maximize the collection of fees from persons receiving services under their jurisdiction or supervision consistent with the provisions of § 37.2-511 of the Code and from responsible third-party payors.

h. Accept or refuse gifts, donations, bequests or grants of money or property from any source and utilize the same as authorized by the governing body or bodies of the Establishing Localities.

i. Seek and accept funds through federal grants. In accepting such grants the Board shall not bind the governing bodies of the Establishing Localities to any expenditures or conditions of acceptance without the prior approval of such governing body or bodies.

j. Have authority, notwithstanding any provision of law to the contrary, to disburse funds appropriated to it in accordance with such regulations as may be established by the governing bodies of the Establishing Localities.

k. Apply for and accept loans as authorized by the governing bodies of the political Establishing Localities. This provision is not intended to affect the validity of loans so authorized and accepted prior to July 1, 1984.

l. Develop joint written agreements, consistent with policies adopted by the Board, with local school divisions; health departments; boards of social services; housing agencies, where they exist; courts; sheriffs; area agencies on aging; and regional Department of Rehabilitative Services offices. The agreements shall specify the services to be provided to consumers. All participating agencies shall develop and implement the agreements and shall review the agreements annually.

m. Develop and submit to the Department the necessary information for the preparation of the Comprehensive State Plan pursuant to 37.2-315 of the Code.

n. Take all necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and services planning, delivery, and evaluation.

o. Institute, singly or in combination with other community service boards or behavioral health authorities, a dispute resolution mechanism that is approved by the Department and enables consumers and family members of consumers to resolve concerns, issues, or disagreements about services without adversely affecting their access to or receipt of appropriate types and amounts of current or future services from the community services board.

p. Notwithstanding the provisions of 37.2-400 of the Code or any regulations promulgated hereunder, release data and information about individual consumers to the Department so long as the Department implements procedures to protect the confidentiality of such information.

q. Approve or disapprove all individual expenditures of CBH in excess of Fifty Thousand Dollars ($50,000.00).

Section 2. The powers, duties, and responsibilities of the Board are to be expanded or reduced in accordance with any amendments enacted by the Virginia General Assembly to Sections 37.2-504 and 37.2-505 of the Code.

ARTICLE V - OFFICERS OF THE BOARD AND THEIR DUTIES

Section 1. The officers of the Board shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer and Member-At-Large, who shall be elected by the Board and serve at the pleasure of the Board. All officers shall be members of the Board.

Section 2. The duties of the Chairperson shall be:

a. To preside at all meetings of the Board and Executive Committee.
b. To develop and set the agenda of Board meetings.
c. To appoint members to all standing committees and to appoint members to any ad hoc committees created by the Board.
d. To work closely with the Executive Director of the Board.
e. To perform any other duties determined by the Board.

Section 3. The Vice-Chairperson shall in the Chairperson's absence perform his/her duties.

Section 4. The Secretary shall ensure that accurate records of the Board are maintained. The Secretary shall assure the Board that proper notices of Board and Executive Committee meetings are provided and shall perform other duties as requested by the Board.

Section 5. The Treasurer shall be the custodian of all money, funds, and securities of CBH, and shall:

a. Report the financial status of CBH at the Annual Meeting, and as requested by the Executive Committee;

b. Study and advise the Executive Committee on matters concerning the financial structure of CBH;

c. Act on any other financial matters as may be directed by the Executive Committee;

Section 6. The Member-At-Large shall serve as a voting member.

ARTICLE VI – EXECUTIVE DIRECTOR

Section 1. The Executive Director of the CBH is responsible for carrying out the prescribed duties of the Board, which include planning, developing and executing the comprehensive policies, services and operations of CBH.

Section 2. The Executive Director is responsible for employing all personnel essential to the Mission of CBH. The Executive Director will hire such Directors as are needed to effectively manage the direction and operations of the agency. Under the direction of the Executive Director these positions are responsible for carrying out the policies and procedures of CBH.

ARTICLE VII - NOMINATIONS, ELECTIONS, TERMS, AND REMOVAL OF OFFICERS

Section 1. The Chairperson shall appoint a Nominating Committee, which shall not be a standing committee. This Committee shall be composed of three members of the Board appointed by the Chairperson no later than the April regular monthly meeting each year. This Committee is required to compile a slate of nominees for the election of officers. The slate shall contain at least one nominee for each office. From the slate of officers prepared by the Nominating Committee the Board shall elect its officers by a majority vote at the regular June monthly meeting of each year provided that a quorum is present, and provided that the slate shall have been presented to the Board at its May meeting. If a quorum is not present the election shall be postponed until the next monthly meeting that a quorum is present, and the existing officers shall remain in office until that time.

Section 2. The term of office for each officer shall be for one year. The election shall be by ballot if there is more than one nominee for the same office. No officer may serve more than three consecutive terms in a single office.

Section 3. Any vacancy occurring in the officers during a term of office shall be filled by appointment by the Chairperson.

ARTICLE VIII – REMOVAL OF OFFICERS

Any officer may be removed from office by a two-thirds majority vote of the members present at a duly called meeting, provided that a quorum is present. Upon removal the Chairperson shall appoint a successor to fill the unexpired term. If the Chairperson is removed from office, the Vice-Chairperson shall immediately become the Chairperson and he/she shall appoint a successor to fill the unexpired term of the Vice Chairperson.

ARTICLE IX - MEETINGS

Section l. Meetings shall be held at a time and place to be determined by the Board. There will be at least six meetings a year. All meetings of the Board and Board Committees shall be publicly announced, to include the meeting dates, times and locations, at least three days in advance of all meetings. Closed meetings will be convened in accordance with the Virginia Freedom of Information Act, Title 2.2, Sections 3700 – 3715 of the Code.

Section 2. Special or emergency meetings of the Board and of Board Committees may be called by the Chairperson or upon written request of three members of the Board or of such Committee, specifying the purpose of the meeting. Public announcement of the meeting, reasonable under the circumstance of the call, but no less than 24 hours prior to such meeting, shall be made. No business may be transacted at such a special or emergency meeting except that which is specified in the call.

Section 3. The quorum for all Board of Directors meetings shall be the majority of the actual current membership of the Board.

Section 4. Subject to the requirements of this Article for notice and public announcement, the Executive Committee shall meet at the discretion of the Chairperson.

Section 5. The quorum for all Executive Committee meetings shall be a majority of filled Committee positions.

ARTICLE X - EXECUTIVE COMMITTEE

1. Executive Committee. The Executive Committee shall consist of the elected officers of the Board. There should be at least one new member elected to this Committee annually whenever possible.

2. It shall be the duty of this Committee to conduct the necessary business between meetings of the Board and any other issue that is directed by resolution of the Board to conduct. All actions are to be reported at the next meeting of the Board. The Board may override any previous actions taken by the Executive Committee. Executive meetings shall be held in accordance with the Virginia Freedom of Information Act Title 2.2, Sections 3700-3715 of the Code.

3.The Executive Committee shall be chaired by the Chairperson of the Board. It shall aid in the preparation, review and presentation of budgets and audits over which the Board has authority, and review of the annual audit. This Committee shall also aid in the preparation, review and presentation of CBH governance policies.

ARTICLE XI – STANDING COMMITTEES

Notwithstanding anything in these Bylaws to the contrary, Committees are only empowered to make recommendations to the Board, and any action taken by a Committee shall not bind the Board in any manner. The Board shall be free to approve, disapprove or disregard any action and/or any Committee recommendation in its sole discretion.

There shall be the following Standing Committees:

1.. Services and Evaluation Committee. This Committee shall be responsible to aid in the planning, review and evaluation of all direct services provided by CBH, directly or by contract.

2.. Public Awareness Committee. This Committee shall be responsible to aid in the planning, review and evaluation of all public awareness and advocacy initiatives provided by CBH, directly or by contract.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The latest edition of Roberts Rules of Order, revised, shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. The Chairperson shall be the final arbiter of whether or not a procedure used in any given circumstance is consistent with the provisions of this Article. A challenge to the procedure used may only be made by a member and only during the meeting at which the questioned procedure is utilized and only in accordance with Robert's Rules of Order. After the termination of such meeting, the procedure may no longer be challenged and the matter involving the questioned procedure is conclusively resolved as determined in such meeting.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended at any regular monthly meeting of the Board by two-thirds vote of member present, provided (i) any proposed amendments to the Bylaws have been submitted to all Board members in writing at least two weeks prior to such meeting and (ii) a quorum is present at such meeting.

ARTICLE XIV - DISSOLUTION

Upon the dissolution of the Board and after paying or making provisions for the payment of all the liabilities of the Board, the remaining assets of CBH will be transferred:

(i) to the Federal, State, or applicable local governments, or

(ii) to an organization(s) chosen by the Board which is exempt from Federal Income taxation under 501(C) (3) of the Internal Revenue Code, exclusively for the purposes of the Board and in such a manner as to be used exclusively for public purposes.

Dated: ____________________________ ___________________________________

CHAIRPERSON

TESTE:

____

SECRETARY

Approved:	04-16-74		
Revised/Reviewed:	08-11-78	02-05-91	09-07-10
	02-02-79	09-10-96	02-05-13
	12-04-79	10-05-99	03-05-19
	06-02-87	09-14-04	06-07-22
	09-27-88	06-07-05	05-07-24
	10-03-89	03-06-07	06-03-25

Action Item A-7

Adoption of CBH Fiscal Year 2027 Operating Budget

Background:

This proposed budget reflects projected revenues and expenditures based on current knowledge for Fiscal Year 2027. The General Assembly has not yet passed a biennial budget, so we cannot be fully certain of state funding levels. Therefore, we have used very conservative projections for state and federal funds. Local government funding levels are known and included, and we believe earned revenue projections to also be realistic.

With a new Finance Director and a need to clarify several outstanding balance questions, we are pleased to have this budget available for the Board's approval, while recognizing that the information available to us is yet insufficient in some areas.

This proposed budget's effective dates are July 1, 2026, through June 30, 2027. Additional information will need to be brought to the Board for allocation during the coming year.

Highlights of this <u>OPERATING BUDGET</u> primarily consist of:

- A small (2.3%) increase in the total budget;
- Specific contracts with values exceeding $50,000;
- A 3% Cost of Living increase for staff to be paid in July 2026;
- Employee health insurance premiums paid by the agency;
- Set-aside of $325,000 to reconcile health insurance costs with York County;
- Increased local funding levels from each locality; and
- Use of a 5.7% attrition (vacancy) rate for personnel costs.

Not included in this budget are the following:

- Operating budget numbers for the Center for Support & Wellness;
- Most Director-submitted budget priorities for the year; and
- Capital Improvement Plan (CIP) and budget.

Staff requests that the Board approve this preliminary budget to support needed CBH staff pay increases and to authorize payment for large contracts supporting agency operations.

It will be necessary for staff to bring revisions to this budget to the Board in July 2026 to appropriate any additional revenues, and to authorize CBH operations and plans not covered in this preliminary budget.

<u>Recommended Motion:</u>

That the Board of Directors approve the proposed preliminary Colonial Behavioral Health FY 2027 Operating Budget.

COLONIAL BEHAVIORAL HEALTH
DRAFT Operating Budget Summary
Fiscal Year 2027

Account	FY27 Budget	FY26 Revised Budget	27B v 26RB Better/ (Worse)	27B v 26RB %Δ
Revenue	**$ 26,107,325**	**$ 25,530,210**	**$ 577,115**	**2.3%**
Fee Revenue	6,614,257	6,421,285	192,972	3.0%
Local Revenue	4,361,175	4,147,000	214,175	5.2%
State Revenue	14,006,632	14,001,982	4,650	0.0%
Other Revenue	1,125,262	959,943	165,319	17.2%
Expense	**$ 26,107,325**	**$ 25,530,210**	**$ (577,115)**	**-2.3%**
Personnel	20,115,239	19,161,019	(954,220)	-5.0%
All other operating expenses:	5,992,086	6,369,191	377,105	5.9%
Operating Margin	**$ 0**	**$ -**	**$ 0**	
Year over Year				2.3%

FY27 v. FY26 - Key Assumptions

FY27 Operating budget is projected to be 2.3% over the FY26 Revised Budget (RB).
This current draft does not yet include all Director priority expense requests for FY27.

Revenues:
>FY26 included one-time funding that did not carry over into FY27.
>FY27 includes carry-over funding to support workforce restricted use, increased fee schedule and local general funds.

Expenses:
>Assumes 214.5 FTEs; a 3% pay increase; with 5.7% attrition and a healthcare increase.
>Lower non-recurring expense for MCR, which was supported by 1-time funding in FY26.

COLONIAL BEHAVIORAL HEALTH
DRAFT Operating Budget Summary
Fiscal Year 2027

Revenue: $26,107,000

- State & Federal (estimated) = $14,006,600; Held flat to FY26 until state approved
  - Includes Work Force restricted funding
  - Excludes Non-recurring HoM (House of Mercy) for PSH

- Local Tax Revenues = $4,361,000; Increase of $214,000 / +5.2%
  - James City County = $2,477,101; +5.6% Increase
  - York County = $1,342,807; +7.5% Increase
  - Williamsburg = $321,948; 8.0% Increase
  - Poquoson = $219,318; +8% Increase

- Fee Revenues = $6,614,300; Increase of $193,000 / +3%
  - Crisis MH Medicaid Fees

- Other (Misc.) Revenues = $1,125,300; Increase of $165,300 / +17.2%
  - General fund / LGIP Interest

Total Revenue Increase of $577,115 / +2.3%

COLONIAL BEHAVIORAL HEALTH
DRAFT Operating Budget Summary
Fiscal Year 2027

Expenses: $26,107,000

- Personnel= $20,115,200; Increase of $954,200 / +5.0%
  - 214.5 FTEs
  - 3% pay increase
  - 5.7% attrition rate
  - Healthcare increase

- All other Expenses = $5,992,100; Decrease of ($377,100) / (5.9%)
  - Non -recurring expense for MCR, which was supported by 1-time funding in FY26.

- This does not include Director priorities.

Total Expense Increase of $577,115 / +2.3%

COLONIAL BEHAVIORAL HEALTH
DRAFT Operating Budget Summary
Fiscal Year 2027

Schedule of Operating Expense Contracts >=$50k

Vendor	Contract Type	Amount	Purpose
Riverside Doctor's Hospital	Operating Expense	$201,676	CITAC security service (srvc.)
Cox Communications	Operating Expense	175,200	Internet, phone system, Ring Central
Oracle	Operating Expense	160,500	Electronic Health Record system
Endurance	Operating Expense	130,200	Azure NCE resource storage & backup; Infrastructure Mgd srvc.
Verizon	Operating Expense	100,200	Smartphones, jetpacks
Security Services*	Operating Expense	75,000	Unarmed security guard srvc.
Cleaning Services*	Operating Expense	70,610	Cleaning / Janitorial srvc.
Sonny Merryman	Operating Expense	70.050	Vehicle Replacements
Johnson Controls US Holdings	Operating Expense	60,000	Tyco-Security quarterly maintenance fee
IP Data Systems	Operating Expense	54,700	Arctic Wolf MS and MDR (Silver Level) bundle
Rapid Scale	Operating Expense	53,500	Wide Area Network (SDWAN) with EMS (VPN)
Subtotal >=$50k:	**Operating Expenses**	**$1,151,636**	

*RFP out of bid

COLONIAL BEHAVIORAL HEALTH
DRAFT Operating Budget Summary
Fiscal Year 2027

Schedule of Pass-thru Contracts >=$50k

Vendor	Contract Type	Amount	Purpose
Child Development Resources CDR	Pass – Thru	$1,191,211.56	Infant Early Intervention svcs
Spiritworks	Pass - Thru	121,718.04	Substance Use Disorder recovery support services
Subtotal >=$50k:	**Pass - Thru Funds**	**$1,312,929.60**	

Action Item A-8

Payment of VaRisk Insurance Premium for FY 2027

Background

CBH has been insured for many years in a manner similar to other Virginia public bodies through a VARisk plan. VARisk is a state-sponsored liability self-insurance plan administered by the Virginia Division of Risk Management (DRM) through the Virginia Association of Counties insurance division (VAcorp).

There is a significant premium increase this year related to cyber security and auto coverage, as well as for coverage of the new Center for Support & Wellness (CSW).

Each year, VAcorp submits a proposal that provides a breakdown of each coverage type. VAcorp has now provided their FY27 insurance renewal proposal (attached).

Attached is the Insurance Risk Management Consultant's prepared renewal comparison. Below is their summary and breakdown of the comparison:

> *"Overall, your total cost has increased 31.90% over your expiring premiums. The increase is mainly due to adding coverage for the new Center for Support and Wellness. Here is a summary of the renewal changes:*
>
> - *Automobile-total cost has increased 11.24% and your vehicle count increased by 2 vehicles.*
> - *General Liability and Crime-premiums remained the same as expiring.*
> - *Excess-premium is up 5.28% due to the increase in the Auto premium.*
> - *Cyber Liability-premium increased 25.71% over expiring.*
> - *Property and Inland Marine-premium increased 111%, the average rate increased 2.52% and your values increased 106%.*
> - *Boiler & Machinery-premium increase follows Property coverage."*

While the coverage period for this renewal is for Fiscal Year 2027, the annual premiums are paid within the preceding fiscal year. Therefore, it is requested that the Board approve a portion of the new expenditure within the FY 2026 budget year. There are sufficient funds available to cover the increased rate (increase of $8,606 in FY26). The remainder of the $24,549 total increase will be applied in FY2027 upon CBH taking possession of the Center for Support & Wellness.

Recommended Motion

Move to authorize the Executive Director of Colonial Behavioral Health to approve and execute the CBH's property FY 2027 Property & Casualty Insurance Renewal through VAcorp at a total premium cost of $86,000 with premiums paid from FY 2026 funds.

VAcorp

Contribution Summary Form

Colonial Behavioral Health

Coverage	Deductible	Contribution
Property : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	$13,344
Inland Marine : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	$741
Equipment Breakdown	$1,000	$924
General Liability : $2,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	$11,235
Automobile : $2,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	$34,184
Crime : Blanket $500,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud $25,000 sublimit	$250	$1,075
Excess Liability : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses.	None	$3,168
Environmental Liability : $1,000,000 Limit	$25,000	Included
Security Risk Management Program :	None	Included
Cyber Risk : $5,000,000 Limit	None	$22,000
Grand Total Annual Contribution		**$86,671**
	*Dual Program Discount, **(savings included above, if applicable)***	$0
	Less Rate Credit(P&C)	($1,117)
	Total Contribution Due	$85,554

In order to be eligible for VAcorp membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime.

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

Recruitment Status
April 14, 2026 – May 12, 2026

Recruitment Status Update:
For the period of April 14, 2026, through May 12, 2026, Colonial Behavioral Health (CBH) has successfully completed 4 hires (Full-time positions). The agency currently has thirty (33) vacant positions, this total includes twenty-seven (27) full-time positions, two (2) part-time positions and four (4) PRN/WAR positions. During the identified period CBH had a total of 9 separations (8 Full-time and 1PRN).

Colonial Behavioral Health
Wellness, Support & Recovery Services

YEAR TO DATE REVENUES AND EXPENDITURES
as of
April 30, 2026

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State & Federal	$ 14,274,982	$ 10,871,863	$ 11,895,818	91%	$ (1,023,955)
Local	$ 4,147,000	3,412,500	3,455,833	99%	$ (43,333)
Fees	$ 6,421,285	5,234,066	5,351,071	98%	$ (117,005)
Grants/Other	$ 736,943	864,787	614,119	141%	$ 250,668
Total Revenue	$ 25,580,210	$ 20,383,216	$ 21,316,842	96%	$ (933,626)

EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	$ 19,181,019	$ 14,240,279	$ 16,230,093	88%	$ 1,989,814
Staff Development	$ 116,497	119,191	97,081	123%	(22,111)
Facility	$ 1,776,594	1,258,315	1,480,495	85%	222,179
Equipment and Supplies	$ 1,509,307	889,057	1,257,756	71%	368,699
Transportation	$ 189,408	152,013	157,840	96%	5,827
Consultant and Contractual	$ 2,549,955	1,802,031	2,124,962	85%	322,931
Client Supports	$ 87,348	61,241	72,790	84%	11,549
Miscellaneous	$ 170,083	187,567	141,736	132%	(45,831)
Total Expenditures	$ 25,580,210	$ 18,709,695	$ 21,562,752	87%	$ 2,853,057
Operating Margin		$ 1,673,520			

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
Total Revenue	$ 12,000,000	$ 6,703,634
Total Expenditures		$ 6,100,052
Balance:		$ 603,581

PHASE II - NEW BUILDING

CATEGORY	PROJECT BUDGET	PROJECT TO DATE
Total Revenue	$ -	$ 652,500
Total Expenditures		$ 23,953
Balance:		$ 628,547

COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – June 2026

Agency Issues

1. CBH's integrated care planning work with Southeastern Virginia Health System (SEVHS) was featured at the National Council for Mental Wellbeing's annual conference on April 28. Our partners at PCDC (Primary Care Development Corporation), who continue to support this work locally and nationally, delivered the presentation.
2. The VACSB Public Policy Conference will be held October 7-9 in Roanoke. If you are interested, please contact Kristy Wallace to manage your registration and lodging.

Community Issues

1. CBH was invited to participate in the City of Williamsburg Student and Family Support Community of Practice planning sessions taking place in 2026. The planning effort is being led by the WJCC School Division with involvement from a array of local leaders.
2. Our community's Sequential Intercept Mapping (SIM) exercise for local partners will be taking place June 4–5, hosted by the Williamsburg Police Department.
3. Feedback sessions related to CBH's facility plans are underway, with the final scheduled session to occur at the end of the SIM exercise noted above (June 5th).

Public Policy

1. As of this writing, the General Assembly has still not adopted a biennial budget.
2. We continue to plan for submission of a SAMHSA CCBHC Expansion grant this summer, with an anticipated federal funding posting date of 5/29/2026. The Expansion Grant provides funding for 4 years but does not include an advantageous billing mechanism like the statewide grant. Marsha Obremski leads this project.
3. General Assembly actions taken in the 2026 session will have significant impact on employment practices. FY 2027 will mark major changes in
    a. Pay transparency and hiring practices;
    b. Paid leave expansion (in phases during 2028 and 2029);
    c. Minimum wage increases; and
    d. Enforceability of noncompete restrictions.

   Other initiatives were not successful, but point to likely impacts in the 2027 session:
    a. Public-sector collective bargaining; and
    b. AI and employment-decision oversight.

   The changing labor regulation environment will require enhanced agency skills in terms of management, operations, information systems, and governance.

Respectfully submitted,
David A. Coe