

# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

April 20, 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

### Committee Members Absent:

John Collins

### CBH Staff Present:

David Coe, Marsha Obremski, Kyra Cook, Sherri Ousey, Chaenn Thomas, Kristy Wallace

### Members of the Public:

N/A

## UPDATES/DISCUSSION ITEMS

### Recruitment/Hiring/Turnover Update

*(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 had a total of four (4) separations (2 full-time and 2 PRN/WAR).

We have interviews scheduled for Friday for four (4) clinical positions that have been vacant for a long period of time. CBH increased the salary for these positions.

### Facility Development Update

*(Kyra Cook)*

#### Phase 1 (CSW)

On time, and we are in the final stretch. The easement issue (Va. Dominion Power) has been settled. Kyra would like to schedule a hard-hat tour of the CSW building and proposed Tuesday, June 2<sup>nd</sup> prior to the CBH Board meeting. Our CBH Executive Committee agreed to that date and a time of 1:00pm. Kyra will work with Henderson to solidify the date and time, and she hopes to get the invite out this week for that event.

#### Phase 2

CBH received confirmation that we will receive \$2M in funding and should be available in two months. These funds will be based on reimbursement (submit receipts, receive funding). CBH will utilize the funding from the Williamsburg Health Foundation for items that involve moving dirt (storm water).

The Kickoff meeting for Phase 2 will take place tomorrow. CBH will hold four stakeholder meetings:

1. Blossom Bash – May 20<sup>th</sup> (staff)

2. Afternoon after the SIM Workshop – June 5<sup>th</sup> (Community Partners)
3. Lived Experience – People’s Place – May 13<sup>th</sup> (Pizza Lunch)
4. Community Stakeholders and CBH Board of Directors – Stryker Center 4:00pm

### **March 2026 Financial Report**

**(Sherri Ousey)**

Sherri reviewed the Financial Report as of 3/31/2026. The recognized total revenue is \$18.3M. State revenue (\$934K) reflects that both PSH and Crisis drew less this past month. Our total expenditure is largely consumed by personnel. Operating budget is \$1.6M.

### **First Draft – FY 2027 Operating Budget**

**(Sherri Ousey)**

Sherri talked through key points related to the FY 2027 Operating Budget; the draft budget will be presented for approval in the coming weeks.

#### Key Revenue Assumptions

There are a few non-reoccurring revenues from FY26: We will no longer receive GWCAC funding after December 25th; No KOVAR is reflected, and non-recurrent funds for Mobile Crisis.

#### Key Expense Assumptions

2% COLA, 1% salary increase, increase in employee healthcare costs and 2.5% has been allocated for attrition.

Anticipated Operating Budget Range: \$25.9M - \$27.6M

### **ANTICIPATED ACTION ITEMS – 5/5 BOARD MEETING**

- FY 2025 Audit Report (Robinson, Farmer, & Cox) *(David Coe/Sherri Ousey)*  
The auditors will be present at May 5<sup>th</sup> CBH Board of Directors meeting to present the budget.
- Approval of One-Time Payment to Staff (2%; June 2026) *(Sherri Ousey/David Coe)*  
Workforce dollars will offset the gap between what is provided by the State.
- Policy Reviews *(Marsha Obremski)*
  - Policy 16 – Incident Reporting
  - Policy 44 – Serious Incident – Injury and Death  
This policy is recommended for retirement. It was wrapped up into Policy 16.
  - Policy 87 – Quality Improvement
- Contract Award: Consolidated Audit Services 2026 – 2029 *(Kisha Young)*  
Purpose: to establish a contract with a qualified independent certified public accountant firm to perform financial audits of Colonial Behavioral Health and its component units for fiscal years ending June 30, 2026, through June 30, 2029.  
Respondents: Two proposals were received in response to the solicitation:  
Roberson, Farmer, Cox Associates  
Brown Edwards & Company, L.L.P.  
Evaluation Process: An evaluation committee reviewed both proposals; each proposal was evaluated and scored independently, with results compiled for comparison. Reference checks were completed and considered as part of evaluation process.  
Recommendation: As of April 17, 2026, the evaluation process has been completed and Brown Edwards & Company, L.L.P. has been selected. Accordingly, staff

recommends that the Executive Committee approve the award of a contract to Brown Edwards & Company, L.L.P., and authorize execution of the agreement.

Motion: Bruce Keener made a motion that the Executive Committee approve the award of a contract to Brown Edwards & Company L.L.P and authorize execution of the agreement. Amber Richey seconded this motion, and all were in favor.

#### **OTHER ITEMS for 5/5 BOARD**

##### **Nominating Committee – Proposed Slate of Officers (FY 27)**

The nominating committee consists of Roy Witham, Amber Richey and April Thomas.

##### **Evaluation of Executive Director**

##### **Executive Director's Report**

This information will be included in the May Board Meeting packet.

##### **Items from the Committee**

Bruce Keener asked that the Executive Committee think about the Board Planning Day – look at days that you would be available; possibly have an evening and morning session?

##### **Adjournment**

Bruce Keener made a motion to adjourn the meeting at 2:34pm. Amber Richey seconded this motion; all were in favor.

##### **NEXT MEETING**

Monday, May 18, 2026

2:00pm

473 McLaws Circle, Williamsburg, VA 23185