

# **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

**DATE:** September 2, 2025

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

**WELCOME AND CALL TO ORDER:** 3:00pm

**BOARD MEMBERS PRESENT:**

Mr. Ryan Ashe – James City County  
Mr. Tarun Chandrasekar - Williamsburg  
Mr. John Collins – York County  
Ms. Lynette Diaz – James City County  
Mr. Sean Dunn – Williamsburg  
Dr. Dawn Ide – City of Poquoson  
Mr. Bruce Keener – York County  
Mr. Steven Miller – York County (Remote)  
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:**

Dr. John Shaner – City of Poquoson

**CBH STAFF PRESENT:**

David Coe, Kristy Wallace, Katie Leuci, Kyra Cook, Linda Butler, Patty Hartigan, Nancy Parsons, 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:

- July 25, 2025, Board of Directors Meeting

- August 19, 2025, Executive Committee Meeting
- Board Resolution Honoring Former Member Wendy Evans
- Board Resolution Honoring Former Member Erin Otis

John Collins made a motion to accept the consent agenda as presented. Bruce Keener seconded the motion; all were in favor.

#### **INFORMATION/DISCUSSION:**

##### **Fiscal Year 2026 Board Committee Assignments (*R. Ashe*)**

Ryan Ashe presented the CBH Board Committees FY 2026 (Executive Committee, Services & Evaluation Committee, and Public Awareness Committee).

##### **Fundraising and Capital Construction Timelines (*K. Cook*)**

Fundraising is a brand-new concept for CBH which will involve culture change for our agency although Leadership feels there would be benefits to raising funds on our own for the future CBH campus. Williamsburg Community Foundation has offered to hold funds received and we have created a “make a donation” button on our website. The Executive Committee agreed to dive deep into the requirements and logistics; it has been suggested that we aim for a mid-size capital campaign, focusing on individual donors (we are also seeking funding from donors, localities, grants (government and private). Behavioral Health is an untapped area in our community.

CBH proposed a fundraising position to manage the capital campaign. The position would be fully funded through CBH reserves (average \$91k/year, 2–3-year position). A suggestion was made to hire 2-3 PT staff instead of 1 FTE. Leadership has asked the Board to decide by November; the sooner we post the position, the better with hopes of filling the position by January 2026. CBH is starting with the tactic – we want the “fundraising position” to come up with the plan. The presentation can be found in the September 2025 Board Meeting Packet.

##### **Board of Directors’ SharePoint Site (*K. Leuci*)**

Katie presented an instructional document on the Board of Directors’ SharePoint Site which will house CBH policies that require Board approval. The site can be accessed through the link found on the electronic copy and Board members will use their CBH credentials to log in. This site will be updated constantly and may house additional information in the future that is pertinent to the Board.

#### **ACTION ITEMS:**

##### **A-1 Approval – Financial Management Policies (*N. Parsons*)**

Nancy presented the Financial Policy Revision which incorporates recommendations from Brown/Edwards, items contained in JCC policies and clarification suggested by CBH staff. An additional suggested change was made during the Board meeting.

Bruce Keener made a motion to approve the revisions (and one additional suggestion) to the CBH Financial Management Policy as presented. John Collins seconded this motion; all were in favor.

## **A-2 Approval – FY 2026 Operating Budget Revision (*N. Parsons*)**

CBH received an additional \$2.3m in funding resulting in a revision to our FY 2026 budget. The largest amount (\$600k) was received for Marcus Alert, which will be used for 3 additional staff positions, to upgrade the CAD system and to provide staff training.

The Executive Committee made a motion that the CBH Board approves the proposed FY 2026 Budget Revision as presented. Bruce Keener accepted the motion; John Collins seconded the motion; all were in favor.

## **REPORTS:**

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

#### Agency Issues

Building 1 (Merrimac Campus) update – we are experiencing delays on material delivery.

DBHDS approved our request for an additional \$521k to complete construction/equipping the CSW.

Congressman Rob Wittman reported that our request for \$2m in Federal funds has been included in the House Appropriations budget.

#### Community Issues

The CSW Groundbreaking event is scheduled at 9:30am on September 10<sup>th</sup>, with Governor Youngkin delivering the keynote address.

#### Public Policy

DMAS and DBHDS are “sunsetting” and redesigning several services for the SMI population. A presentation is planned for November.

VACSB is working to develop a proposal that will qualify VA CSBs to become CCBHCs (Certified Community Behavioral Health Clinics) with significant implications locally and for our system. A presentation is planned for December.

## **CLOSED SESSION:**

Bruce Keener made the following motion to move to a closed session: I motion that the CBH Board convene a closed meeting as permitted under the Code of Virginia as follows: Discussion or consideration of medical and mental health records of individuals pursuant to Virginia Code Section 2.2-3711(A)(16) for the purpose of appointment(s) to the CBH Advisory Council. John Collins seconded this motion.

Bruce Keener made a motion to conclude the closed session. John Collins 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.

## **A-3 Approval – Appointment to Advisory Council (*D. Coe*)**

Recruitment efforts are ongoing for the Advisory Council, with a target of 5-10 active members in place. We currently only have two (2) members, with a third individual being nominated at this time.

John Collins made a motion that the CBH Board of Directors appoint Melissa Backus to the CBH Advisory Council. Amber Richey seconded this motion; all were in favor.

**ADJOURNMENT:**

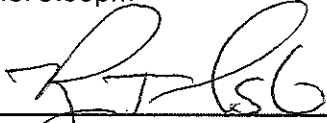
A motion to adjourn the meeting was made by Roy Witham and seconded by Bruce Keener. The meeting was adjourned at 4:53pm.

**NEXT MEETING:**

Date: Tuesday, October 7, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

A handwritten signature in black ink, appearing to read 'Ryan Ashe', written over a horizontal line.

Ryan Ashe, Chair

A handwritten signature in black ink, appearing to read 'Amber Richey', written over a horizontal line.

Amber Richey, Secretary

**AGENDA**  
**COLONIAL BEHAVIORAL HEALTH**  
**BOARD OF DIRECTORS**  
**SEPTEMBER 2, 2025**  
**3:00 PM**

- **Welcome and Call to Order**
- **Roll Call**
- **Public Comment**
- **Consent Calendar**
  - Approval of the following meeting minutes:
    - July 25, 2025, Board of Directors Meeting
    - August 19, 2025, Executive Committee Meeting
    - Board Resolution Honoring Former Member Wendy Evans
    - Board Resolution Honoring Former Member Erin Otis
- **Information/Discussion**
  - Fiscal Year 2026 Board Committee Assignments *(R. Ashe)*
  - Fundraising and Capital Construction Timelines *(K. Cook)*
  - Board of Directors' SharePoint Site *(K. Leuci)*
- **Action Items**
  - A-1 Approval – Financial Management Policies *(N. Parsons)*
  - A-2 Approval – FY 2026 Operating Budget Revision *(N. Parsons)*
- **Reports**
  - Executive Director's Report *(D. Coe)*
- **Closed Session**
  - Discussion or consideration of medical and mental health records of individuals pursuant to Virginia Code Section 2.2-3711(A)(16) for the purpose of appointment(s) to the CBH Advisory Council.
- **Action Item**
  - A-3 Approval – Appointment to Advisory Council *(M. Obremski)*
- **Adjournment**
  - **Next Meeting:** Tuesday, October 7, 2025  
3:00 PM  
473 McLaws Circle, Williamsburg

# **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

**DATE:** July 25, 2025

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

**WELCOME AND CALL TO ORDER:** 3:16pm

**BOARD MEMBERS PRESENT:**

Mr. Ryan Ashe – James City County  
Ms. Lynette Diaz – James City County  
Mr. Sean Dunn – Williamsburg  
Mr. Bruce Keener – York County  
Mr. Steven Miller – York County (Remote)  
Ms. Amber Richey – York County  
Ms. April Thomas – York County  
Ms. Donyale Wells – James City County (Remote)

**BOARD MEMBERS ABSENT:**

Mr. Tarun Chandrasekar - Williamsburg  
Mr. John Collins – York County  
Dr. Dawn Ide – City of Poquoson  
Ms. Kristen Nelson – York County  
Dr. John Shaner – City of Poquoson  
Mr. Roy Witham – James City County

**CBH STAFF PRESENT:**

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

**GUESTS:** None

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

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

- June 3, 2025, Board of Directors Meeting

- June 17, 2025, Executive Committee Meeting
- June 18, 2025, Public Awareness Committee Meeting
- Emergency Repairs – 1651 Merrimac Trail Office

April Thomas made a motion to accept the consent agenda as presented. Bruce Keener seconded the motion; all were in favor.

#### **ACTION ITEMS:**

##### **A-1 DBHDS Performance Contract FYs 26-27 (*D. Coe*)**

The Performance Contract is the standardized vehicle through which all state and federal funding is provided to CSBs. This contract covers the fiscal years beginning July 1, 2025, and ending June 30, 2027. The contract must be approved by September 30, 2025.

Bruce Keener made a motion that the FYs 2026-2027 Performance Contract between Colonial Behavioral Health and the Commonwealth of Virginia/DBHDS be approved. April Schmidt seconded this motion; all were in favor.

##### **A-2 Policy Formation (CBH Policy #1) (*D. Coe*)**

During our June Board meeting, the Board of Directors approved a new process for approving policies to further clarify which policies are to be reviewed by the Board, or Executive Director. The following formatting additions will be added to each policy: reference to state and federal regulations as applicable, deletion dates as applicable, and areas with the organization primarily affected. Policy 1 – Policy Formation was presented in the new format.

April Schmidt made a motion that the CBH Board approves the amended Policy 1 – Policy Formation. Lynette Diaz seconded this motion; all were in favor.

##### **A-3 Approval – 10-Year Capital Improvement Plan (*N. Parsons/D. Coe*)**

CBH has not always maintained a Capital Improvement Plan separate from its operating budget although the agency is embarking on a planned long-term growth and building program – a separate CIP budget was presented to the Board. This plan consists of two parts: the top part (planned and funding) and the bottom part (planned, not yet funded). Fundraising is not included in this plan; a future consideration would be to include fees associated with fundraising. This document has been adjusted slightly from the previously approved document, with FY 2025 removed and FY 2035 added.

Bruce Keener made a motion that the Board of Directors approve the Colonial Behavioral Health 10-Year Capital Improvement Plan. Lynette Diaz seconded this motion; all were in favor.

##### **A-4 PPEA Comprehensive Agreement with Henderson, Inc. (*K. Cook*)**

CBH is advancing plans for the new Center for Wellness and Support. Design work under the Interim Agreement with Henderson, Inc. has reached the 50% milestone. Henderson has now submitted a Lump Sum Price for the full scope of the project, providing CBH with valuable cost predictability. Once the Comprehensive Agreement is implemented, CBH's cost will not exceed the agreed-upon amount unless the scope of work changes.

Bruce Keener made a motion to authorize the Executive Director to execute Contract #C240325-01 Comprehensive Agreement with Henderson, Inc. – for the completion of design and

construction of the new Center for Wellness and Support at 2001 Galt Lane.  
This authorization includes the management of contract contingencies and approval of Change Orders as necessary. Should the tariff clause be activated, staff will return to the Board with a recommendation prior to any approval of increased expenditures.  
The total contract amount is not to exceed \$10,873,067.  
April Thomas seconded this motion; all were in favor.

**A-5 Removal of Members – Advisory Council Member Removal (*M. Obremski*)**

Five members were initially appointed by the Board in January 2025. Since that time, only two of the appointees have participated in planned meetings, community events or Board meetings. Three members have been incommunicative and unresponsive to multiple engagement efforts which has resulted in this request for removal.  
Amber Richey made a motion that the CBH Board of Directors approves the removal of the following individuals from membership in the CBH Advisory Council due to nonparticipation: Jacqueline Flores, Ava Garrant, and Matthew Earl Sheets. Lynette Diaz seconded this motion.

**REPORTS:**

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

Agency Issues

Building 1 (Merrimac Campus) is returning to normal operations after a plumbing-related flood incident in early June.

The Fiscal Agent MOU with York County has been signed, executed and approved.

We are pleased to welcome our two newest Board members: Sean Dunn (City of Williamsburg) and Lynette Diaz (James City County).

Community Issues

Our groundbreaking event for the CSW will take place on September 10, 2025 (which is also World Suicide Prevention Day).

DBHDS will provide CBH with additional funding for PSH.

**ADJOURNMENT:**

A motion to adjourn the meeting was made by Bruce Keener and seconded by Amber Richey. The meeting was adjourned at 4:31pm.

**NEXT MEETING:**

Date: Tuesday, September 2, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

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**Ryan Ashe, Chair**

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**Amber Richey, Secretary**



# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

August 19, 2025, at 4:00pm

### Call to Order

The Executive Committee Meeting was called to order at 3:58pm.

### Roll Call

#### Committee Members Present:

Ryan Ashe, Bruce Keener, John Collins, Amber Richey

#### Committee Members Absent:

Donyale Wells

#### CBH Staff Present:

David Coe, Kyra Cook, Marsha Obremski, Nancy Parsons, Chaenn Thomas, Kristy Wallace, Katie Leuci

#### Members of the Public:

Susan Goodwin – County of York

### UPDATES

#### July 2025 Financial Report (*Nancy*)

Nancy reviewed the Financial Report as of 7/31/2025. Nancy noted that some funds/payments are not received until the beginning of the new fiscal year which would result in a budget revision.

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

Chaenn reviewed the Recruitment update as of 8/12/2025. As of today, we made two offers, waiting on acceptance. We continue to use both LinkedIn and Indeed and have success with licensed professionals. The open positions in both DD Day and Residential have decreased.

#### Facility “Go/No Go” Timeline (*Kyra*)

Key milestone dates for new CBH campus were presented. The following information was reviewed with the Executive Committee. Additional information is provided in the table below. A decision to either move forward or not will need to be made in December 2025.

	Accomplishments	Outstanding Items	Information
CSW Building	Demolition of old building underway; Design & Construction Documents 100% completion; Comprehensive Agreement complete; \$520K budget gap filled	Estimated completion September 2026	N/A

	<b>Accomplishments</b>	<b>Outstanding Items</b>	<b>Information</b>
<b>Outpatient/ Admin Building</b>	N/A	Draft & issue RFP for PPEA Design Build Interim Agreement to 30% design in September 2025; Response to RFP will allow staff to recommend action to the board – go or no-go decision in December 2025; Does CBH need 14 acres?	Staff will provide a high-level presentation with the publicly available RFP response information along with a pro-form budget indicating how CBH would approach paying for the new campus completion and recommend whether to enter into an interim agreement
<b>Funding Requests</b>	Secured \$27K funding for new campus from private Foundation and Federal Reserve Bank of Richmond; Congressmen Wittman indicates CBH will receive \$2M of federal funding	WHF request is unknown; local government contributions are unknown – will request to become a part of their CIP planning and receive routine allocation separate from operating budget	Staff will continue to update the Board on requests made and grants/allocation received
<b>Capital Campaign/ Individual Donors</b>	Presentations to the Executive Committee; Guidance from Executive Committee to proceed with a modest capital campaign effort directed at individual donors; Relationship with Williamsburg Community Foundation; “Make a Gift” function on website	Hiring staff and allocating resources in January 2026; Design and launch campaign in Fall 2025	Staff will provide the estimated costs and sources for campaign infrastructure along with an estimate of anticipated revenue, including FTE information at the August Executive Committee meeting
<b>Financing</b>	Staff completed Community Investment Training; Secured William & Mary Business School Field Consultancy contract; Participated in bond financing training	William & Mary Business School Field Consultancy project completion; Local government permission to borrow; Develop borrowing relationship with community development and community banks; Develop relationship with financial advisor	Staff will provide the high-level results of the William & Mary study along with information about what a capital stack would look like and how much it would cost CBH. The information would be consistent with CBH policy

## **DISCUSSION**

### **Board SharePoint Site presentation (Katie)**

Katie reviewed the Board of Directors' Home Page instruction sheet for the SharePoint Site where CBH's policies will reside – requiring board approval.

**NEXT STEP:** Katie will add a note that CBH credentials will be required to access the site.

**NEXT STEP:** Katie will add a link to the Board of Directors' page on website.

### **Board Training (Discussion)**

Our July 2025 Board Planning Day was canceled due to low attendance. David asked the Executive Committee how we should handle these – there are some important topics that need to be covered: CCBHC model and Board training topics. The Executive Committee proposed that we suggest dates during our September Board meeting.

### **Executive Committee meeting times (Discussion)**

The Executive Committee agreed to move our committee meetings to the 3<sup>rd</sup> Monday, starting at 2:00pm.

**NEXT STEP:** Kristy will adjust the website (date and time).

## **ANTICIPATED ACTION ITEMS – 9/2 BOARD MEETING**

### **FY 2026 Budget Revision (Nancy)**

After our FY26 budget was adopted, CBH received additional funding for certain programs (Marcus Alert, Permanent Supportive Housing, Mobile Crisis, etc.). The net proposed revision is \$2,299,109.00. The \$521,000 from DBHDS is not included in this revision because it has not been received.

Bruce Keener made a motion to accept the FY26 Budget revision. John Collins seconded this motion; all were in favor.

### **Financial Management Policy Review (Nancy)**

Nancy reviewed the FM Policy Update (proposal is to move from several fiscal policies to one policy that outlines the “what” and “why” of what we do and then separate the procedures for the “how” we do it.

Bruce Keener made a motion to approve the Financial Management Policy review, moving this document to the Board for approval. John Collins seconded this motion; all were in favor.

### **Appointment – Advisory Council member (Marsha)**

Marsha received an application for the Advisory Council; a Poquoson mother of two children that receive services from CBH. We will hold a closed session to discuss. We will appoint this person to the council in open session.

## **ADDITIONAL ITEMS – SEPTEMBER FULL BOARD MEETING**

- Board Committee Assignments for FY 2026
- Executive Director's Report

**Items from the Committee**

John Collins wanted to make sure that the next Executive Committee Meeting will take place on the new proposed date/time.

**Adjournment**

John Collins made a motion to adjourn the meeting at 5:35pm. Bruce Keener seconded this motion; all were in favor.

**Next Meeting**

Monday, September 15, 2025

2:00pm

473 McLaws Circle, Williamsburg, VA 23185

## **BOARD RESOLUTION**

### **Honoring Wendy Evans**

**WHEREAS, Wendy Evans was appointed to the Colonial Behavioral Health Board of Directors by the Williamsburg City Council on July 13, 2019; and**

**WHEREAS, since being appointed to the Board, Wendy Evans has established and built a reputation as a well-respected advocate for community-based services and the individuals served by Colonial Behavioral Health within the City of Williamsburg; and**

**WHEREAS, committed to continually improving the Colonial Behavioral Health service system, Wendy Evans has served on internal and local committees and work groups related to public awareness, local government relations, and other areas; and**

**WHEREAS, Wendy Evans provided leadership in 2019-21 as a member of Colonial Behavioral Health's Services & Evaluation Committee; and**

**WHEREAS, Wendy Evans provided leadership in 2021-2025 as a member of both the Administration and Executive Committees, serving as Board Vice-Chair from 2023-2025; and**

**WHEREAS, Wendy Evans assumed a leadership role in working to move Colonial Behavioral Health toward a vision of recovery, self-empowerment and service integration for individuals in all service areas; and**

**WHEREAS, Wendy Evans worked tirelessly and effectively to raise public awareness and understanding of Colonial Behavioral Health within the City of Williamsburg; and**

**WHEREAS, Wendy Evans has given her time and immense talent as a member of Colonial Behavioral Health's Board of Directors; now, therefore, be it**

**RESOLVED by the Colonial Behavioral Health's Board of Directors, That Colonial Behavioral Health commend and thank Wendy Evans for her distinguished service as an honored member of the Colonial Behavioral Health Board of Directors; and, be it**

**RESOLVED FURTHER, That the Executive Director of Colonial Behavioral Health prepare a copy of this resolution for presentation to Wendy Evans, as an expression of the Board of Directors' gratitude for her commitment to the residents of James City County, City of Poquoson, York County, and especially the City of Williamsburg.**

**Approved and adopted the 2<sup>nd</sup> day of September 2025. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Colonial Behavioral Health Board of Directors.**

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**Chair, Colonial Behavioral Health Board of Directors**

**BOARD RESOLUTION**  
**Honoring Erin Otis**

WHEREAS, Erin Otis was appointed to Colonial Behavioral Health's Board of Directors by the James City County Board of Supervisors on July 18, 2022; and

WHEREAS, since being appointed to the Board, Erin Otis has established and built a reputation as a well-respected advocate for community-based services and the consumers served by Community Services Boards within the County of James City, and

WHEREAS, committed to continually improving Colonial Behavioral Health's service system, Erin Otis has served on internal and local committees and work groups related to public awareness, local government relations, service needs, and other areas; and

WHEREAS, Erin Otis provided leadership from 2022-2023 as a member of the Colonial Behavioral Health Public Awareness Committee; and

WHEREAS, Erin Otis also provided leadership from 2023-2025 as Member-at-Large on the Colonial Behavioral Health Board's Executive Committee; and

WHEREAS, Erin Otis assumed a leadership role in working to move Colonial Behavioral Health toward a vision of recovery and self-empowerment for consumers in all service areas; and

WHEREAS, Erin Otis worked tirelessly and effectively to raise public awareness and understanding of Colonial Behavioral Health within James City County; and

WHEREAS, Erin Otis has given her time and immense talent as a member of Colonial Behavioral Health's Board of Directors; now, therefore, be it

RESOLVED by the Colonial Behavioral Health Board of Directors, That Colonial Behavioral Health commend and thank Erin Otis for her distinguished service as an honored member of the Board of Directors; and, be it

RESOLVED FURTHER, That the Executive Director of Colonial Behavioral Health prepare a copy of this resolution for presentation to Erin Otis, as an expression of the Board of Directors' gratitude for her commitment to the residents of the Williamsburg, York County, Poquoson, and especially the County of James City.

Approved and adopted the 2<sup>nd</sup> day of September 2025. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Colonial Behavioral Health's Board of Directors.

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Chair, Colonial Behavioral Health Board of Directors

# CBH Board Committees

## FY 2026

Executive Committee	Services & Evaluation Committee	Public Awareness Committee
Ryan Ashe	Roy Witham	Kristin Nelson
John Collins	Steve Miller	Dr. Dawn Ide
Amber Richey	April Thomas	John Shaner, MD
Bruce Keener	Lynette Diaz	Tarun Chandrasekar
Donyale Wells	Sean Dunn	Vacant (JCC)

# CIP Timeline (Phases 1 & 2)

	April / May 2025	Sept. / Oct. 2025	January 2026	March / April 2026	August 2026	September 2026
<b>CSW Building</b>					Substantial completion	Ribbon cutting/open house events
<b>Outpatient / Admin Building</b>		Issue PPEA RFP for design build	Go/No Go Decision Interim agreement negotiations	Interim agreement	Campus master plan to 30% design	Reveal campus master plan (site plan, renderings to 30% design)
<b>Funding Requests</b>	Apply for philanthropic funding (ongoing) Request federal funding	Request local, state funding Federal funding determination	Need \$500K - \$2M pre-development dollars dedicated	State/local funding determinations		
<b>Capital Campaign – Individual Donors</b>	Work on PR plan Educate board		Go/No Go Decision	Staff campaign		Begin soliciting individual donations – public campaign
<b>Financing</b>		Work with W&M Business School	Work with local governments Secure financing			





# Why Fundraising Matters

- Mission needs resources
- Fundraising = advancing your mission
- Board's unique role

# Why Focus on Individual Donors?

- 70 – 80% of giving comes from individuals
- Relationship-driven fundraising =  
long-term sustainability

# Ethical Fundraising Principles

- Donor-centered approach
- Transparency & Accountability
- Donor Bill of Rights

# Proposed Fundraising Position

## \* **Key Considerations**

- \* Position funded exclusively through CBH reserves.
- \* Commitment of **2–3 years**, aligned with campaign and construction timeline.
- \* Must be hired by **early 2026** to align with the public launch of the Center for Support and Wellness.

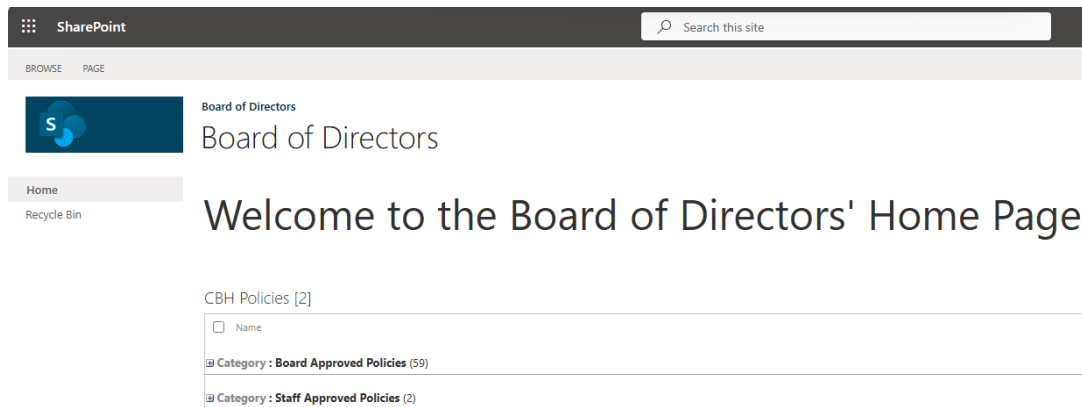
# Questions?



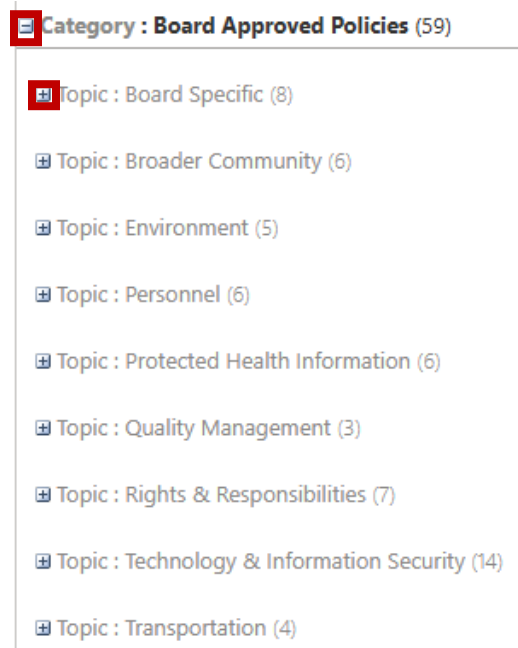
## Board of Directors' Home Page

Colonial Behavioral Health has a SharePoint page dedicated to the Board of Directors. This page contains current policies that the Board has and/or will approve based on an approval calendar.

[Click here to access policies on the Board of Directors SharePoint Site.](#) Please use your CBH Microsoft O365 email and password to access this site.



The categories and topics can be collapsed and expanded as needed by clicking the plus (+) or minus (-) sign to the left of a category or topic.





# Board of Directors' Home Page



Board of Directors

Board of Directors

Home

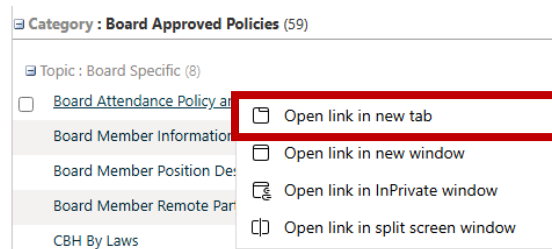
Recycle Bin

## Welcome to the Board of Directors' Home Page

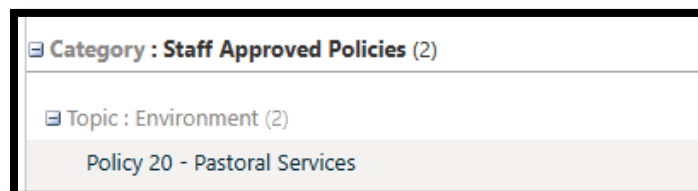
CBH Policies [2]

<input type="checkbox"/>	Name
Category : <b>Board Approved Policies</b> (59)	
Topic : Board Specific (8)	
Board Attendance Policy and Procedure	
Board Member Information Requests	
Board Member Position Description	
Topic : Broader Community (6)	
Policy 01 - Policy Formation	

Click on the hyperlink to open the specific document you want to view. They should open in your internet browser. You can also right-click on a hyperlink and click 'Open link in a new tab' to view the policy in a different tab. This can be useful if you want to open multiple at once.



There is a placeholder category for Staff Approved policies, located at the very bottom of the SharePoint page. Once uploaded, these Staff Approved policies can be reviewed at your discretion, for informational purposes only. This section will change as staff approved policies are reviewed/updated. At this time, Staff Approved policies do not require Board approval. Below is a screenshot example of what the Staff Approved Policies placeholder category may look like:



## Financial Management Policies Revision

### Background:

Our proposal is to move from several fiscal policies to one policy that outlines the “what” and “why” of what we do and then separate procedures for the “how” we do it. Revisions have been initiated either by the Agreed Upon Procedures engagement recommendations from Brown/Edwards (green highlights), items contained in JCC policies (blue), clarification suggested by CBH staff (yellow) or in the Fiscal Agent Agreement recently signed with YC.

These policies and revisions have undergone review by our Auditors (Robinson, Farmer & Cox).

### Summary of Changes:

#### Financial Management Policy

SECTION	DESCRIPTION OF CHANGE	SOURCE
Introduction	<ul style="list-style-type: none"> <li>Statement of why the policy is important</li> <li>Reference to Fiscal Agent Agreement</li> </ul>	<ul style="list-style-type: none"> <li>JCC</li> <li>CBH/York</li> </ul>
Financial Accounting	<ul style="list-style-type: none"> <li>Adds separation of duties as guiding principle</li> </ul>	<ul style="list-style-type: none"> <li>Brown Edwards</li> </ul>
	<ul style="list-style-type: none"> <li>Responsibilities of Board Members and Staff</li> <li>2. Changes Administrative Committee to Executive Committee</li> <li>3a. Adds requirement for Board approval for expenditures over \$50,000</li> <li>3g. Defines what budget revisions the Executive Director can approve</li> </ul>	<ul style="list-style-type: none"> <li>CBH Bylaws</li> <li>From 1/2025 Board action</li> <li>Brown Edwards</li> </ul>
	<ul style="list-style-type: none"> <li>Investment of Funds               <ul style="list-style-type: none"> <li>States CBH will follow the York County Treasurer’s policy as per the Fiscal Agent Agreement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Agent Agreement</li> </ul>
Budget	<ul style="list-style-type: none"> <li>Specifies date budget will be completed for next fiscal year</li> </ul>	<ul style="list-style-type: none"> <li>Brown Edwards</li> </ul>
	<ul style="list-style-type: none"> <li>Defines “regular basis” for budget monitoring</li> </ul>	
	<ul style="list-style-type: none"> <li>Defines revisions needing Board approval</li> </ul>	
Grants	<ul style="list-style-type: none"> <li>New section</li> </ul>	<ul style="list-style-type: none"> <li>JCC</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>2. Changes “will” to “may” regarding PPEA process</li> </ul>	
Audit	<ul style="list-style-type: none"> <li>Adds deadline for audit completion and Board presentation</li> </ul>	<ul style="list-style-type: none"> <li>Brown Edwards</li> </ul>
Debt	<ul style="list-style-type: none"> <li>New section</li> </ul>	<ul style="list-style-type: none"> <li>JCC</li> </ul>
Fund Balance	<ul style="list-style-type: none"> <li>New section</li> </ul>	<ul style="list-style-type: none"> <li>JCC</li> </ul>



**Financial Management Procedures**

SECTION	DESCRIPTION OF CHANGE	SOURCE
Accounts Payable	<ul style="list-style-type: none"> <li>• Increase threshold for employee reimbursements not requiring receipts to \$10.00</li> </ul>	<ul style="list-style-type: none"> <li>• CBH</li> </ul>
Financial Accounting	<ul style="list-style-type: none"> <li>• Investment of Funds <ul style="list-style-type: none"> <li>• Will follow York County investment policies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Agent Agreement</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsibilities of Board Members and Staff <ol style="list-style-type: none"> <li>2. Changes Administrative Committee to Executive Committee</li> <li>3a. Adds requirement for Board approval for expenditures over \$50,000</li> <li>3g. Defines what budget revisions the Executive Director can approve</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• CBH Bylaws</li> <li>• From 1/2025 Board action</li> <li>• Brown Edwards</li> </ul>
	<ul style="list-style-type: none"> <li>• Investment of Funds <ul style="list-style-type: none"> <li>• States CBH will follow the York County Treasurer's policy as per the Fiscal Agent Agreement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Agent Agreement</li> </ul>
Accounts Receivable	<ul style="list-style-type: none"> <li>• Receipt of Revenue <ul style="list-style-type: none"> <li>• Clarifies staff responsibilities for making deposits to align with current practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• CBH</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>• Cardholder Procedures for Use <ul style="list-style-type: none"> <li>• Removes requirement to notify vendor of tax exempt status (often impractical)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• CBH</li> </ul>
	<ul style="list-style-type: none"> <li>• Payment for Goods and Services <ul style="list-style-type: none"> <li>• Added practice of receiving in Munis per recommendation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Brown Edwards</li> </ul>

**Motion from the Executive Committee:**

That the revisions to the CBH Financial Management Policy be approved as presented.

## Statement of Origin and Authority

These operating policies are established by management of Colonial Behavioral Health (CBH) to comply with policies established by its Board of Directors and with applicable statutory, administrative, and legal requirements. They provide a framework to make sound financial decisions and promote fiscal transparency. They are effective from the date of issue until rescinded or superseded and are to be followed by all employees of Colonial Behavioral Health. The Executive Director will provide final authority as to interpretation of these policies. All employees are responsible to obtain any clarification needed from their supervisor to implement these policies.

Colonial Behavioral Health is a Community Services Board (CSB) and an agent of local government receiving state, local, and federal tax funds, fees charged for services and contributions. The CBH financial accounting policies must be adequate to meet the general requirements of local government, the specific requirements of each revenue source, and provide high quality management information to operate programs.

The County of York serves as fiscal agent for CBH in return for a fee based on the size of its annual budget. (see Fiscal Agent agreement)

## FINANCIAL ACCOUNTING

CBH will establish and maintain an internal control structure to allow segregation of duties including separation of authorization, custody and recordkeeping.

### Compliance with GASB Statements

CBH will structure and operate its accounting system in accordance with applicable GASB Statements to the maximum extent possible within budgetary, regulatory, staffing, and administrative constraints.

GASB Statements are available from the GASB website at <http://gasb.org>.

### Compliance with 2 CFR, Part 225

CBH will structure and operate its accounting system in accordance with 2 CFR, Part 225 to the maximum extent possible within budgetary, regulatory, staffing, and administrative constraints.

### Compliance with OMB Circular A-102

1. CBH will structure and operate its accounting system in accordance with OMB Circular A-102 to the maximum extent possible within budgetary, regulatory, staffing, and administrative constraints.
2. See <https://georgewbush-whitehouse.archives.gov/omb/circulars/a102/a102.html>

### Compliance with DBHDS Requirements

CBH will structure and operate its accounting system in accordance with DBHDS Financial Management Standards Guide or other current authoritative document to the maximum extent possible within budgetary, regulatory, staffing, and administrative constraints.

### Responsibilities of Board Members and Staff

The Board of Directors is responsible for the oversight of the financial management for CBH. The Board

delegates the authority and responsibility for fiscal management to the Executive Director. The day-to-day fiscal operations are delegated to the Director of Finance. Staff that perform fiscal activities will meet the minimum qualifications for administering fiscal policy.

1. The responsibilities of the Board of Directors in the accounting process are as follows:
  - a. To approve policies by which CBH will operate
  - b. To ensure, through the Executive Director, that approved policies and procedures are followed.
  - c. To review and approve the annual operating budget.
  - d. To review the annual audit report
2. The responsibilities of the Executive Committee of the Board in the accounting process are as follows:
  - a. To review the Executive Director's proposed annual budget and present a final proposed budget to the full Board for approval
  - b. To represent the full Board in addressing financial accounting questions with staff or external parties.
3. The responsibilities of the Executive Director in the accounting process are as follows:
  - a. Ultimate responsibility at the management level is vested in the Executive Director. The members of the Board have also delegated the authority to disburse funds in accordance with the approved budget to the Executive Director with Board approval of expenditures over \$50,000.
  - b. To ensure that CBH operates in compliance with approved policy and procedure.
  - c. To hire a Fiscal Officer with sufficient knowledge and competence to operate the financial accounting and management systems.
  - d. To arrange for the preparation of annual audited financial statements and to present them to the Board members.
  - e. To oversee the receipt and disbursement of funds designated for CBH. This authority may be delegated to any employee with fiscal responsibilities, but the Executive Director retains responsibility.
  - f. To assure that appropriate financial reports are submitted and records are kept.
  - g. To revise the budget as necessary, in accordance with CBH policy..
  - h. The responsibilities of the Director of Finance in the accounting process are as follows: To operate, under the direction of the Executive Director, the financial accounting and management systems in compliance with approved policy and procedure.
  - i. To hire staff with sufficient knowledge and competence and provide them with adequate supervision.
  - j. To maintain current knowledge of financial accounting and management regulations and practices
  - k. To perform fiscal/accounting tasks delegated by the Executive Director.

## BUDGET

CBH uses the budget process to authorize allocation of its financial resources and to monitor actual results against budgeted performance. Line-Item Program Budgets are used for these purposes and to prepare Performance Contract budgets for submission to DBHDS. The budgeting method used by the Board will meet requirements of the Department of Behavioral Health and Developmental Services (DBHDS); however, additional methods may be used to meet internal needs.

The Board of Directors will approve the Board's annual budget and any revisions affecting total revenue or total expenditures. Revisions not affecting revenue or expense totals will be approved by the Executive Director, or designee. The annual budget will be approved by June 15 for the upcoming fiscal year.

Budget compliance will be monitored on demand and at least monthly via management reports run by managers within the accounting software. Program administrators will review their financial results with leadership on a quarterly basis

Any budget revision affecting the structural integrity of a program or requiring an increase in local tax funding will require approval of the Board of Directors. Budgets may not include a deficit. All expenditures must be financed by current year revenues or appropriately charged to fund balance.

## PAYROLL

Colonial Behavioral Health, as an Operating CSB, employs staff to provide services. As part of the fiscal agent arrangement with the County of York, CBH staff are paid via the County's payroll; payroll operations are typically initiated by Colonial Behavioral Health and completed by the County.

1. CBH will obtain or provide accurate and timely payroll services.
2. Payroll transactions will comply with applicable requirements and be adequately documented.
3. Colonial Behavioral Health will comply with applicable labor laws and regulations.

## Grants

CBH shall seek to obtain grants that are consistent with the agency's mission.

CBH shall terminate grant-funded programs and associated positions when grant funds are no longer available, unless alternate funding is identified

## REIMBURSEMENT

Chapter 5, Section 37.2-504 of the Code of Virginia of 1950 as amended, states that every Community Services Board "shall institute a reimbursement system to maximize the collection of fees from individuals receiving services under its jurisdiction or supervision ...." To comply with this statute, CBH will attempt to collect all available consumer and third-party payments.

CBH will make its services available to residents of its catchment area (Counties of York, and James City, the cities of Williamsburg and Poquoson) and other individuals, within the limits of its resources and

consistent with its Residency Policy (Policy #46), based on their ability to pay. To accomplish this, Standard Fees may be adjusted according to the CBH Ability-to-Pay schedule; additional adjustment may be made to accommodate extraordinary circumstances.

In general, consumers must submit information for CBH to bill any third-party payers and receive payment directly. Consumers eligible for need-based or means-tested government reimbursement may be required to make application for such resources or pay the full Standard Fee for all covered services.

In-catchment consumers who refuse to provide information to assess their ability to pay or to bill any third-party coverage for which they are eligible, or to make application for such coverage, may be required to pay the full Standard Fee. Verification of information is required.

Consumers with third-party coverage must pay amounts assigned by the payer. If unable to pay the assigned amount due to demonstrated hardship, the consumer's payment responsibility may be adjusted as and where permitted by the payer.

CBH may provide services for which the Standard Fee is not adjusted according to ability to pay. Confidentiality of consumer information will be maintained in accordance with established procedure.

## PROCUREMENT

Colonial Behavioral Health must comply with requirements established by the Virginia Public Procurement Act (VPPA) governing the purchase of goods or services with an annual value in excess of statutory limits and must also maintain internal policies and procedures for smaller purchases to ensure sound management practices.

1. Colonial Behavioral Health (CBH) will follow the Virginia Public Procurement Act (VPPA).
2. CBH **may** follow its Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) Guidelines for the procurement of qualifying projects.
3. CBH will attempt to obtain the highest quality goods and services at the most reasonable cost.
4. Procurement procedures will be conducted in an impartial manner, avoiding impropriety, or appearance of impropriety.
5. Qualified vendors will have access to CBH business, and no vendor will be arbitrarily excluded.

6. Documentation of procurement transactions will be complete, available for review, and accurately reflect the transaction.

## AUDIT

Colonial Behavioral Health (CBH) will prepare annual financial statements which illustrate its financial position and the results of operations. These statements will be audited by an independent public accounting firm competent to perform such an audit.

CBH will select auditors with knowledge and abilities in the area of governmental accounting and auditing. The audit will be completed by November 30 for the year ending the previous June 30. Presentation to the Board will occur at or before the February Board meeting.

CBH's audited financial statements will be presented to the Board of Directors. The Executive Committee of CBH's Board of Directors will serve as CBH's audit committee.

## DEBT SERVICE

Annual debt service requirements should target 10% or less and shall not exceed 12% of total operating revenues

## FUND BALANCE

CBH will establish an Assigned Fund Balance in an amount equal to the fiscal year's carryover encumbrances and projects.

CBH shall maintain an Unassigned Fund Balance (commonly referred to as "Fiscal Liquidity") at the end of the fiscal year in an amount equal to or greater than 10%, with a target of 12% of the total annual expenditures.

The use of the Unassigned Fund Balance may be necessary from time to time to meet unexpected events including, but not limited to: catastrophic (emergency funds in the event of natural or man-made disasters); financial opportunity (to enhance the well-being of CBH or other such global purpose to protect its long-term fiscal security); operational (provide additional funds for limited unexpected needs); and revenue shortfalls (to provide limited funds to smooth fluctuations caused by changes in economic conditions); etc. All use of fund balance must be approved by the Board of Directors.

If the use of the Unassigned Fund Balance causes the balance to fall below the minimum 10% level, the Board will adopt a plan and a timeline for replenishing the balance to its minimum 10% level.

## **Approval of FY 2026 Budget Revision**

### **Background:**

This proposed revision to the FY26 CBH budget brings in several new programs, the largest being funding to develop a proposal for Marcus Alert for our area. This proposal is still being developed but will include new positions, training funds and the CBH share of the regional coordinator for the program. The other new funding is for assistance in bringing on a new case manager for DD services and provides some funding for recruitment and covering costs while the new case manager builds a caseload.

Other programs received additional funding beyond what was known when the FY26 budget was adopted. The largest pot here is for permanent supported housing which will receive funding for 10 additional slots, 5 for Colonial directly and 5 that were formally House of Mercy clients. We also received a large pot of one-time funding right at year end for mobile crisis. While the exact use of these funds has yet to be determined since they are one-time funds, we have put them in the “supplies and equipment” expense category for now with exact use TBD.

Also included is some additional federal and STEP-VA funding we did not anticipate and small adjustments to general funds that we learned of when we received the State funding documentation in July. The general fund adjustments were able to be covered by position vacancies.

### **Motion from the Executive Committee:**

That the CBH Board approves the proposed FY 2026 Budget Revision as presented.

FY26 BUDGET REVISION #1

FY 26 Board approved budget \$ 23,231,101

Proposed Revision:

REVENUES:

New programs:

Marcus Alert	\$	600,000	This is program development funding for a program to begin July 2026
DD Support Coordinator	\$	50,000	recruiting a CM and the CM being able to bill for a full case load of revenue.

Program Additions:

Permanent Supportive Housing	\$	584,180	5 new slots for CBH plus 5 slots from House of Mercy program
Mobile Crisis	\$	563,272	one-time additional regional funds
Step VA Ancillary Services	\$	190,000	This continues funding at FY25 level, a reduction was anticipated
Step VA Outpatient	\$	12,500	Regional funds
State Crisis Response	\$	25,000	Regional funds
Workforce Funding	\$	60,000	Recently awarded for paid internships
FBG Alcohol/Drug Treatment	\$	127,921	This continues funding at FY25 level, not fully budgeted with federal unknowns
FBG SA Women	\$	147,628	This continues funding at FY25 level, not fully budgeted with federal unknowns

Funding Updates

General funds	\$	(53,731)	received the performance contract numbers
ACT, DAP, SARPOS, misc	\$	(7,661)	
NET Proposed Revision	\$	2,299,109	

Related Expenditure Adjustments:

Salaries & related fringes	\$	1,077,446	Coordinator, Permanent Supportive Housing, general fund reductions
Staff Development	\$	9,239	Marcus Alert
Facility Expense	\$	12,300	Marcus Alert
Supplies & Equipment	\$	590,772	Mobile Crisis, Marcus Alert
Transportation	\$	5,000	Marcus Alert
Consultant	\$	192,573	Step VA Ancillary, SARPOS
Client Assistance	\$	404,180	Permanent Supportive Housing
Advertising	\$	7,600	Marcus Alert
Total Expenditure Adjustments	\$	2,299,109	

PROPOSED FY 26 REVISED BUDGET \$ 25,530,210



**COLONIAL BEHAVIORAL HEALTH**  
**Executive Director's Report – September 2025**

**Agency Issues**

1. Building 1 (Merrimac campus) has been scheduled to fully reopen all areas for several weeks, but we continue to be delayed by material delivery issues. We continue operating these areas on a day-to-day and week-to-week basis.
2. We are pleased to report that DBHDS has approved our request of an additional \$521,000 to complete constructing/equipping the Center for Support and Wellness. This funding relieves much, but not all, pressure on project cost management.
3. Congressman Rob Wittman visited the new Cardinal Ridge parcel on August 5<sup>th</sup> and reported that our request for \$2.0 million in Federal funds has been included in the House Appropriations budget. Our request was for federal Community Project Funding, targeted to support predevelopment work related to the second building on the new campus. We are very appreciative of Congressman Wittman's support. CBH Vice Chair, Bruce Keener attended the visit on behalf of the Board.
4. I will be out of the office traveling for a 40<sup>th</sup> wedding anniversary from 9/14 – 10/6. Marsha Obremski (as Director of Operations) will be fulfilling necessary functions during that time per Board policy.

**Community Issues**

1. The CSW Groundbreaking event is scheduled at 9:30 AM on September 10<sup>th</sup>, with Governor Youngkin delivering the keynote address. Board members wishing to attend need to notify Kristy Wallace no later than Thursday, September 4<sup>th</sup>.
2. CBH is proposing that our community undertake a SIM (Sequential Intercept Model) mapping exercise to discuss our collective systemic interface between behavioral health and public safety systems. It has been about 15 years since this was last held, and our community's services and needs have changed significantly during that time.

**Public Policy**

1. With the passage of the Federal budget bill, we are seeking to understand the impact of changes to Medicaid on the populations served by CBH. How Virginia chooses to respond to the changes will be a key legislative factor in the upcoming GA session.
2. Virginia Medicaid (DMAS) and DBHDS are "sunsetting" and redesigning several services for the SMI population. This Redesign has significant implications for our services and funding. Immediate available details are insufficient, so a presentation on this effort is planned for the Board in our November meeting. [DMAS BH Redesign Announcement Flyer](#)
3. The VACSB is working to develop a proposal that will qualify Virginia CSBs to become CCBHCs (Certified Community Behavioral Health Clinics), again with significant implications locally and for our system. A presentation is planned for December.

Respectfully submitted,  
David A. Coe

FY26 BUDGET REVISION #1

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Proposed Revision:

REVENUES:

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Client Assistance	\$	404,180	Permanent Supportive Housing
Advertising	\$	7,600	Marcus Alert
Total Expenditure Adjustments	\$	2,299,109	

PROPOSED FY 26 REVISED BUDGET \$ 25,530,210



**YEAR TO DATE REVENUES AND EXPENDITURES**  
as of  
**July 31, 2025**

**REVENUE**

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 11,936,138	\$ 1,044,571	\$ 994,678	105%	\$ 49,893
Local	\$ 4,147,000	316,417	345,583	92%	\$ (29,167)
Fees	\$ 6,545,920	628,849	545,493	115%	\$ 83,356
Grants/Other	\$ 602,042	119,171	50,170	238%	\$ 69,001
Total Revenue	\$ 23,231,100	\$ 2,109,008	\$ 1,935,925	109%	\$ 173,083

**EXPENDITURES**

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 18,312,073	\$ 1,334,529	\$ 1,408,621	95%	\$ 74,092
Staff Development	\$ 107,757	\$ 1,278	8,980	14%	7,702
Facility	\$ 1,433,864	\$ 89,983	119,489	75%	29,505
Equipment and Supplies	\$ 837,185	\$ 52,014	69,765	75%	17,751
Transportation	\$ 184,408	\$ 6,553	15,367	43%	8,814
Consultant and Contractual	\$ 2,138,882	\$ 24,222	178,240	14%	154,018
Client Supports	\$ 87,348	\$ 3,438	7,279	47%	3,841
Miscellaneous	\$ 129,583	\$ 7,643	10,799	71%	3,156
Total Expenditures	\$ 23,231,100	\$ 1,519,660	\$ 1,818,540	84%	\$ 298,880

Operating Margin	\$ -	\$ 589,348
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Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

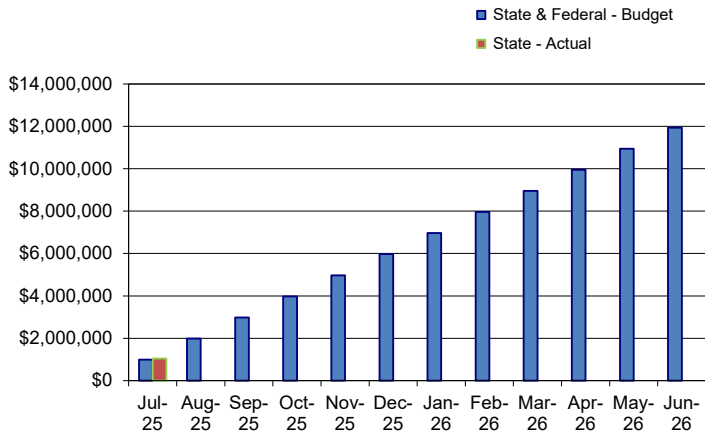
7/31/25 Cash Balance                      \$    15,051,718.58

**CRISIS SERVICES CENTER PROJECT**

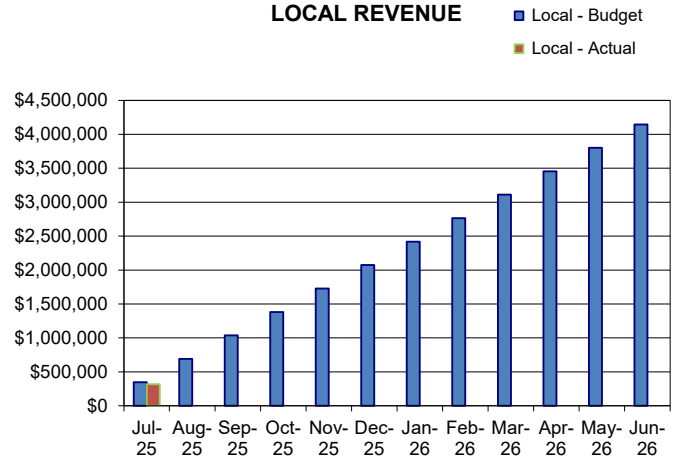
CATEGORY	PROJECT BUDGET	PROJECT TO DATE
DBHDS Grant	\$ 12,000,000	\$ 2,000,000
Interest Earned		\$ 8,656
Total Revenue	\$ 12,000,000	\$ 2,008,656
Personnel		\$ 124,021
Mileage		\$ 500
Consultant and Contractual		\$ 579,437
Miscellaneous		\$ 75
Total Expenditures		\$ 704,033

**YEAR TO DATE REVENUE**  
as of  
**07/31/25**

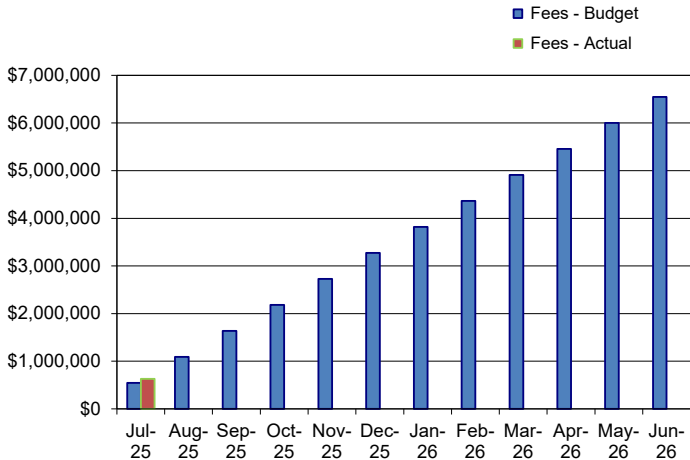
**STATE & FEDERAL REVENUE**



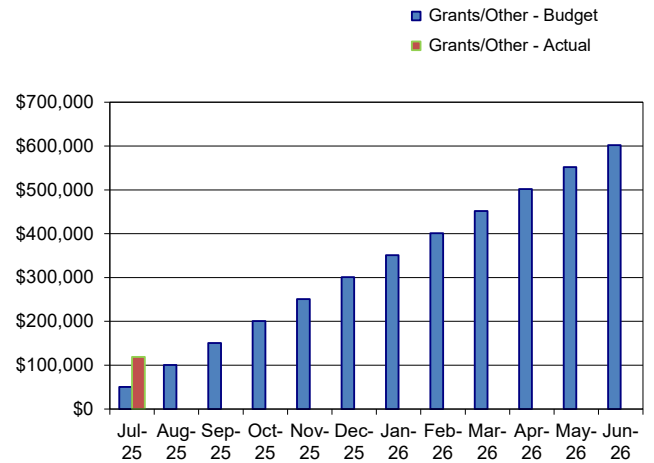
**LOCAL REVENUE**



**FEE REVENUE**



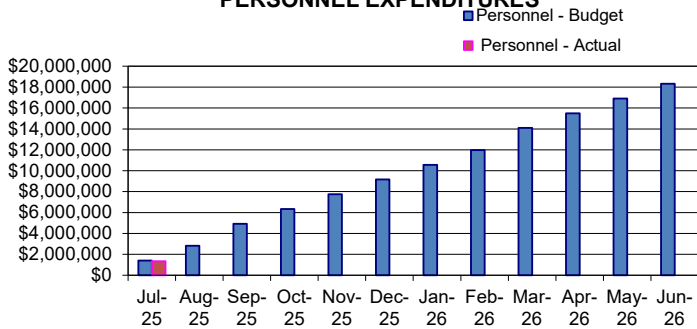
**GRANTS & OTHER REVENUE**



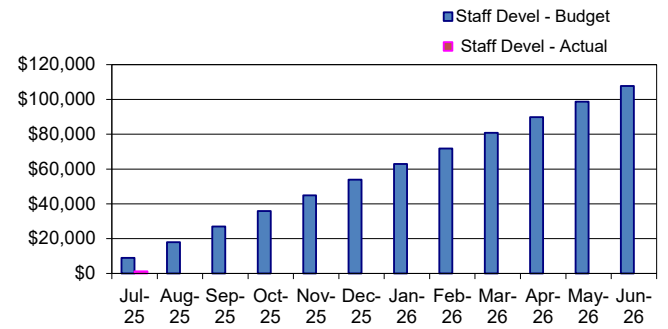
## YEAR TO DATE EXPENDITURES

as of  
07/31/25

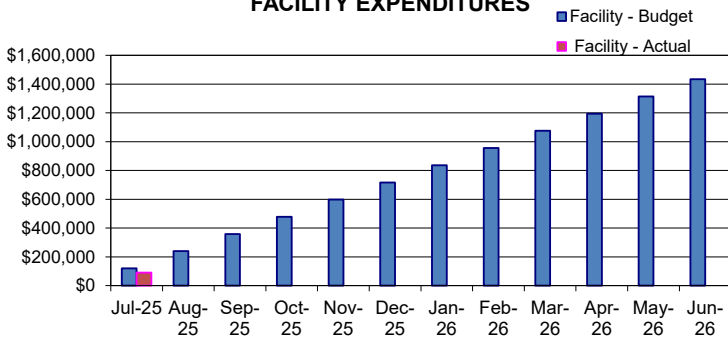
### PERSONNEL EXPENDITURES



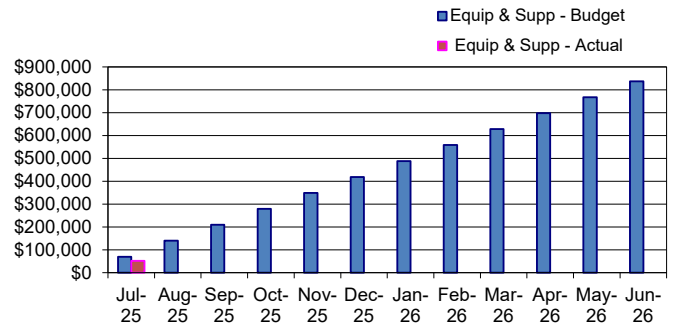
### STAFF DEVELOPMENT EXPENDITURES



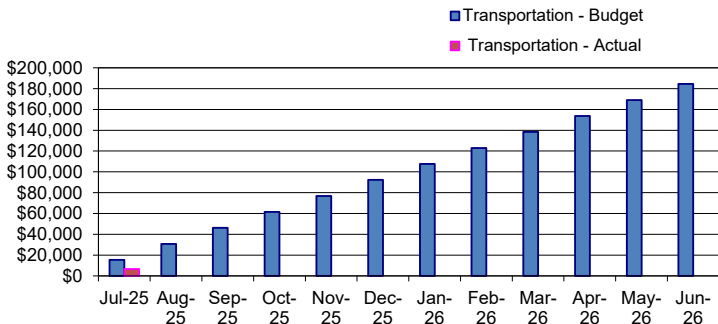
### FACILITY EXPENDITURES



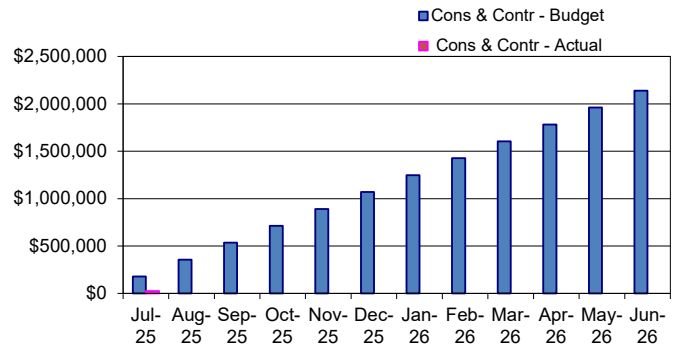
### EQUIPMENT & SUPPLIES EXPENDITURES



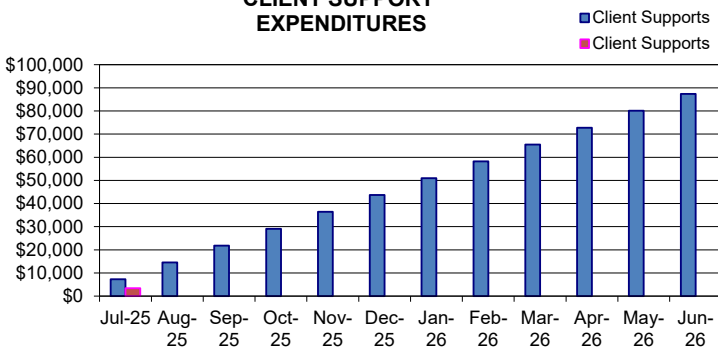
### TRANSPORTATION EXPENDITURES



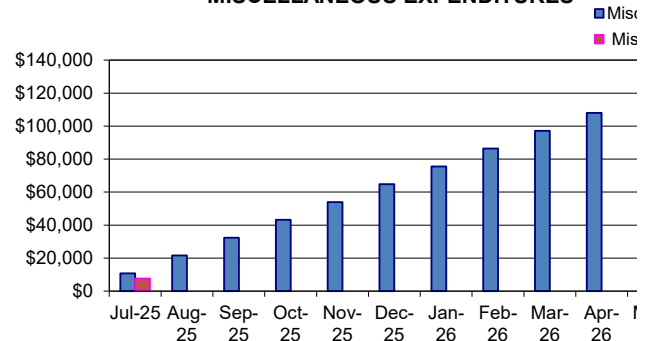
### CONSULTANT & CONTRACTUAL EXPENDITURES



### CLIENT SUPPORT EXPENDITURES



### MISCELLANEOUS EXPENDITURES



## **Action Item A-3**

### **Appointment to CBH Advisory Council**

#### **Background:**

Colonial Behavioral Health has been interested in pursuing recognition as a Certified Community Behavioral Health Clinic (CCBHC) under Federal SAMHSA structures and regulations. Governance standards for CCBHCs require meaningful and timely participation by individuals served and family members. Those standards require either 51% of the Board of Directors to be comprised of persons served OR the existence of an alternate structure if participation is planned for and supported by the agency. CBH and other Virginia CSBs are utilizing the alternate structure due to Code of Virginia expectations for CSB Boards of Directors.

CBH's guidelines for the Council were originally adopted by the Board in May 2024 and revised in November 2024.

Recruitment efforts are ongoing for the Advisory Council, with a target of 5-10 active members in place. We currently have only two (2) members, with a third individual being nominated at this time.

Prospective Council members are submitted to the Executive Committee who then makes a recommendation in closed session to the full Board for appointment. Advisory Council members are appointed by the CBH Board of Directors and serve at the will of the Board.

#### **Recommended Motion:**

That the CBH Board of Directors appoint \_\_\_\_\_ to the CBH Advisory Council.