

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

September 15, 2025, at 2:00pm

Call to Order

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

Roll Call

Committee Members Present:

Ryan Ashe, Bruce Keener, John Collins, Amber Richey

Committee Members Absent:

Donyale Wells

CBH Staff Present:

Kyra Cook, Marsha Obremski, Nancy Parsons, Chaenn Thomas, Kristy Wallace

Members of the Public:

Susan Goodwin – County of York

UPDATES

Recruitment/Hiring/Turnover Update (*Chaenn*)

August 12, 2025 – September 10, 2025: CBH is actively recruiting for: 23 full-time, 3 part-time, and 4 PRN/WAR positions. CBH has had 3 additional hires (1 onboarded, and 2 scheduled for onboarding) since the last reporting period. The agency has experienced 8 employment separations (6 full-time and 2 PRN/WAR and 1 retirement).

August 2025 Financial Report (*Nancy*)

Nancy reviewed the Financial Report as of 8/31/2025. The amount of fees collected is increasing. Our cash is a little down, although this is normal – ebbs and flows. The revised budget will be provided next month since it was voted/approved on September 2nd.

ANTICIPATED ACTION ITEMS – 10/7 BOARD MEETING

MOU with York County – Health Insurance (*Susan Goodwin*)

York County is the fiscal agent for CBH; CBH participates in the same health and dental benefit plans. As of January 1, 2025, YC began segregating YC and CBH claims and administrative fees. According to data collected January – April 2025, YC was subsidizing CBH in the amount of \$122,000. Beginning July 1, 2025, YC will begin charging CBH for its portion of employee health and dental benefits, calculated on the prior year's costs. Depending on the year/claims, each entity could be negative (must pay) or positive (place funds in account for future). CBH would not have to pay for this until FY27. This is currently an unbudgeted expense for CBH but will be part of future operating budgets. CBH will bring this to our October Board meeting. Susan also noted that there will be a small increase (possibly 4%) in insurance premiums for the new year.

NEXT STEP: Marsha will send agreement to Pat McDermott for review prior to CBH's October Board meeting.

Facility Go/No Go Timeline and Fundraising Initiative (Kyra)

Kyra presented a memo for inclusion in the board packet and possible board action. The memo addressed by board members at their last meeting, including one FT or more PT positions and whether future funding would be part of the operating budget. The request is for an amount "up to" \$95k from unrestricted reserves and may or may not be needed depending on grant and earned revenue for the remainder of the fiscal year. The committee agreed to bring to the memo to the next Board meeting.

No Show/Late Cancellation Fee (Marsha)

Leadership created a collections workgroup to explore strategies to improve window collections and reduce no show/late cancellations. The workgroup is recommending that we reinstate the no show/late cancellation fee effective January 1, 2026, and that the fee be increased to \$25.00. Notice of the reinstatement of the fee will be posted for 90 days (October 1 – December 31) prior to implementation. This reinstatement would constitute a "line item" revision to the CBH Financial Management Policy.

Consensus: Move forward, bring to the entire CBH Board of Directors.

DISCUSSION

Board Training – especially FOIA and Conflict of Interest topics (Marsha)

Conflict of Interest training will take place at the beginning of our October Board Meeting.

FOIA training will take place at the beginning of our November Board Meeting.

We will add Bruce and Kyra's piece of training as an additional topic in future meetings.

NEXT STEP: Kyra will reach out to Meghan to see if November 3rd works for her schedule.

CCSI/CBH Lease Agreements (Marsha)

CBH does not have lease agreements in place with CCSI (CBH's land holding nonprofit entity) with existing buildings. In the beginning, CSB's weren't allowed to own property which is why CCSI owns the properties and rents them to CBH. CBH would like to have leases in place by January 1, 2026.

During the first year, our CBH would pay 20% of fair market value and increase to 100% over five plus years. After the CSW opens, it will pay 100% of fair market value rent. Having leases in place is moving in the right direction with CCBHC and will be an advantage when we sell properties.

Need for Additional Temporary Office Space (Marsha)

CBH is out of extra space (problem for existing staff and future staff that will be hired and trained prior to the opening of our CSW). The funding for the temporary lease will be covered with one-time crisis dollars. The temporary space will allow room for mobile crisis and emergency services (open floor concept for training purposes). CBH will begin searching for suitable office space and we will keep the Board updated as plans are finalized.

ADDITIONAL ITEMS – OCTOBER FULL BOARD MEETING

Executive Director's Report

Items from the Committee

Ryan Ashe discussed meeting flow and asked for feedback regarding how best to use every board member's time most effectively.

Adjournment

John Collins made a motion to adjourn the meeting at 3:36pm. Bruce Keener seconded this motion; all were in favor.

NEXT MEETING

Monday, October 20, 2025

2:00pm

473 McLaws Circle, Williamsburg, VA 23185