

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 10th, 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

Ryan Ashe, Chair

Amber Richey, Secretary