

# **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

**DATE:** June 3, 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. Wendy Evans – Williamsburg  
Mr. Bruce Keener – York County  
Ms. Erin Otis – James City County  
Ms. Amber Richey – York County  
Dr. John Shaner – City of Poquoson  
Ms. April Thomas – York County  
Ms. Donyale Wells – James City County  
Mr. Roy Witham – James City County

**BOARD MEMBERS ABSENT:**

Dr. Dawn Ide – City of Poquoson  
Mr. Steven Miller – York County  
Ms. Kristen Nelson – York County

**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, CPA (Assistant County Administrator, York County)

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

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

- May 6, 2025, Board of Directors Meeting
- May 20, 2025, Executive Committee Meeting

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

**ACTION ITEMS:****A-1 Election of Officers – Fiscal Year 2026**

The following proposed slate of officers for FY 2026 was presented to the Board for approval:

Board Position	Nominee	Locality
Chair	Ryan Ashe	James City
Vice Chair	Wendy Evans	Williamsburg
Secretary	Amber Richey	York County
Treasurer	John Collins	York County
Member At-Large	Erin Otis	James City

John Collins made a motion to approve the proposed slate of officers to the CBH Board of Directors for FY 2026; Roy Witham seconded this motion. All were in favor.

**A-2 Approval – Fiscal Year 2026 Operating Budget (*N. Parsons*)**

The proposed budget (effective dates are July 1, 2025, through June 30, 2026) reflects planned revenues and expenditures based on what we know for FY 26. A revised budget will be presented to the Board during the year for the following reasons: CBH acquired additional PSH units, we expect to receive \$600k for Marcus Alert, and we have applied for workforce funding that is still pending.

Bruce Keener made a motion that the Board of Directors approve the proposed Colonial Behavioral Health FY 2026 Operating Budget. April Thomas seconded this motion.

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

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. The plan was coded to note which items had identified funding sources. Staff commented that the board was acting on the items that were funded. Fundraising is not included in this plan; a future consideration would be to include fees associated with fundraising.

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

**A-4 Approval – Expenditures for Special Projects (*N. Parsons*)**

The CBH Board's Executive Committee previously approved up to \$400,000 in one-time funds to

be used by the end of FY 2025 for facility improvement and maintenance projects, many of which are urgent. The amounts indicated on the spreadsheet have also been incorporated in the 10-Year Capital Improvement Plan. The Executive Committee has reviewed the proposal and recommends approval by the full board.

John Collins presented the motion from the Executive Committee that the Colonial Behavioral Health Board of Directors authorize high priority facility projects (HVAC, roofs and windows) totaling \$265,000, to be paid out of CBH reserves in FY26). Dr. John Shaner seconded this motion; all were in favor.

**A-5 Approval – One-Time Staff Payment (*N. Parsons*)**

CBH is one of the many CSBs without sufficient funding in FY 2026 to support a Cost-of-Living Adjustment (COLA) for staff compensation. There are sufficient one-time unrestricted funds in the FY 2025 budget to support a one-time payment (bonus) to current CBH staff in the last payroll of the current fiscal year.

Dr. John Shaner presented the motion from the Executive Committee that the CBH Board of Directors approves the one-time longevity bonus payment proposal not to exceed \$304,000.00. Tarun Chandrasekar seconded this motion.

**A-6 Approval – Revision to CBH Bylaws (*D. Coe*)**

CBH Bylaws are reviewed periodically to assure continued compliance with state and federal statutes, and to reflect the Board's wishes for effective operations as a governing body. A single amendment is currently recommended: the insertion of language requiring the Board to approve all individual expenditures over \$50,000.00. CBH's Board Attorney recommends approval of this Bylaws change.

Dr. John Shaner made a motion that the CBH Board approve the amended CBH Bylaws as attached. Amber Richey seconded this motion; all were in favor.

**A-7 Approval – Amendment to Financial Management Policy (*D. Coe*)**

Making a revision to CBH's Bylaws also requires a amendment to CBH's Financial Management Policy to ensure that both documents are aligned. The Financial Management Policy needs to include the same revision "including individual expenditures exceeding \$50,000.00."

John Collins made a motion that the CBH Board of Directors approve the proposed revision to CBH Financial Management Policy #30 – Budget for the purpose of aligning agency policy with Bylaws. Dr. John Shaner seconded this motion; all were in favor.

**A-8 Approval – Fiscal Agent Agreement with York County (*D. Coe*)**

York County has been the fiscal agent for Colonial Behavioral Health since 1990. The County of York, Colonial Behavioral Health and the Treasurer of York County find it appropriate to set out and memorialize their respective obligations concerning the responsibilities for each party. All parties desire to establish a fiscal agency memorandum of agreement. This agreement has been approved by the York County Board of Supervisors.

John Collins made a motion that the CBH Board of Directors authorizes the Executive Director to execute a Fiscal Agency Memorandum of Agreement between Colonial Behavioral Health and the County of York. Dr. John Shaner seconded this motion; all were in favor.

**A-9 Approval – Board Policy Review Calendar (D. Coe)**

CBH has been working with the Executive Committee to develop a Board review calendar for agency governance policies. These policies will be reviewed on a regular basis. CBH created a Board SharePoint site to allow our Board members to review policies.

Dr. John Shaner presented the motion from the Executive Committee that the CBH Board of Directors approve the proposed Board Policy Review Calendar. April Thomas seconded this motion; all were in favor.

**A-10 Approval – Amendment to PPEA Interim Agreement (K. Cook)**

To authorize Henderson, Inc. to begin demolition, the existing interim agreement must be amended. Demolition costs were estimated at \$500,000 and included in the original project budget. The demolition cost is below the original budget estimate, Henderson Inc. recommends allocating an additional \$124,975 to get construction documents to 50% construction design as part of the Interim Agreement to keep the project moving until the Comprehensive Agreement is presented to the Board of Directors on July 25, 2025.

Dr. John Shaner made a motion to authorize the CBH Executive Director to amend Contract #C240325 – Interim Agreement with Henderson, Inc. – to include demolition of the existing building on the newly acquired property. The contract amendment shall not exceed \$485,529.00. April Thomas seconded this motion; all were in favor.

**REPORTS:**

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

Agency Issues

CCSI should be the legal owner of the parcel by May 27, 2025.

CBH's Annual Board Planning Day will take place on July 25, 2025, at the York-Poquoson Sheriff's Office (159 Goodwin Neck Road, Yorktown 23692). Some of the topics that will be covered on this day include board training topics, work related to our capital projects for both the CSQ and 2<sup>nd</sup> building on the property. We will hold a regular Board Meeting in the afternoon to cover policy considerations, potential approval of the Comprehensive Agreement with Henderson, Inc., revisions to the operating budget, and the performance contract.

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.

CBH and the City of Williamsburg have begun a pilot program (Project HOPE) to connect homeless individuals with services and support.

Public Policy

CBH has not received the Performance Contract from DBHDS.

**CLOSED SESSION:**

Bruce Keener made the following motion to move to a closed session: I move 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 following matters:

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

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

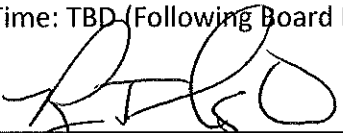

A motion to adjourn the meeting was made by Bruce Keener and seconded by Roy Witham, the meeting was adjourned at 4:38pm.

**NEXT MEETING:**

Date: Friday, July 25, 2025

Location: 159 Goodwin Neck Rd. Yorktown, VA 23692

Time: TBD (Following Board Planning Day)

  
\_\_\_\_\_  
Ryan Ashe, Chair  
\_\_\_\_\_  
Donyale Wells, Secretary

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

- **Welcome and Call to Order**
- **Roll Call**
- **Public Comment**
- **Consent Calendar**
  - Approval of the following meeting minutes:
    - May 6, 2025, Board of Directors Meeting
    - May 20, 2025, Executive Committee Meeting
- **Action Items**
  - A-1 Election of Officers – Fiscal Year 2026
  - A-2 Approval – Fiscal Year 2026 Operating Budget *(N. Parsons)*
  - A-3 Approval – 10-Year Capital Improvement Plan *(N. Parsons)*
  - A-4 Approval – Expenditures for Special Project *(N. Parsons)*
  - A-5 Approval – One-Time Staff Payment *(N. Parsons)*
  - A-6 Approval – Revision to CBH Bylaws *(D. Coe)*
  - A-7 Approval – Amendment to Financial Management Policy *(D. Coe)*
  - A-8 Approval – Fiscal Agent Agreement with York County *(D. Coe)*
  - A-9 Approval – Board Policy Review Calendar *(D. Coe)*
  - A-10 Approval – Amendment to PPEA Interim Agreement with Henderson, Inc. *(K. Cook)*
- **Reports**
  - Executive Director’s Report *(D. Coe)*
- **Closed Session**
  - Closed Session for the purpose of the annual performance evaluation of, and the Board’s annual contract with the CBH Executive Director.
  - Reconvene in open session
- **Adjournment**
  - **Next Meeting:**  
Friday, July 25, 2025  
Time and Location TBD (following Board planning day)

# **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

**DATE:** May 6, 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. Wendy Evans – Williamsburg  
Dr. Dawn Ide – City of Poquoson  
Mr. Bruce Keener – York County  
Mr. Steven Miller – York County  
Ms. Kristen Nelson – York County  
Ms. Amber Richey – York County  
Ms. Donyale Wells – James City County  
Mr. Roy Witham – James City County

## **BOARD MEMBERS ABSENT:**

Ms. Erin Otis – James City County  
Ms. April Schmidt – York County  
Dr. John Shaner – City of Poquoson

## **CBH STAFF PRESENT:**

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

## **GUESTS:**

Susan Goodwin, CPA (Assistant County Administrator, York County)  
Sharon Proffit (Advisory Council Member)

**PUBLIC COMMENT:** None

## CONSENT CALENDAR:

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

- April 1, 2025, Board of Directors Meeting
- April 15, 2025, Executive Committee Meeting

John Collins made a motion to accept the consent agenda as presented. Wendy Evans seconded the motion, and it passed unanimously.

## PRESENTATIONS

### Proposed Slate – Officers for Fiscal Year 2026 (*Nominating Committee*)

Wendy Evans, Roy Witham, and Bruce Keener made up the Nominating Committee. Wendy Evans provided the following proposed slate of officers which will be voted on at our June 3, 2025, Board Meeting:

Board Position	Nominee	Locality
Chair	Ryan Ashe	James City
Vice Chair	Wendy Evans	Williamsburg
Secretary	Amber Richey	York County
Treasurer	John Collins	York County
Member At-Large	Erin Otis	James City

### Crisis Service Center Update (*Henderson/GuernseyTingle Team*)

Our Design Build Team walked us through a presentation that introduced each part of our Design Build Team, the process that is/will be followed and where we are today, the site plan showing where the building will be, renderings of the CSC building, and a timeline highlighting important dates. A Q/A session was held at the end of the presentation.

## ACTION ITEM

### A-1 Naming the New Crisis Center Facility (*K. Cook/D. Coe*)

The staff of CBH went through an inclusive process over the last six months developing a recommendation for the Board related to the name of the new facility that will house CBH Crisis Services programming. Feedback was received from CBH staff and community stakeholders at two separate charette events. Over 150 votes were cast, and 45 possible names were suggested. CBH staff recommends the new building be referred to as “The Colonial Behavioral Health Center for Support & Wellness.”

Roy Witham made a motion that the Board of Directors designate the new crisis services building planned for construction to be named the “Colonial Behavioral Health Center for Support & Wellness.” John Collins seconded this motion, and it passed unanimously.

## **UPDATES/REPORTS**

### **York County Fiscal Agent Agreement Update (*R. Ashe/D. Coe*)**

Susan Goodwin's communication regarding the York County Fiscal Agent Agreement is a part of the Board packet and was reviewed during the Board meeting. Updates to CBH's bylaws are required and will take place in June. A list of next steps is listed in this communication.

### **Advisory Council Update (*D. Coe*)**

The Advisory Council has two active participants; we are recruiting for additional members. Communication about recruiting for this council is posted on our website and applications are available in each of our buildings.

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

#### Agency Issues

The conveyance of the Cardinal Ridge/ESH parcel to CCSI is scheduled to take place on May 13<sup>th</sup>. CBH's Board Planning Day will be Friday, July 25, 2025. The location is TBD.

#### Community Issues

September 10, 2025, has been scheduled as the date for our crisis services center Groundbreaking event.

The Financial Update as of 3/31/2025 and the Recruitment Update are a part of the Executive Director's Report.

## **CLOSED SESSION**

Bruce Keener made the following motion to move to a closed session: I move that the CBH Board convene a closed meeting as permitted under the Code of Virginia for the following purpose:

A Closed Session for the purpose of discussing upgrades to and the current status of CBH's cybersecurity infrastructure and protocols, and consultation with legal counsel regarding these issues, which discussion and consultation is exempt under Virginia Code 2.2-3711(A)(7)(9) and (19).

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

## **ACTION ITEM**

### **A-2 Approval of New Information Services Policies (*K. Leuci/D. Coe*)**

Colonial Behavioral Health periodically reviews and updates agency policies and procedures, including policies pertaining to Technology and Information Security. The Executive Director was previously authorized to approve and implement both new and amended policies by the Board's Executive Committee, subject to confirmation by the full CBH Board.

Steven Miller made a motion that the CBH Board confirms recent additions and amendments

made to the agency's Technology and Information Security policies. Bruce Keener seconded this motion, which was unanimously passed.

**ADJOURNMENT:**

Upon a motion to adjourn the meeting was made by John Collins and seconded by Bruce Keener, the meeting was adjourned at 5:26pm.

**NEXT MEETING:**

Date: Tuesday, June 3, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

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**Ryan Ashe, Chair**

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**Donyale Wells, Secretary**

# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

May 20, 2025, at 3:00pm

### **Call to Order**

The Executive Committee Meeting was called to order at 3:30pm.

### **Roll Call**

#### **Committee Members Present:**

Ryan Ashe, John Collins, Wendy Evans

#### **Committee Members Present:**

Erin Otis, Donyale Wells

#### **CBH Staff Present:**

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

#### **Members of the Public:**

Susan Goodwin

### **Updates**

#### **Land Conveyance Update (*David/Kyra*)**

The land conveyance from the county to CBH did not take place during the public hearing held on May 13<sup>th</sup> because signatures are missing. The land conveyance has been placed on the consent agenda for May 27<sup>th</sup>.

#### **Recruitment and Hiring (*Chaenn*)**

Chaenn reviewed the Recruitment and Hiring Update as of 5/16/2025. CBH currently has 2 pending hires, one has been accepted. Currently, CBH has 20 full-time positions open.

#### **2026 -2028 DBHDS Performance Contract (*David*)**

We have not yet received the Performance Contract; we may not receive it prior to our June Board Meeting. We will need to add a regular Board meeting at the end of our Board Planning Day (July 25<sup>th</sup>) to take care of a few things, including the Performance Contract.

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

Nancy presented the Financial Report as of 4/30/2025. We continue to receive fees that were uncollected during our cybersecurity incident. Expenditures were up due to purchasing monitors and grant pay back.

## **Action Items**

### **FY 2025 Budget Items (Nancy)**

**Special Projects** - An update was presented on the status of the facility maintenance projects authorized at the last Executive Committee meeting. To date \$115,801 has been encumbered to vendors. The remaining \$284,000 has not been encumbered due not having enough time to complete the remaining projects before the fiscal year end. A request was made by Nancy Parsons for the Committee to authorize the remaining high priority projects: HVAC, roofs and windows totaling \$265,000, to be paid out of reserves in FY26. Wendy Evans made a motion to approve this action. John Collins seconded this motion; it was passed unanimously. This is a proposal to move to the full board as a motion from the Executive Committee.

**One-Time Payments to Staff** – Unfortunately, CBH is unable to provide a rate increase for staff. In June 2025, CBH will receive funds from the state for the workforce which would allow CBH to offer a one-time longevity bonus. Wendy Evans made a motion to approve a one-time longevity bonus payment proposal not to exceed \$304,000.00. John Collins seconded the motion; it passed unanimously. This is a proposal to move to the full board as a motion from the Executive Committee.

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

A proposed budget having \$23,231,100 in revenues and \$23,231,100 in expenses was presented. The budget proposal represents a 1.6% reduction from FY25 largely due to federal revenue reduction. It includes a 1.3% increase in local funding but does not include a pay increase for employees. This topic will be a Board action item.

### **Proposed CBH Capital Improvement Plan (CIP)/Budget (David/Nancy)**

Nancy presented the proposed CBH 10 Year CIP Budget. FY 26 and FY 27 show \$70,000 for State Reporting/Business Integration Software. A request has been made to the State for an additional \$500k for the Crisis Services Building. The proposed \$1M for the interim agreement for the administrative/outpatient building that is shaded in blue for FY26 may result in a request to the CBH board to allocate fund balance dollars if grant requests prove unsuccessful. This topic will be a Board action item.

### **Proposed Fiscal Agent Agreement w/York County (David/Nancy)**

The proposed fiscal agent agreement with York County has been approved by our attorney. The Fiscal Agent Agreement will be voted on during York County's Board meeting this evening. This topic will be a Board action item.

### **Proposed Change to CBH Bylaws (David)**

The proposed change to CBH Bylaws has been approved by our attorney. This topic will be a Board action item.

### **Proposed Change to CBH Financial Management Policies (David)**

The proposed change to CBH Financial Management Policies will be a Board action item.



**Proposed Board Policy Review Calendar (*David*)**

The CBH policy groupings have been approved. The policy calendar was presented; our attorney will send a memo suggesting how often we review each set of policies. John Collins made a motion to approve the recommended board policy approval calendar. Wendy Evans seconded this motion; it passed unanimously. This is a proposal to move to the full board as a motion from the Executive Committee.

**Additional Items for the June Board Meeting**

- Demolition Agreement – Henderson
- Election of Board Officers – Fiscal Year 2026
- CLOSED SESSION – Annual Evaluation of Executive Director

**Items from the Committee**

None

**Adjournment**

John Collins made a motion to adjourn the meeting at 5:33pm. Wendy Evans seconded this motion.

## **CBH NOMINATING COMMITTEE**

### **PROPOSED SLATE OF OFFICERS**

**CBH Board of Directors**

**Fiscal Year 2026**

:

CHAIR:	Ryan Ashe	(James City)
VICE CHAIR	Wendy Evans	(Williamsburg)
SECRETARY	Amber Richey	(York)
TREASURER	John Collins	(York)
MEMBER AT-LARGE	Erin Otis	(James City)

## **Action Item A-2**

### **Adoption of CBH Fiscal Year 2026 Operating Budget**

#### **Background:**

This proposed budget reflects planned revenues and expenditures based on what we know for Fiscal Year 2026. There remain a few outstanding questions remaining to be resolved related to allocations of some funds (new and one-time Permanent Supportive Housing being the largest of those), but the “big ticket” items are sufficiently known to allow us to present this budget with confidence. Any additional significant changes may need to be brought to the Board for allocation during the coming year.

This proposed budget’s effective dates are July 1, 2025, through June 30, 2026.

Highlights of this OPERATING BUDGET primarily consist of:

- A small reduction in the total budget, primarily driven by reductions in Federal funding;
- No Cost of Living increase for staff;
  - Accompanied by a one-time payment to current staff in FY2026
- A 6% increase in employee health insurance premiums paid by the agency;
- Increased local funding levels from each locality; and

#### **CAPITAL IMPROVEMENT PLAN (CIP)**

The 10-Year Capital Improvement Plan is included as Action Item A-3 of this packet.

#### **Recommended Motion:**

That the Board of Directors approve the proposed Colonial Behavioral Health FY 2026 Operating Budget.

# FY26 CBH PROPOSED OPERATING BUDGET AT A GLANCE

NOTE: This does not include the Crisis Services Center in the Capital Budget

	FY 26	FY 25
Revenue and Expense Total of	<b>\$ 23,231,100</b>	\$ 23,620,453
A reduction of 1.6% largely due to federal revenue reduction		

## Includes:

- Challenging fee revenue targets in both MH and DD programs
- Continued redesign of the ES program in preparation for the Crisis Services Center program expansion
- Continued development of Mobile Crisis and Permanent Supported Housing Programs
- 203.28 FTEs throughout the Agency

## Does Not Include

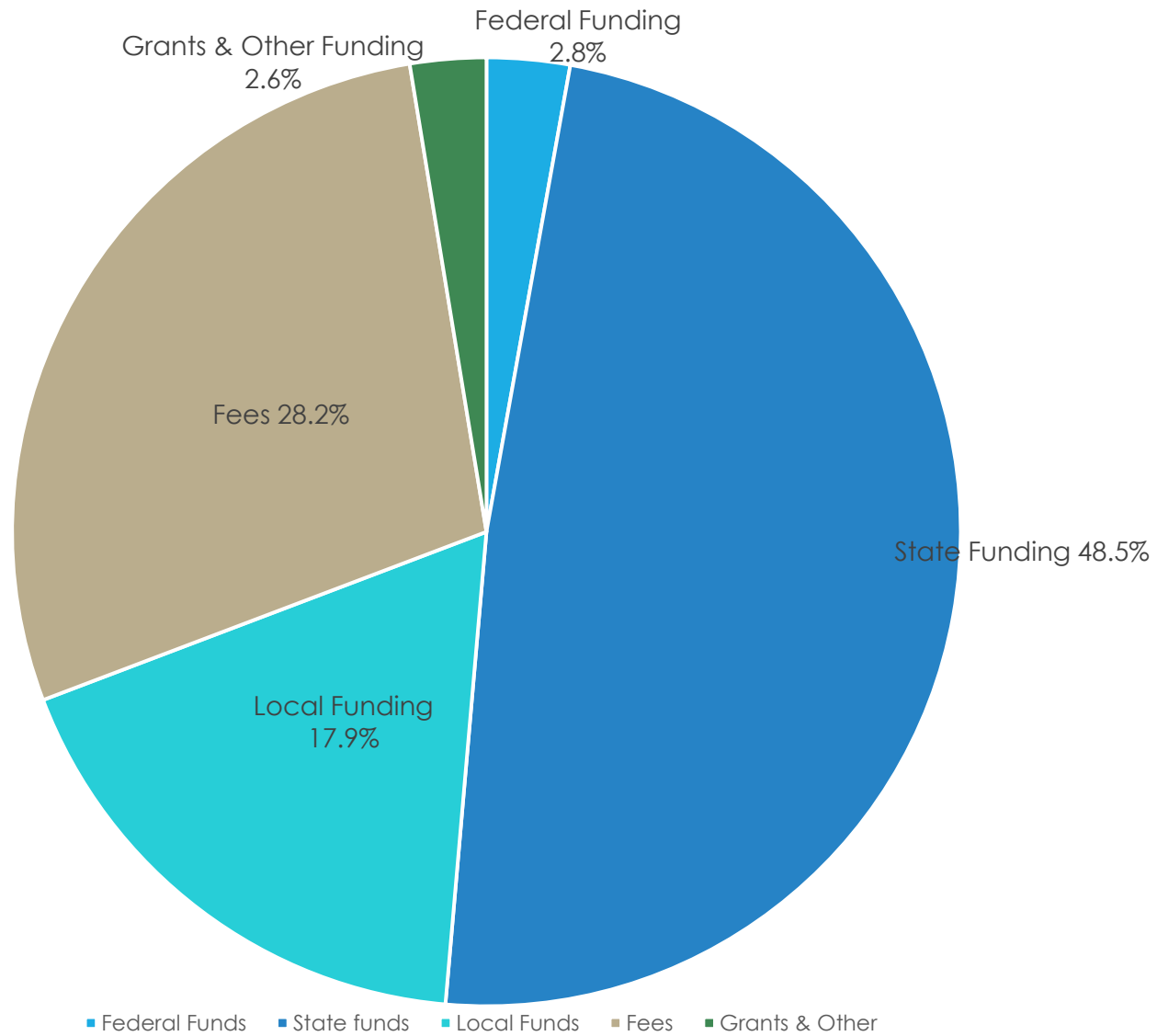
- Any salary increase for employees

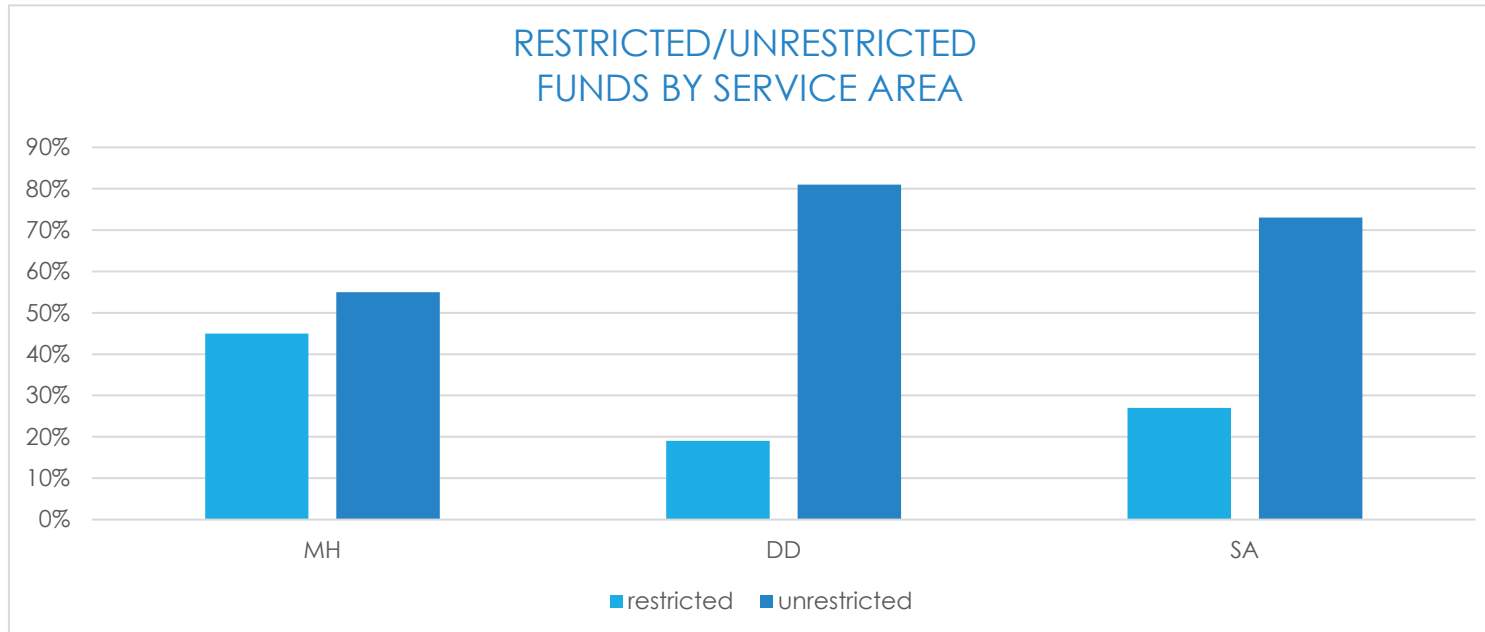
# REVENUE

	<i>2026 Recommended Budget</i>	<i>2025 Revised Budget</i>	<i>FY25 YTD thru April</i>	<b>NOTES</b>
State funds	\$11,278,241	\$11,332,828	\$9,446,772	Essentially flat funding, unable to accesss State salary increase for CSBs due to budget constraints
Federal Funds	\$657,896	\$894,712	\$602,093	DEI and ARPA funding eliminated
Local Funds	\$4,147,000	\$3,974,000	\$3,293,750	Requested increase of 4.3%
Fees	\$6,545,920	\$6,706,586	\$5,200,311	While this is a reduction from the FY25 budget it is an 8% increase from the annualized amount we are seeing in FY25
Grants & Other	\$602,042	\$712,326	\$655,236	Interest income, Reduction in grants from Williamsburg Health Foundation and Bank of America, new Opid Abatement grant with JCC
	\$23,231,100	\$23,620,453	\$19,198,163	

<b>LOCAL FUNDING DETAIL</b>				
FY26 OVERALL REQUESTED INCREASE 4.3%				
	<i>FY 26 REQUESTED ALLOC</i>	<i>FY 26 INCREASE</i>	<i>FY 26 % LOCAL FUNDS</i>	
<i>James City County</i>	\$2,345,000	\$39,000	56.5%	While the State requirement is a 10% local match contribution, we are very grateful to our localities for their generous support of us
<i>York County</i>	\$1,249,000	\$77,000	30.1%	
<i>Williamsburg</i>	\$350,000	\$65,000	8.4%	
<i>Poquoson</i>	\$203,000	\$13,000	4.9%	
TOTAL	\$4,147,000	\$155,000	100.0%	<b>Distribution of requested increase based on percentage of usage</b>

## FY26 PROPOSED REVENUE



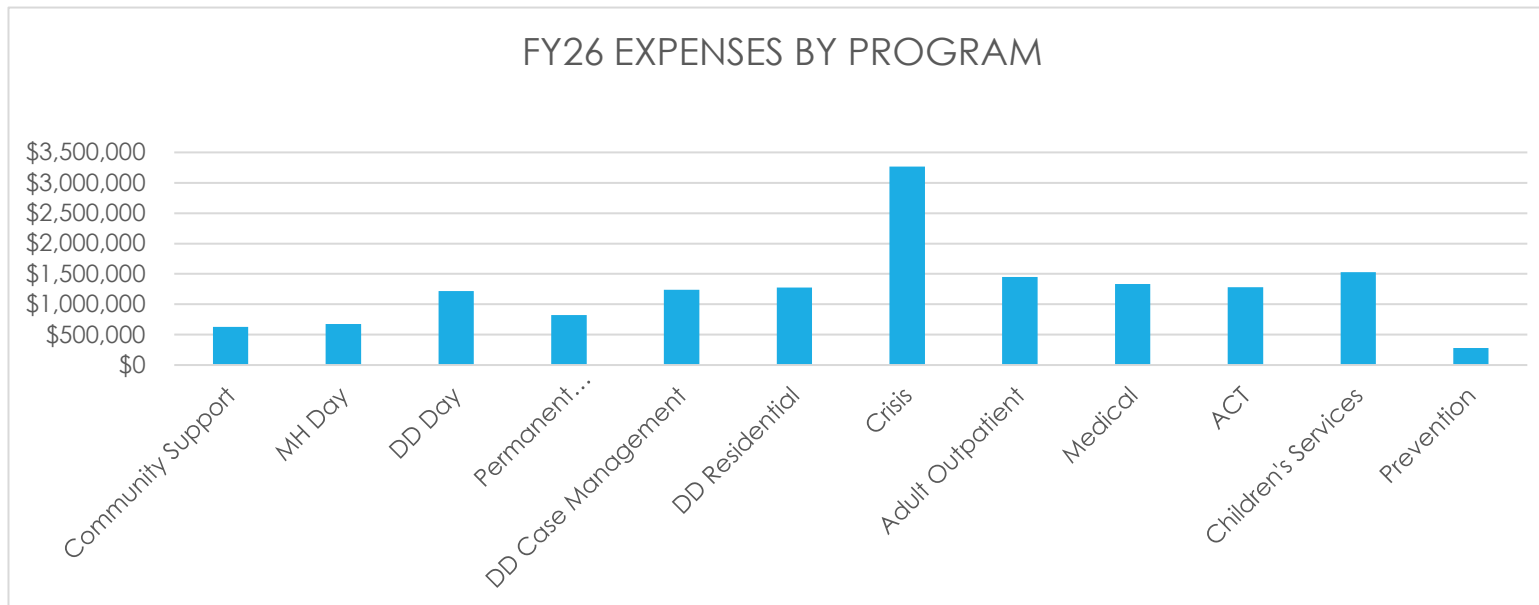


	Restricted	Unrestricted	TOTAL
MH	\$5,261,955	\$6,438,809	\$11,700,764
DD	\$1,228,721	\$5,208,014	\$6,436,735
SA	\$612,510	\$225,435	\$837,945
OTHER		\$4,255,656	\$4,255,656
	\$7,103,186	\$16,127,914	\$23,231,100

Undesignated Local Funds, Interest Income,  
Integrated Care Grant

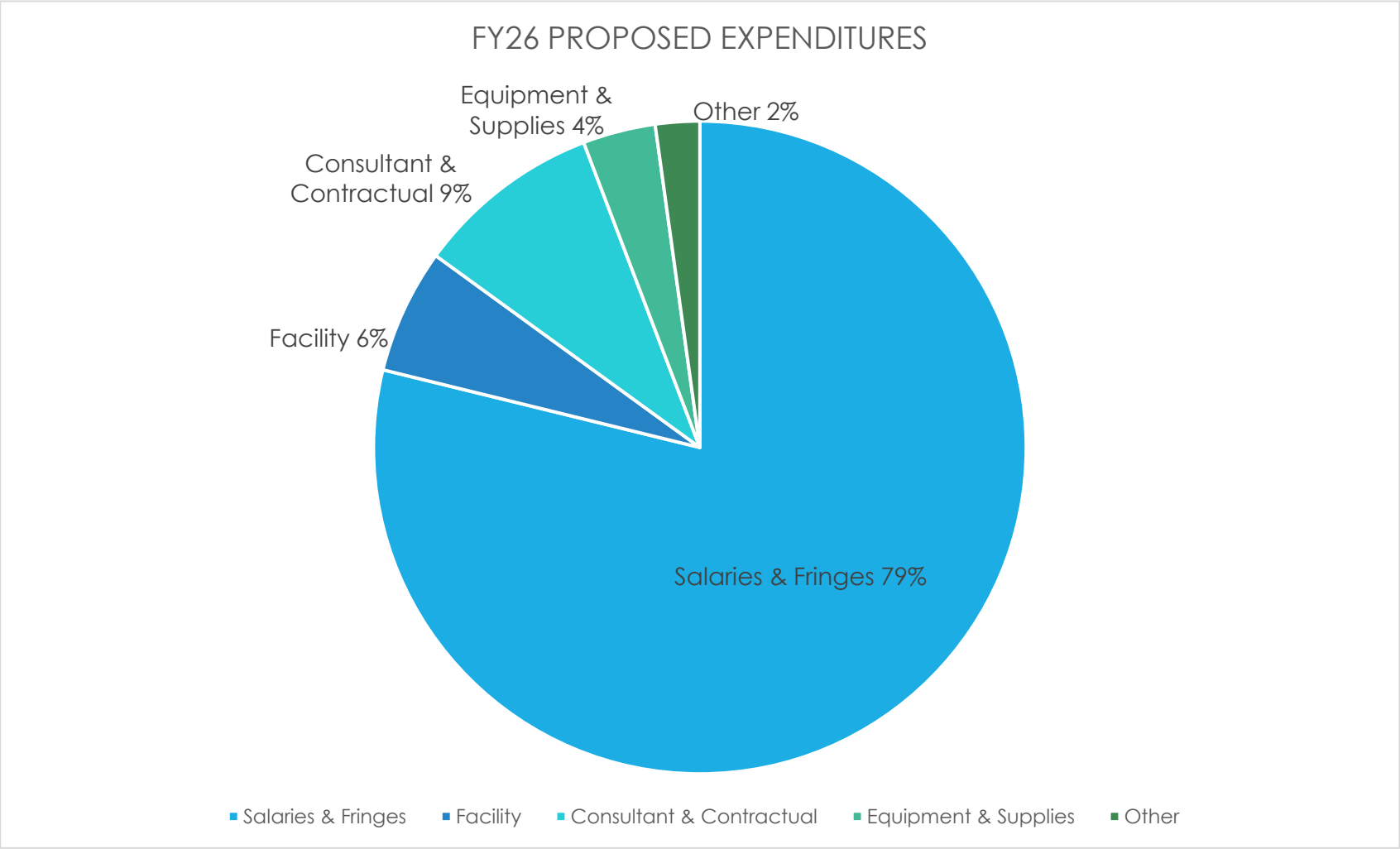
# EXPENDITURES

	<i>2026 Recommended Budget</i>	<i>2025 Revised Budget</i>	<i>FY25 YTD thru April</i>	<i>NOTES</i>
<b>Salaries &amp; Fringes</b>	\$18,312,073	\$18,169,922	\$13,490,312	Vacancies carried forward from the FY25 budget, no salary increase,
Staff Development	\$107,758	\$94,813	\$66,830	Includes VACSB dues not yet paid for FY25
Facility	\$1,433,864	\$1,555,055	\$1,050,363	Doing major facility work in FY25 to reduce the need in this tight budget year
Equipment & Supplies	\$837,185	\$844,720	\$712,534	Essentially flat funding
Transportation	\$184,408	\$189,529	\$153,479	Essentially flat funding
Consultant & Contractual	\$2,138,882	\$2,588,345	\$1,750,874	Federal grant reduction impacted this area.
Client Supports	\$87,348	\$61,637	\$88,014	Essentially flat funding
Miscellaneous	\$129,583	\$116,433	\$55,760	Includes employment advertising, liability insurance, bank fees, postage & printing (Note: Liability insurance annual payment not yet paid in FY25)
	\$23,231,100	\$23,620,453	\$17,368,165	





NOTE: Crisis services now houses Central Access previously in Adult Outpatient and GWCAC previously in Children's Services



# BUDGET DETAIL

	FY26 Proposed Budget	2025 Revised Budget	2025 Actuals YTD thru April
STATE FUNDING	\$11,278,241	11,332,828	9,446,772
FEDERAL FUNDING	\$657,896	894,712	602,093
LOCAL FUNDING	\$4,147,000	3,974,000	3,293,750
MEDICAID	\$5,837,183	5,952,908	4,564,884
MEDICARE	\$53,176	53,144	51,656
COMMERCIAL INSURANCE	\$301,707	282,073	287,769
SELF PAY	\$164,599	209,240	169,102
OTHER FEES	\$189,256	209,220	126,899
Total Fees	\$6,545,920	\$6,706,586	\$5,200,311
GRANTS	\$386,656	551,155	450,842
INTEREST INCOME	\$215,386	161,171	204,394
Grand Total	\$23,231,100	\$23,620,453	\$19,198,163
	FY26 Proposed Budget	2025 Revised Budget	2025 Actuals YTD thru April
SALARIES	\$14,062,117	14,253,666	10,262,769
BENEFITS	\$4,249,956	3,916,256	3,227,543
	\$18,312,073	\$18,169,922	\$13,490,312
DUES	\$16,020	16,338	3,157
STAFF APPRECIATION	\$17,995	26,000	12,176
WORKSHOPS	\$73,743	52,475	51,497
	\$107,758	\$94,813	\$66,830
FACILITY MAINTENANCE	\$244,805	387,869	253,292
PROPERTY INSURANCE	\$50,000	75,000	667
RENT	\$795,574	726,392	521,950
TELEPHONE/CELL PHONE	\$254,677	259,028	175,773
UTILITIES	\$88,807	106,766	98,681
	\$1,433,864	\$1,555,055	\$1,050,363

	FY26 Proposed Budget	2025 Revised Budget	2025 Actuals YTD thru April
BOOKS	\$450	290	-
CANTEEN EXPENSE	\$968	500	499
DRUGS/MEDS	\$7,347	6,317	8,192
ED /REC SUPPLIES	\$35,143	100,930	55,685
EQUIPMENT MAINTENANCE	\$128,498	109,278	115,136
EQUIPMENT/EQUIPMENT LEASE	\$132,650	176,148	85,100
FACILITY MAINTENANCE SUPPLIES	\$48,563	31,840	29,056
FOOD	\$36,325	36,412	26,397
HOUSING SUPPLIES	\$34,500	10,500	35,679
OFFICE SUPPLIES	\$76,247	33,538	55,754
SOFTWARE	\$336,495	338,967	301,036
	<hr/> \$837,185	<hr/> \$844,720	<hr/> \$712,534
EMPLOYEE FOOD & LODGING	\$2,236	2,744	8,515
GAS	\$40,300	50,000	25,473
MILEAGE	\$21,962	13,735	18,272
TRANSIT TICKETS/CAB FARES	\$910	998	2,303
VEHICLE INSURANCE	\$29,000	29,000	-
VEHICLE MAINTENANCE	\$35,000	40,052	23,703
VEHICLE PURCHASE	\$55,000	53,000	75,213
	<hr/> \$184,408	<hr/> \$189,529	<hr/> \$153,479
CITAC SECURITY	\$201,676	248,328	151,257
ANSWERING SERVICE	\$12,000	-	-
AUDIT	\$35,000	35,000	31,400
BACKGROUND CHECKS	\$20,000	15,400	8,925
CDR	\$1,216,434	1,321,575	1,013,694
CLIENT STATEMENT PROCESSING	\$0	28,500	11,681
CONSULTANT DEI	\$0	25,000	10,319
DRUG SCREENS	\$29,571	32,086	28,965
FISCAL AGENT FEE	\$175,000	175,000	137,553
FUNDRAISING CONSULTANT	\$0	40,000	8,500
GENOA TELEPSYCHIATRY/MAT	\$0	21,816	-

	FY26 Proposed Budget	2025 Revised Budget	2025 Actuals YTD thru April
<b>GUARDIANSHIP FEES</b>	\$0	7,733	14,320
<b>INPATIENT</b>	\$33,121	33,121	-
<b>INTERPRETATION SERVICES</b>	\$20,000	13,000	20,242
<b>IS CONSULTANT</b>	\$157,248	134,440	78,555
<b>LEGAL SERVICES</b>	\$95,000	76,625	71,146
<b>PCDC</b>	\$8,616	96,000	21,575
<b>PSH RENTAL INS, BACKGROUND CHECK</b>	\$5,500	1,777	5,048
<b>PSYCHOLOGICAL EVLUATIONS</b>	\$16,000	54,625	17,300
<b>SPIRITWORKS</b>	\$112,715	155,783	103,325
<b>MISC CONSULTANT</b>	\$1,000	72,536	17,068
	<hr/>	<hr/>	<hr/>
	\$2,138,882	\$2,588,345	\$1,750,874
 <b>CLIENT HOUSEHOLE EXPENSES</b>	 \$5,000	 -	 4,253
<b>CONSUMER FOOD &amp; LODGING</b>	\$51,348	11,637	41,152
<b>MODIFICATIONS/ASST TECHNOLOGY</b>	\$11,500	-	14,012
<b>SUPPORTED LIVING ASST PAYMENTS</b>	\$19,500	50,000	28,596
	<hr/>	<hr/>	<hr/>
	\$87,348	\$61,637	\$88,014
 <b>BANK FEES</b>	 \$7,250	 9,000	 6,833
<b>ADVERTISING</b>	\$65,500	65,307	38,101
<b>LIABILITY INSURANCE</b>	\$42,000	35,000	-
<b>POSTAGE</b>	\$4,133	5,865	2,625
<b>PRINTING</b>	\$700	1,260	1,626
<b>MARKETING</b>	\$10,000	-	6,575
	<hr/>	<hr/>	<hr/>
	\$129,583	\$116,433	\$55,760
 <b>Grand Total</b>	 \$23,231,100	 \$23,620,453	 \$17,368,165

## **Action Item A-3**

### **Colonial Behavioral Health 10-Year Capital Improvement Plan (CIP)**

#### **Background:**

CBH has not always maintained a Capital Improvement Plan separate from its Operating Budget. Previously, CIPs have typically been related to specific projects. With the agency embarking on a planned long-term growth and building program, it also becomes imperative for us to incorporate capital budgeting as a regular part of our fiscal planning and management.

The attached Proposed 10-Year CIP is intended to show that some projects/expenditures include known sources of funds, while many (particularly those in future years) do not yet have identified funding sources.

For this proposed Plan (as shown on the attached spreadsheet), items shaded blue are planned but not yet funded; non-shaded items do have identified sources of revenue to support the expenditures. CIPs are “living” and “fluid” documents, regularly updated (at least annually) to reflect changing needs, priorities and realities.

#### **Recommended Motion:**

That the Board of Directors approve the Colonial Behavioral Health 10-Year Capital Improvement Plan.

# Colonial Behavioral Health 10 Year CIP Budget

	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
HVAC Repair/Replacement (main campus)	\$ 48,995	\$ 46,500								
Roof Replacement (main campus/YP)	\$ 49,856	\$ 112,500								
Shed Replacement	\$ 5,000									
Tree Removal	\$ 8,950									
Stair Replacement	\$ 3,000									
Bathroom Renovation (main campus/YP)		\$ 25,000								
Window Replacement (main campus)		\$ 80,000								
	\$ 115,801	\$ 264,000								
State Reporting/Business Integration Software		\$ 70,000	\$ 70,000							
Crisis Services Building Interim Agreement	\$ 650,800									
Crisis Services Building Comprehensive Agreement		\$ 11,073,400								
Crisis Services Building FF&E			\$ 275,800							
	\$ 766,601	\$ 11,407,400	\$ 345,800							

**SUBJECT TO FUND AVAILABILITY AND APPROPRIATION:**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Interior Repairs (flooring/painting main campus/YP)			\$ 83,200									
State Reporting/Business Integration Software				\$ 70,000	\$ 70,000							
Outpatient Building Interim Agreement	\$ 1,000,000											
Outpatient Building Comprehensive Agreement		\$ 38,000,000										
Outpatient Building FF&E			\$ 3,000,000									
Day Services Building Land Acquisition			\$ 700,000									
Day Services Building Interim Agreement					\$ 1,000,000							
Day Services Building Comprehensive Agreement						\$ 11,000,000						
Day Services Building FF&E							\$ 1,500,000					
York Poquoson Building Land Acquisition							\$ 70,000					
York Poquoson Building Interim Agreement								\$ 1,000,000				
York Poquoson Building Comprehensive Agreement									\$ 5,000,000			
York Poquoson Building FF&E												\$ 1,500,000
	\$ -	\$ 1,000,000	\$ 38,083,200	\$ 3,770,000	\$ 1,070,000	\$ 11,000,000	\$ 1,570,000	\$ 1,000,000	\$ 5,000,000	\$ 1,500,000		

## **Action Item A-4**

### **CBH Special Project Funding Approval**

#### **Background:**

The CBH Board's Executive Committee previously approved up to \$400,000 in one-time funds to be used by the end of Fiscal Year 2025 for facility improvement and maintenance projects, many of which are urgent. Contractor availability and supply chain issues will preclude several of these projects from completion by 6/30; therefore, a carryover of no more than \$265,000 is needed for these projects to be completed in FY 2026.

The amounts indicated on the attached spreadsheet align with (and have been incorporated into) the 10-Year Capital Improvement Plan.

The Executive Committee has reviewed the proposal and recommends approval by the full Board.

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

That the Colonial Behavioral Health Board of Directors authorize high priority facility projects (HVAC, roofs and windows) totaling \$265,000, to be paid out of CBH reserves in FY26.



## CBH MAINTENANCE PROJECTS SPRING 2025

Maintenance Project	Location	Projected Cost	Actual	Vendor	Project Status	Project Start Date	Project End Date	Notes
HVAC Repair/Replacement	1659 Merrimac Trl	\$ 27,590	\$ 18,475	Comfort Systems	Requisition Submitted (Munis)	5/14/2025		Split System #8 Replacement
HVAC Repair/Replacement	1659 Merrimac Trl	\$ -	\$ 13,860	Comfort Systems	Requisition Submitted (Munis)	5/19/2025		Split System #5 Replacement
HVAC Repair/Replacement	1659 Merrimac Trl	\$ -	\$ 12,660	Comfort Systems	Requisition Submitted (Munis)	5/19/2025		Split System #3 Replacement
HVAC Repair/Replacement	1651 Merrimac Trl	\$ 5,500			Not Enough Time to Complete			Network rm mini split only
HVAC Repair/Replacement	1651 Merrimac Trl	\$ 20,000			Not Enough Time to Complete			Rooftop HVA unit
HVAC Repair/Replacement	1657 Merrimac Trl	\$ 21,000			Not Enough Time to Complete			Almost 30yo
Roof Replacements	3804 GW Mem Hwy	\$ 35,687	\$ 18,341	Chase Roofing	Cost Estimate Received			
Roof Replacements	1657 Merrimac Trl	\$ 40,788	\$ 31,515	Chase Roofing	Cost Estimate Received			
Roof Replacements	1651 Merrimac Trl	\$ 68,500			Not Enough Time to Complete			
Roof Replacements	1659 Merrimac Trl	\$ 69,000			Not Enough Time to Complete			
Interior Repairs (Flooring)	1657 Merrimac Trl	\$ 24,000			Not Enough Time to Complete			All floors
Interior Repairs (Flooring)	1659 Merrimac Trl	\$ 25,000			Not Enough Time to Complete			All floors
Interior Repairs (Flooring)	3804 GW Mem Hwy	\$ 11,400			Not Enough Time to Complete			All floors
Interior Repairs (Flooring)	1651 Merrimac Trl	\$ 58,000			Not Enough Time to Complete			All floors
Interior Repairs (Painting)	1651 Merrimac Trl	\$ 48,000			Not Enough Time to Complete			All rooms
Windows Replacement Phase 2	1657 Merrimac Trl	\$ 80,000			Not Enough Time to Complete			Phase 2
Fire Escape Repair	1657 Merrimac Trl	\$ 28,500	\$ -	YCI, Inc.	Cost Estimate Received			Paid by CCS - \$21,993.60
Handicap restrooms (2)	1657 Merrimac Trl	\$ 5,000			Not Enough Time to Complete			
Restrooms (All)	3804 GW Mem Hwy	\$ 20,000			Not Enough Time to Complete			
Tree Removals	Merrmac Campus	\$ 4,500	\$ 8,950	Williams Facility Services	Requisition Submitted (Munis)			Awaiting start date
Shed Replacement	3804 GW Mem Hwy	\$ 8,000	\$ 5,000	YCI, Inc.	Requisition Submitted (Munis)	5/14/2025		Demo 5/14, new shed 5/16
Concrete Stair Replacement	1659 Merrimac Trl	\$ -	\$ 3,000	YCI, Inc.	Project Completed	5/8/2025	5/8/2025	Transportation lot stairs
Toilet Replacement	1657 Merrimac Trl	\$ 1,400	\$ 1,600		Project Approved	5/15/2025		Women's Stall restroom (2)
Toilet Replacement	1657 Merrimac Trl	\$ 700	\$ 800		Project Approved	5/15/2025		Men Handicap restroom (1)
Toilet Replacement	1657 Merrimac Trl	\$ 700	\$ 800		Project Approved	5/15/2025		Upstairs Restroom - Men (1)
Toilet Replacement	1657 Merrimac Trl	\$ 700	\$ 800		Project Approved	5/15/2025		Men's Stall restroom (1)
Floor Replacement (Foyer)	3804 GW Mem Hwy	\$ -			Vendor(s) Contacted			Restrooms (2)
Floor Replacement (Breakroom)	3805 GW Mem Hwy	\$ -			Vendor(s) Contacted			Breakroom (1)
Floor Replacement (Restrooms)	1657 Merrimac Trl	\$ -			Vendor(s) Contacted			Handicap - Men & Women

Total Amount	
\$	400,000
Amount Spent	
\$	115,801.19
Amount Remaining	
\$	284,199

## **Action Item A-5**

### **Approval – One-Time Longevity Bonus Payment to Staff**

#### **Background:**

Colonial Behavioral Health is one of many Virginia Community Services Boards without sufficient funding in FY 2026 to support a Cost-of-Living Adjustment (COLA) for staff compensation. For CBH, the upcoming fiscal year represents the first year in many showing a net decrease in the Operating Budget.

However, there are sufficient one-time unrestricted funds in the FY 2025 budget to support a one-time payment (bonus) to current CBH staff in the last payroll of the current fiscal year.

The methodology for this payment has been developed jointly by our Finance and Human Resources departments and reflects a commitment to recognizing longevity while providing all non-probationary staff with a minimum payment of at least 1.5% of their regular pay.

We hope our budget can support additional recognition of our staff later during the fiscal year but will need to see how our budget performs to make this determination.

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

That the CBH Board of Directors approves the one-time longevity bonus payment proposal not to exceed \$304,000.00.



## **Action Item A-6**

### **CBH Bylaws Revision**

#### **Background:**

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

A policy review calendar is being proposed in this meeting that will establish a regular annual timeframe for approval of agency governance policies, as well as agency Bylaws. According to that proposed calendar, Bylaws will be reviewed at least annually.

A single amendment is currently recommended:

- Article IV, Section 1.q      Insertion of language requiring the Board to approve all individual expenditures over \$50,000.00.

This amendment would become effective upon approval by the Board.

Please find attached a letter from our Board Attorney recommending approval of this Bylaws change.

#### **Recommended Motion:**

That the CBH Board approve the amended CBH Bylaws as attached.



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May 15, 2025

David Coe, Executive Director  
Colonial Behavioral Health  
473 McLaws Circle  
Williamsburg, Virginia 23185

BY: U.S. Mail and email

Re: Amendment to Bylaws

Dear Mr. Coe:

This will confirm that I have reviewed and participated in the proposed amendment to the bylaws of Colonial Behavioral Health. Specifically, under Article IV- Powers and Duties of the Board of Directors, anew paragraph "q" has been added to section 1. It reads as follows:

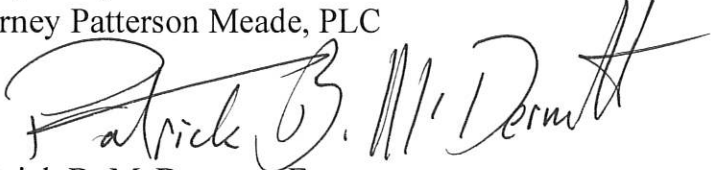
"...Accordingly, the powers and duties of the Board include but are not limited to the following:

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

It is my opinion that this proposed amendment is lawful and is not inconsistent with other provisions of the bylaws. I recommend approval.

Trusting that this Opinion of Counsel provides the guidance that you have requested, I remain,

Very Truly Yours,  
Carney Patterson Meade, PLC

  
Patrick B. McDermott, Esq.

PBM/cld

## **CBH Bylaws**

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. **Name**. The name of this Organization shall be Colonial Behavioral Health.
2. **Definitions**. 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. **Location of Offices**. The offices of the Board shall be located in one or more of the Established Localities.

### **ARTICLE II - PURPOSE**

**Section 1.** 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.

**Section 2.** 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**

**Section 1.** 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 1. 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	

## Action Item A-7

### PROPOSED AMENDMENT TO FINANCIAL MANAGEMENT POLICY #30 – BUDGET

The CBH Board of Directors, as part of the process of formalizing our Fiscal Agent relationship with York County, is amending agency Bylaws to require the Board to approve expenditures/contracts in excess of \$50,000.

It is important that CBH aligns our policy with this new provision in the Bylaws. Therefore, it is recommended that the Board of Directors also approve an amendment to CBH Financial Management Policy #30 – Budget.

The affected section of the policy is copied below, with the recommended change noted in italics and underlined:

#### **Policy**

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 significant revisions, including individual expenditures exceeding \$50,000. Minor revisions will be approved by the Executive Director, or designee.

Budget compliance will be monitored on a regular basis via management reports.

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.

The proposed Board Policy Review Calendar includes a more comprehensive review of CBH Financial Management policies in September 2025 and beyond. This recommendation is made at this time to align agency policy with approved Bylaws.

## Action Item A-7

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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 significant revisions, *including individual expenditures exceeding \$50,000*. Minor revisions will be approved by the Executive Director, or designee.

Budget compliance will be monitored on a regular basis via management reports.

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.

The proposed Board Policy Review Calendar includes a more comprehensive review of CBH Financial Management policies in September 2025 and beyond. This recommendation is made at this time to align agency policy with approved Bylaws.

#### Recommended Motion:

That the CBH Board of Directors approve the proposed revision to CBH Financial Management Policy #30 – Budget for the purpose of aligning agency policy with Bylaws.

## **Action Item A-8**

### **FISCAL AGENT AGREEMENT with YORK COUNTY**

#### **Background**

The Counties of York and James City, and the Cities of Williamsburg and Poquoson, each acting upon proper resolution and pursuant to law, have established Colonial Behavioral Health as the community services board for the benefit of their citizens and further, designated the County of York as fiscal agent for Colonial Behavioral Health.

On August 2, 1990, the York County Board of Supervisors adopted Resolution R90-169 accepting the designation of the County of York as fiscal agent for Colonial Behavioral Health and assumed the fiscal agent duties thereunder, in concert and cooperation with the Treasurer of York County.

Since then, the County of York, through the Office of the Treasurer and in collaboration with Colonial Behavioral Health, has been carrying out the responsibilities of fiscal agent in accordance with applicable laws, policies, and procedures. This arrangement has been implemented and maintained through long-standing practice and mutual understanding among the parties.

The County of York, Colonial Behavioral Health, and the Treasurer of York County find it appropriate to set out and memorialize their respective obligations concerning the responsibilities of each party. As such, all parties desire to establish a fiscal agency memorandum of agreement, which reflects how fiscal agency responsibilities have been historically and currently administered and shall continue to serve as the basis for this cooperative relationship going forward.

The attached Fiscal Agent Agreement was approved by the York County Board of Supervisors at their Regular Meeting on May 20, 2025.

Adoption by the Colonial Behavioral Health Board of Directors is recommended at this time.

#### **Recommended Motion**

That the CBH Board of Directors authorizes the Executive Director to execute a Fiscal Agency Memorandum of Agreement between Colonial Behavioral Health and the County of York.



## **FISCAL AGENCY FOR COLONIAL BEHAVIORAL HEALTH**

### **MEMORANDUM OF AGREEMENT**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and among Colonial Behavioral Health (CBH), a community services board created and administered pursuant to the provisions of §37.2-500 *et seq* of the Code of Virginia, 1950, as amended, and the County of York, Virginia (the County), and the Treasurer of York County (the Treasurer).

WHEREAS, §37.2-500 *et seq* of the Code of Virginia provides that counties and cities may act collectively to establish a single community services board for the benefit of their citizens; and

WHEREAS, such cities and counties choosing to establish a single community services board will further designate among themselves a city or county to serve as fiscal agent for the community services board; and

WHEREAS, the Counties of York and James City, and the Cities of Williamsburg and Poquoson, each acting upon proper resolution and pursuant to law, have established Colonial Behavior Health as the community services board for the benefit of their citizens and further designated the County of York as fiscal agent for Colonial Behavioral Health; and

WHEREAS, the County of York, by Resolution R90-169 adopted on August 2, 1990, accepted such designation and assumed its duties thereunder, in concert and cooperation with the Treasurer of York County; and

WHEREAS, the County, CBH and the Treasurer find it appropriate to set out and memorialize their respective obligations with regard to the management of CBH funds.

THEREFORE, for and in consideration of the mutual obligations set forth herein, the parties agree as follows:

### **OBLIGATIONS OF CBH**

1. CBH shall have full responsibility for the proper use and management of its available funds.
2. Upon the request of the County or the County's independent auditors, CBH shall provide information to County or its independent auditors for the conduct of any legally required or legally allowed review of the total revenue and expenditure of

CBH and its programs for each fiscal year. Such information shall be provided in an amount and to the level of detail deemed appropriate by the County.

3. CBH shall provide the County with its audited financial statements for its fiscal year, with the fiscal year being defined as July 1 through June 30 of each year. The audited financial statement for the period ending on June 30 of each year shall be provided to the County no later than December 1 of the same year.
4. CBH shall complete and provide to the County the State Auditor of Public Accounts Joint Activity Form, also known as Form 110, no later than December 1 of each year.
5. CBH shall deposit all of its revenues, regardless of source, with the York County Treasurer.
6. CBH shall regularly and consistently maintain its financial records using the County's financial software system.
7. CBH shall enter all accounts payable batches into the County's financial software system in accordance with the requirements and deadlines established by the County.
8. CBH shall enter all payroll information into the County's financial software system in accordance with the requirements and deadlines established by the County.
9. CBH shall be responsible from its own funding for the payment of the employer share of any and all costs associated with pay and benefits of CBH employees.
10. CBH shall adhere to all financial policies and practices of the County.
11. CBH shall pay to the County an annual fiscal agent fee. The fiscal agent fee is to be calculated as 1% of the first \$2,500,000 of CBH's revised expenditure budget and 0.75% of the amount above \$2,500,000. The fee shall be invoiced in quarterly installments, and at the fourth quarter installment, the fee will be recalculated based on any budget amendments during the fiscal year. Such fee structure may be subject to change for Fiscal Year 2027 and at five year intervals thereafter.

### **OBLIGATIONS OF THE COUNTY**

1. The County shall serve as custodian of CBH's revenues and shall disburse CBH funds at the discretion of CBH without authority or duty to direct, control or audit the use of such funds.

2. The County shall issue checks for CBH accounts payable, drawn on CBH's bank accounts, upon receipt of accounts payable batches entered by CBH into the County's financial software system.
3. The County shall process the payment of payroll for CBH employees. Payroll checks will be drawn on CBH bank accounts upon receipt of the required payroll information as entered by CBH into the County's financial software system.
4. The County shall be responsible for all payroll tax filings for CBH.
5. The County may allow CBH employees to participate as members of the County's Group Insurance Plan.
6. In conjunction with its own annual independent audit, the County shall ensure that there is verification of the total amount of CBH revenues received and CBH expenditures disbursed.
7. The County shall utilize its own financial software system to maintain records of all CBH bank accounts in a manner consistent with law and professional standards.
8. The County shall ensure that all CBH funds are identifiable within the County's financial software through the creation of CBH specific account codes.
9. The County will provide CBH with support and instruction for use of the County's financial software system on an as needed basis.
10. The County will continue to provide support functions for CBH Virginia Retirement System obligations.

### **OBLIGATIONS OF THE TREASURER**

1. The Treasurer shall maintain custody of all CBH funds and shall ensure that such funds are only deposited in bank accounts identified and designated for the receipt of public funds, in accordance with the Virginia Security for Public Deposits Act and all other applicable law.
2. The Treasurer shall perform regular reconciliation of CBH bank accounts.
3. The Treasurer shall invest funds in compliance with the Code of Virginia and in alignment with the County's financial policies.

This Memorandum of Agreement shall be effective for such period of time as the County of York serves as fiscal agent to Colonial Behavioral Health. No amendment to the terms and provisions of this Memorandum of Agreement shall be effective unless and until agreed to in written agreement by and between all parties.

IN WITNESS WHEREOF, the parties set their hand, Colonial Behavioral Health by its TITLE OF SIGNER, pursuant to the resolution of its Board of Directors DATED, and County of York, by its County Administrator, and by the Treasurer of York County.

COLONIAL BEHAVIORAL HEALTH

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

COUNTY OF YORK

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

TREASURER OF YORK COUNTY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form

\_\_\_\_\_  
County Attorney

## **Action Item A-9**

### **Board Policy Review Calendar**

#### **Background**

CBH has been working with the Board's Executive Committee since January to develop a Board review calendar for agency governance policies.

The process has required several levels of review by both staff and Board members, which is summarized by the attachment "CBH Policy Review – Executive Committee Suggestions."

Based upon this review, the Executive Committee is recommending to the Board approval of the Board Policy Review Calendar (also contained as an attachment in this packet), as well as the notes contained on the attached page.

As a result of this process, Board governance policies will be reviewed on a regular basis. Those reviews will be informed by attorney recommendations related to frequency and content of those reviews.

Key to the success of this effort is the creation of a CBH Board Sharepoint site that will contain each of the agency governance policies. Other key governance documents may also be placed there for review throughout the year.

The information in the attachments is not yet in policy format, but (upon approval) will be built into the first policy in this process, which is *Policy #1 – Policy Formation*.

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

That the CBH Board of Directors approve the proposed Board Policy Review Calendar.

## BOARD POLICY APPROVAL CALENDAR

MEETING MONTH	POLICY / GROUP	NOTES
July/August	N/A	Nature and Frequency of Meetings Preclude Scheduling EXCEPTION: Policy #1 – July 2025
September	Financial Management Group	Annual
October		Available for one-time approvals of other policies as presented
November	Personnel Group	Exclude Grievance and Inclement Weather (procedures)
December	Board-Specific Policies	Exclude Bylaws (separate process)
January	Transportation Group	Most likely one-time or as needed (exception of Title VI Plan - ±3 years)
February	Protected Health Information Group	Most of these likely one-time or as needed
March	Information Services Group	
April	Bylaws	Can also use for one-time approvals of other policies as presented
May	Quality Management Group	
June	Policy #1 – Policy Formation	Budget & Performance Contract

### NOTES:

1. The thinking is to begin with a focus on policies identified by the Executive Committee for the calendar.
  - a. Other policies can be worked in during October and April (every 6 months)
  - b. CBH Leadership Team can decide internally whether the rest are policies or procedures. Anything designated as policy be subject to Board review later.
2. All Board members will be given access to the BOD Sharepoint site (demonstrated in June).
3. As the Board goes through these policies/groups, our attorney will include a recommendation for frequency of subsequent reviews (not every policy has to be reviewed every year, but some definitely do and others should be), allowing the Calendar to evolve and mature.
4. When a process is adopted by the Board, the approval process will be built into Policy #1 – Policy Formation.
5. The Executive Administrative Assistant will be responsible for monitoring and managing this process.

## CBH Policies - Executive Committee Recommendations

### Board Specific

Policy Name	Recommended
Board Attendance Policy and Procedure	Board Review
Board Member Information Requests	Board Review
Board Member Position Description	Board Review
Board Member Remote Participation in Board and Committee Meetings Policy	Board Review
CBH By Laws	Board Review (separate)
Travel Reimbursement of Board Members (Policy 6)	Board Review
Board Members Orientation and Training (Policy 10)	Board Review
Principles of Operation	Board Review

### Broader Community

Policy Name	Recommended
Policy Formation (Policy 1)	Board Review
Press and Media Release (Policy 15)	Board Review
Ethical Principles (Policy 22)	Board Review
Corporate Compliance Plan (Policy 47)	Board Review
Social Media (Policy 57)	Board Review
ADA Statement and Accessibility Policy (Policy 84)	Board Review

### Environment

Policy Name	Recommended
Tobacco-Free (Policy 12)	Director Review
Contraband and Prohibited Animals (Policy 42)	Director Review
Health Safety and Emergency Preparedness (Policy 62)	Director Review
Preventing Workplace Violence (Policy 63)	Director Review
External Surveillance Cameras (Policy 72)	Director Review
Surveillance Cameras (Policy 72)	Director Review

### Personnel

Policy Name	Recommended
Grievance Procedures (HR 15)	Director Review
Inclement Weather Procedures (HR 16)	Director Review
Drug-Free Workplace (Policy 07)	Board Review
Personnel Policy (Policy 14)	Board Review
Employment of Individuals Served (Policy 21)	Board Review
Cultural Competency and Diversity (Policy 80)	Board Review

### Protected Health Information

Policy Name	Recommended
Confidentiality (Policy 02)	Board Review
Health Information (Policy 27)	Board Review
Electronic Protected Health Information (Policy 40)	Board Review
Business Associate Agreements (Policy 49)	Board Review
Electronic Signature (Policy 52)	Board Review
Patient Portal (Policy 70)	Director Review

### Quality Management

Policy Name	Recommended
Incident Reporting (Policy 16)	Board Review
Serious Incident - Injury and Death (Policy 44)	Board Review
Quality Improvement (Policy 87)	Board Review
Rights and Responsibilities	
Policy Name	Recommended
Human Rights (Policy 03)	Director Review
Protective Services (Policy 17)	Director Review
Specialized Behavior Interventions (Policy 25)	Director Review
Behavior Intervention (Policy 26)	Director Review
Conflict Free Services (Policy 69)	Director Review
Home and Community Based Services Rights (Policy 78)	Director Review
HCBS - Community Integration and Participation (Policy 79)	Director Review
Technology & Information Security	
Policy Name	Recommended
Information Services (IS Policy 10)	Board Review
General Technical Safeguards and Access Controls (IS Policy 20)	Board Review
Security Updates and Security Training (IS Policy 21)	Board Review
Workstation Use and Security (IS Policy 22)	Board Review
IT Change Management (IS Policy 23)	Board Review
Review of Information System Activity (IS Policy 24)	Board Review
Response to Security Incidents (IS Policy 25)	Board Review
Contingency Plans (IS Policy 26)	Board Review
Risk Analysis and Risk Management (IS Policy 27)	Board Review
Device and Asset Controls (IS Policy 28)	Board Review
Facility Access Controls (IS Policy 29)	Board Review
Malicious Software Protection (IS Policy 30)	Board Review
Password Management and Log-In Monitoring (IS Policy 31)	Board Review
Transmission Security Guidelines (IS Policy 32)	Board Review
Transportation	
Policy Name	Recommended
Transportation of Individuals in Personal Vehicles (Policy 43)	Director Review
Transportation (Policy 50)	Director Review
Title VI (Policy 75)	Board Review
Charter and School Bus Policy (Policy 83)	Director Review
Financial Management	
Policy Name	Recommended
CBH PPEA Guidelines	Board Review
Payroll (FM Policy 05)	Board Review
Reimbursement (FM Policy 10)	Board Review
Procurement (FM Policy 20)	Board Review
Budget (FM Policy 30)	Board Review
Financial Accounting (FM Policy 40)	Board Review
Accounts Receivable (FM Policy 50)	Board Review
Accounts Payable (FM Policy 60)	Board Review
Audit (FM Policy 70)	Board Review



## **Action Item A-10**

### **Amendment to PPEA Interim Agreement With Henderson, Inc.**

#### **Background**

On May 27, 2025, the James City County Board of Supervisors approved a resolution authorizing the County Administrator to execute all necessary documents to transfer approximately fourteen acres of surplus Eastern State Hospital property to Colonial Behavioral Health's (CBH) land-holding entity, Colonial Community Services, Inc.

CBH will soon have full control of the site and may proceed with demolition of the existing building located on the parcel. To maintain the project's aggressive schedule, CBH's design-build contractor, Henderson, Inc., has already submitted a demolition permit application to James City County.

To authorize Henderson, Inc. to begin demolition, the existing interim agreement must be amended. Due to uncertainty surrounding the timing of the land conveyance, demolition services were intentionally excluded from the original contract. At the time, CBH and Henderson agreed to either amend the interim agreement or incorporate demolition into a future comprehensive agreement—whichever proved timelier.

Demolition costs were estimated at \$500,000 and included in the original project budget. CBH has sufficient funds available through a grant from the Commonwealth of Virginia. Because the demolition cost is below the original budget estimate, Henderson, Inc. recommends spending an additional \$124,975 to get construction documents to 50% design as part of the Interim Agreement to keep the project moving until the Comprehensive Agreement is presented to the Board of Directors on July 25, 2025, at their summer meeting. The additional \$124,975 will not impact the overall project budget.

Should the board wish to limit this amendment to demolition only, an alternative action is below.

Attached is "Exhibit A," provided by Henderson, Inc. for your reference.

#### **Recommended Motion:**

Authorize the CBH Executive Director to amend Contract #C240325 – Interim Agreement with Henderson, Inc. – to include demolition of the existing building on the newly acquired property. The contract amendment shall not exceed \$485,529.

**Action Item A-10****Alternative Motion:**

Authorize the CBH Executive Director to amend Contract #C240325 – Interim Agreement with Henderson, Inc. – to include demolition of the existing building on the newly acquired property. The contract amendment shall not exceed \$334,626.

5806 Mooretown Road  
Williamsburg, VA 23188  
757-565-1090 Phone  
757-645-2771 Estimating Fax



P.O. Box BM  
Williamsburg, VA 23187  
www.hendersoninc.com  
VA 2701-004849 "A"

**Exhibit "A"**

**Colonial Behavior Health  
Center for Support and Wellness  
Interim Agreement - Modification #1  
Building Demolition and CD 50% Design**

**May 28, 2025**

Item No.	Description	Value	
Design Development Phase			
1	Building Demolition and Abatement - <i>SB Cox</i>		\$ 198,810
	Demolition of existing building, slabs and foundations, mechanical pads, and		
	sidewalks; abatement based on survey report		
2	Demolition of the existing ESH Monument Sign - Corner of Galt Lane and Ironbound		\$ 5,000
	Road - <i>SB Cox</i>		
	Retain existing metal signage letters		
3	Removal of existing underground fuel tank - <i>ECS</i>		\$ 19,175
	Project management; laboratory analysis; engineering; tank removal; soil samples		
	DEQ closure documentation		
4	Construction Documents - 50% Design - <i>GT Architecture</i>		\$ 124,975
	Architectural; Structural; Mechanical; Plumbing; Electrical Design		
	Fire Protection - Narrative for Delegated Design		
5	Civil Engineering - Complete for permitting from JCC - <i>AES Consulting Engineers</i>		\$ 9,000
	Submission for Final Review to JCC - (2nd review submitted 5/23)		
6	Contractor - General Conditions: <i>Henderson Inc.</i>		\$ 30,250
	Project Manager; Project Superintendent; Vehicle and Fuel; IT; Phone		
7	Contractor - General Requirements: <i>Henderson Inc.</i>		\$ 9,500
	Chain link fencing; fence screening; locks		
8	Sitework related to Building Demolition - <i>Henderson Inc.</i>		\$ 34,352
	E & S measures and maintenance; construction entrance		
Subtotal:		\$	431,062
Additional Mark-ups			
	Project Contingency - Contractors Design and Construction Contingency	6%	\$ 25,864
	Insurance and Business License	1.2%	\$ 5,483
	Performance and Payment Bond		Excluded
	Overhead and Profit	5%	\$ 23,120
	TOTAL AMOUNT NOT TO EXCEED:		\$ 485,529











## **COLONIAL BEHAVIORAL HEALTH**

### **Executive Director's Report – June 2025**

#### **Agency Issues**

1. We are pleased to announce that JCC held the Public Hearing regarding conveyance of the surplus state parcel to CBH/CCSI on May 20<sup>th</sup>. Since that time all signatures necessary for conveyance have been provided by the state, and the County's conveyance vote is being held May 27, 2025. With this expectation, CCSI should be the legal owner of the parcel by the date of this Board meeting.
2. The date for this year's Board Planning Day has been established as Friday, July 25, 2025. The location is yet to be determined. The 2023 location was in the City of Williamsburg, with the 2024 location in JCC. We will be seeking a different locality this year.
  - a. We anticipate the provision of some Board training topics, as well as work related to our capital projects for both the Center for Support & Wellness (CSW) and the second building on the new "Cardinal Ridge" site.
  - b. We also anticipate holding a Regular Board meeting in the afternoon related to policy considerations, potential approval of the Comprehensive Agreement with Henderson, Inc on the CSW project, likely revisions to the operating budget, and the FY 2026 DBHDS Performance Contract.

#### **Community Issues**

1. September 10, 2025, has been scheduled as the date for our crisis services center Groundbreaking event at the Cardinal Ridge site. That date also corresponds to World Suicide Prevention Day. Early inquiries have begun to coordinate schedules allowing state leaders to attend, with JCC providing much-appreciated logistical support for the event.
2. Cuts to Permanent Supportive Housing funding for other community partners has challenged our community to identify appropriate safety net measures for affected individuals and families. We are pleased that DBHDS will provide CBH with additional funds to support qualifying individuals, beginning with one-time "bridge" funds. Some or all those funds may convert to long-term slots, but that process has not yet been determined by the state.
3. CBH and the City of Williamsburg have begun a pilot program (Project HOPE) to connect homeless individuals with services and supports, some of which will include CBH services. Future efforts will be planned based on the outcome of this pilot.

#### **Regional Issues**

1. There are no substantive regional updates for this Report.

#### **Public Policy**

1. At the time of the report's writing, DBHDS has not yet provided CSBs with an actionable Performance Contract. That contract is typically voted on in concert with the annual operating budget.
2. We continue to monitor the potential impact of Federal changes to safety net services. Impacts remain unclear on Medicaid, Federal staffing, and CCBHCs.

Respectfully submitted,  
David A. Coe

## **Recruitment Status Update: 05/16/2025**

As of May 16, 2025, CBH has 3 new hires scheduled to begin employment in the upcoming orientation between 05/27/2025 - 06/09/2025. Additionally, there are two hires pending acceptance of positions. CBH as of May 16, 2025, is actively recruiting the following vacancies 21 full-time, 3 part- time and 3 PRN/WAR (ongoing recruitment).





**YEAR TO DATE REVENUES AND EXPENDITURES**  
as of  
**April 30, 2025**

**REVENUE**

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State & Federal	\$ 12,227,540	\$ 10,048,865	\$ 10,189,617	99%	\$ (140,752)
Local	\$ 3,974,000	3,293,750	3,311,667	99%	\$ (17,917)
Fees	\$ 6,706,586	5,200,311	5,588,822	93%	\$ (388,511)
Grants/Other	\$ 712,326	655,236	593,605	110%	\$ 61,631
Total Revenue	\$ 23,620,453	\$ 19,198,163	\$ 19,683,711	98%	\$ (485,548)

**EXPENDITURES**

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 18,169,922	13,490,312	\$ 15,374,549	88%	\$ 1,884,237
Staff Development	\$ 94,813	66,830	79,011	85%	12,181
Facility	\$ 1,555,055	1,050,363	1,295,879	81%	245,516
Equipment and Supplies	\$ 844,720	712,534	703,933	101%	(8,601)
Transportation	\$ 189,529	153,479	157,941	97%	4,462
Consultant and Contractual	\$ 2,588,345	1,750,874	2,156,954	81%	406,081
Miscellaneous	\$ 178,070	143,774	148,391	97%	4,618
Total Expenditures	\$ 23,620,453	\$ 17,368,165	\$ 19,916,659	87%	\$ 2,548,493

Operating Margin	\$ 1,829,997
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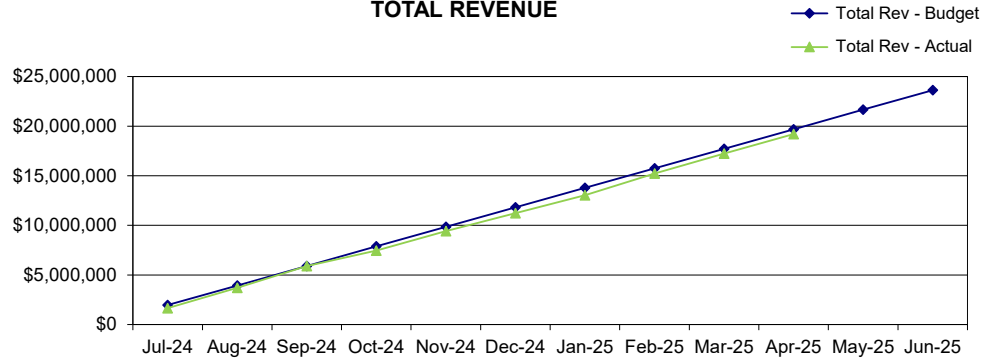
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received;  
expenditures upon disbursement

Cash Operating Account	\$ 7,472,533
Cash Investment Account	\$ 6,863,820
CASH BALANCE 4/30/2025	\$ 14,336,353

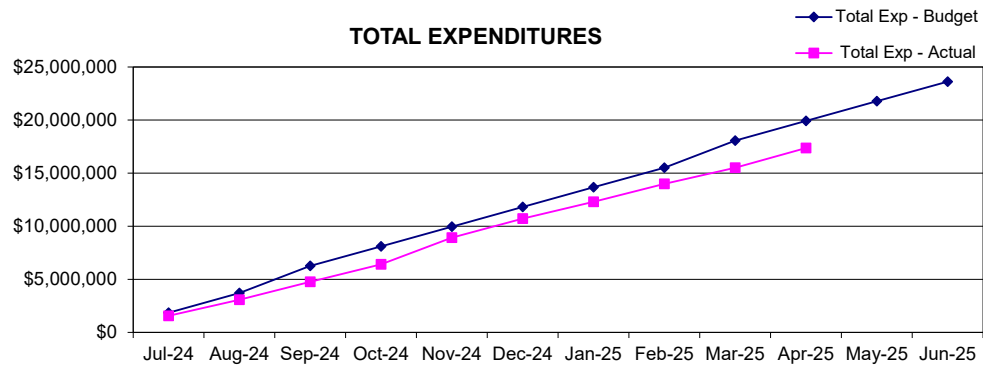
**CRISIS SERVICES CENTER PROJECT**

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		\$ 93,305
Mileage		\$ 500
Consultant and Contractual		\$ 375,026
Total Expenditures		\$ 468,831

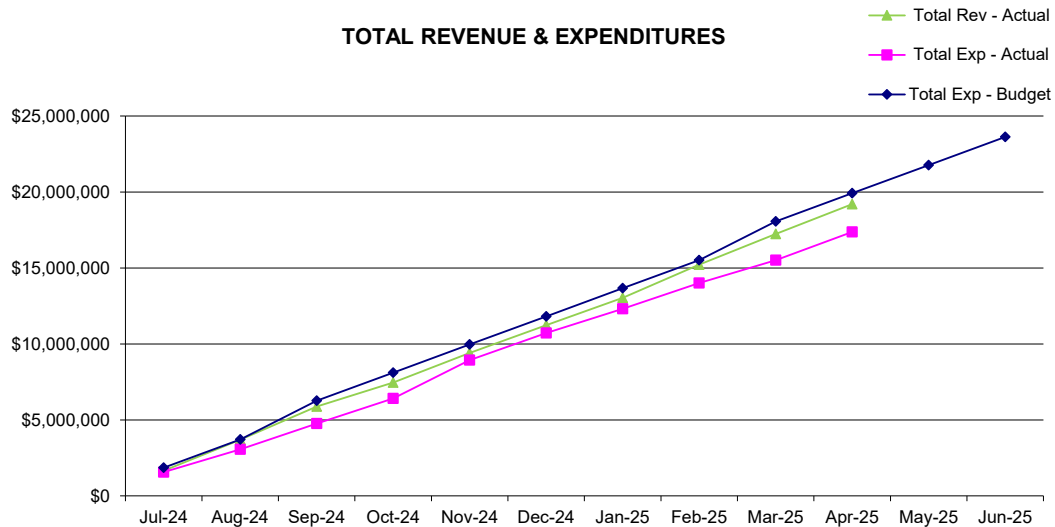
### TOTAL REVENUE



### TOTAL EXPENDITURES

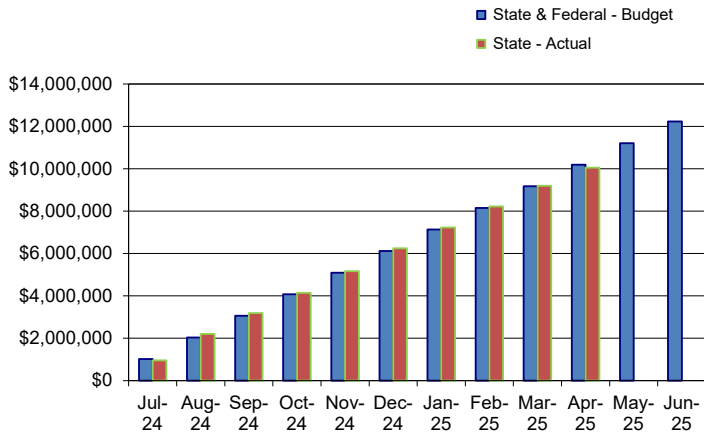


### TOTAL REVENUE & EXPENDITURES

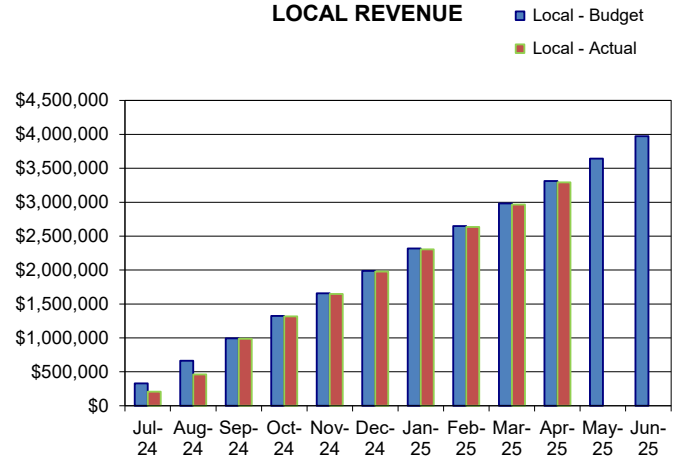


**YEAR TO DATE REVENUE**  
as of  
**04/30/25**

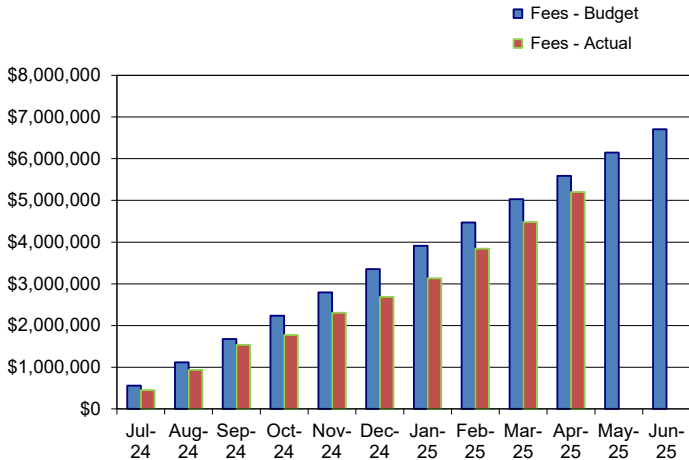
**STATE & FEDERAL REVENUE**



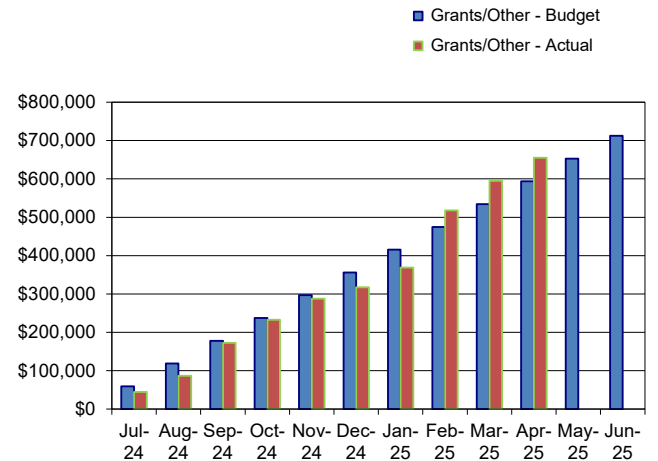
**LOCAL REVENUE**



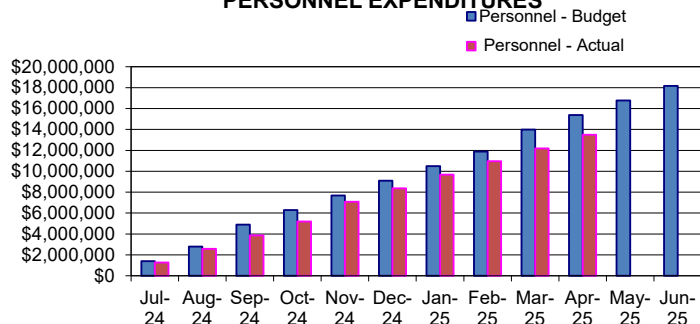
**FEE REVENUE**



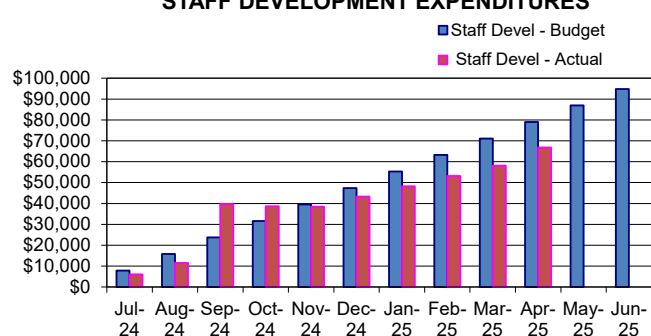
**GRANTS & OTHER REVENUE**



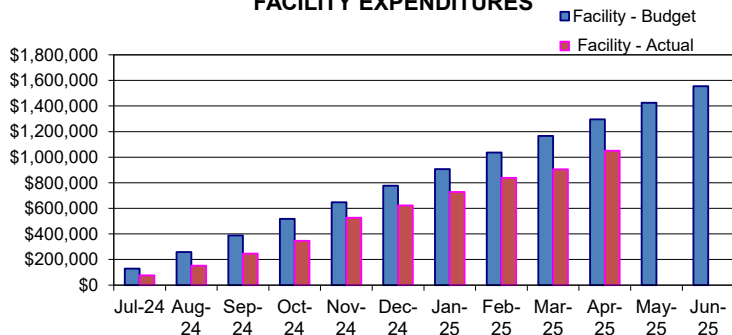
### PERSONNEL EXPENDITURES



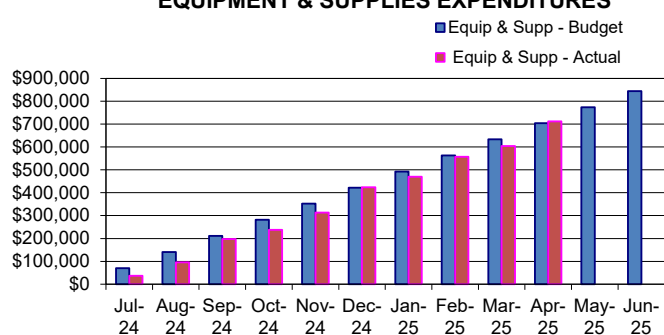
### STAFF DEVELOPMENT EXPENDITURES



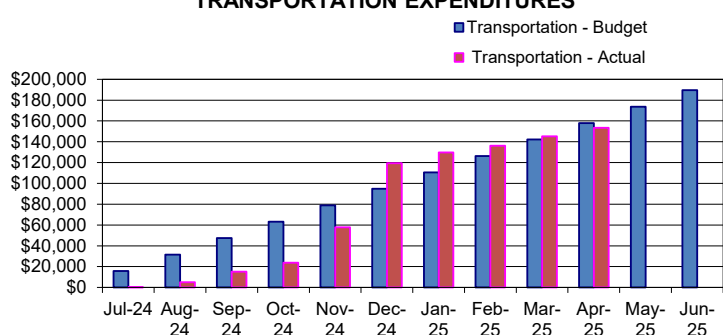
### FACILITY EXPENDITURES



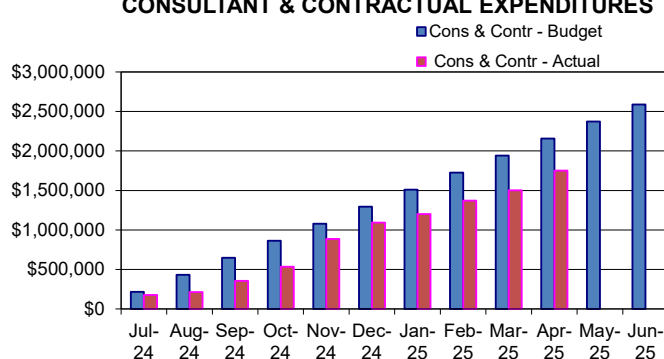
### EQUIPMENT & SUPPLIES EXPENDITURES



### TRANSPORTATION EXPENDITURES



### CONSULTANT & CONTRACTUAL EXPENDITURES



### MISCELLANEOUS EXPENDITURES

