

COLONIAL BEHAVIORAL HEALTH

EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

January 29, 2025, at 3:00pm

Call to Order

Executive Committee Meeting was called to order at 3:29pm.

Roll Call

Committee Members Present:

Ryan Ashe
John Collins
Wendy Evans

Committee Members Absent:

Donyale Wells
Erin Otis

CBH Staff Present:

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

Updates

Board Member Remote Participation Policy Update (David)

The Board Member Remote Participation Policy was sent to our attorney to update mistyping of the Code of Virginia statutes. A statement from our attorney was provided and the effective date was updated to 2/5/2025.

Board Interaction with New Advisory Council (Marsha/David)

The Advisory Council held its first meeting on 1/22/2025. Two of the five members were present (1 virtual, one in person (with her son)). If council members choose to attend CBH's Board meetings, they will sit along the perimeter of the room. If the Advisory Council has recommendations to the board, they should be sent two weeks in advance to the Board chair and Executive Director. Onboarding will be the focus of the first few meetings. In the future, the Board could assign topics/projects for the Advisory Council to focus on. After a few months, the Advisory Council minutes will be included in the board packet (for review only). A separate standing item on the board agenda will be reserved for the Advisory Council. CBH is in the process of creating a page on our website for the Advisory Council (separate tab, it is not a committee). Request the council members to sign a disclosure agreement/post names of members on website.

Financial Report (Nancy)

Nancy reviewed the Financial Report as of 12/31/2024. CBH is still trying to recuperate funds from the cybersecurity incident.

Recruitment and Hiring (Chaenn)

Chaenn reviewed the Recruitment and Hiring Update as of 1/29/2025. We are currently hiring for 22 positions (17 FT, 1 PT, 4 PRN).

CBH Policy Review Process (David)

We need to review all policies and procedures; half of our Board Planning Day 2025 will consist of Board Member Training on policies. Nancy requested assistance from both Wendy Evans and Ryan Ashe because she requested policy copies from the city and has not received a reply. Ryan Ashe will also request a copy of the fiscal agency agreement and will share with CBH. Reviewing the policies will be a multi-step process. Some of the policies will be demoted as a policy and become protocol. CBH makes recommendations, our Board makes decisions. Wendy Evans suggested creating a board member portal which would allow the Board members to view the policies on our website. This project will stay with the Executive Committee (making decisions) and then the Board will vote on the decisions.

Virginia Fundraising Consultants Report – Preview (Kyra)

Kyra presented the fundraising presentation provided by Virginia Fundraising Consultants. Any donation is acceptable. Creating a fundraising committee (1 to 2 board members) is highly suggested to devise a plan (financial and personal). The alternative would be to fall back on grant writing and government funding.

Review of Future CIP Request Projections (Kyra)

Kyra reviewing the proposed requests for support from government, which includes federal government, state government, 4 localities: James City County, Williamsburg, York County and Poquoson).

Items from the Committee

Wendy Evans suggested that we decide on a certain time on the board agenda to hold closed sessions going forward. This will help with time and flow of meeting if guests are involved.

Adjournment

Wendy Evans made a motion to adjourn the meeting at 5:23pm. John Collins seconded this motion.