

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** May 7, 2024

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

**WELCOME AND CALL TO ORDER:** 4:00pm

**BOARD MEMBERS PRESENT:**

Ms. Denise Kirchbaum – James City County  
Dr. Dawn Ide – City of Poquoson  
Ms. Erin Otis – James City County  
Ms. Hazel Braxton – Williamsburg  
Mr. John Collins – York County  
Dr. John Shaner – City of Poquoson  
Ms. Kristen Nelson – York County  
Mr. Roy Witham – James City County  
Mr. Ryan Ashe – James City County  
Ms. Sheri Newcomb – York County  
Ms. Wendy Evans – Williamsburg

**BOARD MEMBERS ABSENT:**

Dr. Al Brassel – York County  
Ms. Donyale Wells – James City County  
Mr. Reynaldo Carpio – York County  
Mr. Steven Miller – York County

**CBH STAFF PRESENT:**

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

**GUESTS:** None

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

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

- March 28, 2024, Services & Evaluation Committee Meeting
- April 2, 2024, Board of Directors Meeting
- April 17, 2024, Public Awareness Committee Meeting
- April 24, 2024, Services & Evaluation Committee Meeting

Ryan Ashe made a motion to accept the consent agenda as presented. Hazel Braxton seconded the motion, and it passed unanimously.

**EXECUTIVE DIRECTOR EVALUATION PROCESS:**

Sheri Newcomb emailed the Director’s evaluation to all board members; evaluation due date is May 15, 2024. Paper copies/envelopes were available if needed.

**PROPOSED FY 2025 SLATE OF OFFICERS:**

The nominating committee proposed the following slate of officers for FY 25:

<b>BOARD POSITION</b>	<b>PROPOSED OFFICER</b>	<b>JURISDICTION</b>
Chair	Ryan Ashe	James City
Vice Chair	Wendy Evans	Williamsburg
Secretary	Donyale Wells	James City
Treasurer	John Collins	York
Member At-Large	Erin Otis	James City

The proposed officers will be voted on during our June 4, 2024, board meeting. These officers will take office in July 2024.

**DISCUSSION ITEMS:**

**Strategic Plan Review:** Kyra Cook presented the Strategic Plan Overview and the Strategic Plan Goals with objectives. Dr. Dawn Ide suggested a staff survey to solicit feedback prior to final presentation.

**ACTION ITEMS:**

**CBH Bylaws Revision:** David Coe reviewed the recommended revisions to the CBH Bylaws:

- Articles X and XI: Combine Executive and Administrative Committees
- Articles VII and XI: Remove Nominating Committee from Standing Committee list; Build nominating/election process fully into Article VII
- Article VII: Delete sentence allowing extension of three-year officer term to a possible fourth year
- Article XI: Remove Strategic Planning Committee from Standing Committee.

To affect an orderly transition in Board processes, it is also recommended that the amended Bylaws carry an enactment date of July 1, 2024.

A motion from the Executive Committee that the CBH Board approve the amended CBH Bylaws as attached, with the understanding that the approved amended version will have an effective date of July 1, 2024. All board members were in favor and the motion passed unanimously.

**Advisory Council Policy:** Marsha Obremski presented the Advisory Council; it is the staff’s recommendation that the board approve the creation of the Advisory Council. It is further recommended that the Council be operationalized effective January 1, 2025. A motion that the CBH Board approve the proposed Advisory Council policy with the following understandings:

- That CBH staff will draft supportive policies, and other needed guidelines for CBH Board review prior to soliciting applications for Council membership;
- That CBH staff will review applications for membership and submit them to the Board (in a manner consistent with processes defined in the previous bullet). CBH staff will also submit to the Board their recommendations for appointment, as necessary; and
- That the terms of inaugural Council members will begin on January 1, 2025.

All Board members were in favor and the motion passed unanimously.

**CBH Designated Fund Agreement:** Kyra Cook and Nancy Parsons explained the need to enhance our resource development capabilities. A key element is the administration of and accounting for funds received. In the best judgment of staff, we believe an experienced community partner best serves us and our community. Entering into an agreement with the Williamsburg Community Foundation will lay the foundation for a potential long-term relationship related to supporting CBH beyond the capital projects in our immediate future. The Williamsburg Community Foundation will manage CBH donations, while withholding 1% for administrative costs. Based on CBH's stance in our community, the Williamsburg Community Foundation will waive the \$10,000 minimum initial gift to start our fund. With this agreement, we will add a "donate now" button to our website to accept donations. Ryan Ashe made a motion to accept the motion that the CBH Board authorize the Board Chair and Executive Director to execute the CBH Designated Funding Agreement with the Williamsburg Community Foundation. Roy Whitam seconded the motion, and it passed unanimously.

#### **EXECUTIVE DIRECTOR'S REPORT:**

##### Agency Issues:

David Coe informed the board that processes related to conveyance of the CBH parcel in the Cardinal Ridge development are underway. The CBH Procurement Policy has been amended to include the PPEA Guidelines. An RFP for the crisis center design will be released as soon as final agreements have been signed. CBH is experiencing early success in staff recruitment for the new Mobile Crisis team which will begin operations in July. CBH has recruited a full-time behavioral health professional to work for CBH at Olde Towne Medical and Dental Center.

##### Community Issues:

CBH's vacant group home (209 Lewis Burwell Place) has been listed for sale. CBH received a full asking price offer. Home inspection is scheduled for first week of June. The Space Needs Analysis has resumed its focus on CBH's other office-based facilities. Due to state budget plans, the local Marcus Alert crisis protocol implementation is scheduled for July 2026 instead of July 2025.

##### Regional Issues:

DBHDS has proposed a plan to include Region 5 in a Regional PSH (Permanent Supportive Housing) Partnership. This plan is expected to bring a minimum of \$5.2 million to our region across a 5-year period.

##### Public Policy:

Recent/unexpected positive developments in Virginia budget negotiations give us hope that an agreement will be reached by mid-May. A few key legislative items from the 2024 General Assembly session are included in this packet. Among these items is legislation affecting remote/virtual meeting policies for public bodies under Virginia FOIA.

#### **ADJOURNMENT:**

Upon a motion by Hazel Braxton and a second by Ryan Ashe to adjourn, the meeting was adjourned at 4:48pm.

**NEXT MEETING:**

Date: Tuesday, June 4, 2024

Location: 473 McLaws Circle, Williamsburg, VA 21385

Time: 4:00pm



Sheri Newcomb, Chair



Hazel Braxton, Secretary