

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** February 6, 2024

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

**CALL TO ORDER:** 4:00 p.m.

**BOARD MEMBERS PRESENT:**

Mr. Ryan Ashe – James City County  
Ms. Erin Otis – James City County  
Ms. Wendy Evans – Williamsburg  
Ms. Denise Kirschbaum – James City County  
Dr. Al Brassel – York County  
Ms. Sheri Newcomb – York County  
Ms. Donyale Wells – James City County  
Mr. Roy Witham – James City County  
Mr. Reynaldo Carpio – York County

**STAFF PRESENT:**

David Coe, Linda Butler, Kyra Cook, Katie Leuci, Chaenn Thomas, Marsha Obremski, Nancy Parsons, Dan Longo

**GUESTS:**

None

**PUBLIC COMMENT:**

None

**CONSENT CALENDAR:**

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

- January 9, 2024, Board of Directors Meeting
- January 16, 2024, Administration Committee Meeting
- January 17, 2024, Public Awareness Committee Meeting
- January 24, 2024, Services and Evaluation Committee Meeting

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

**ACTION ITEMS:**

**CBH Strategic Plan Goal Statements:** Kyra Cook presented staff recommendations for updated goal statements after input from the board at their previous meeting. Ryan Ashe made a motion to adopt the goals as presented. Hazel Braxton seconded the motion, and it passed unanimously.

**INFORMATION/DISCUSSION ITEMS:**

**FY 2023 CBH Audit:** Nancy Parsons provided hard copies of the audit for everyone's review, noting the electronic version was shared with the meeting packet last week. Nancy reviewed the memo regarding the

audit that was included in the board packet. Overall, the audit went very well. The bottom line is that CBH's cash balance is strong, but it includes some post-employment benefits (OPEB) obligations that are not available for CBH operating or capital expenses. Additionally, Nancy noted that the first part of the audit includes consolidated CBH CCSI statements, but the entities are accounted for separately in the second part of the audit. The board requested that future audit presentations be made by the auditors but noted they no longer needed hard copies. The Administration Committee accepted the audit at its last meeting, but Hazel Braxton make a motion for the board to accept the audit as well. Roy Witham seconded the motion which passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT:**

David Coe encouraged everyone to follow CBH on social media. CBH is still struggling to hire licensed staff but things are improving. The space needs analysis is expected to be completed this spring. Board members asked questions about the connection between staffing challenges and space needs. David responded that CBH is on a growth trajectory and building a new campus to accommodate that

**CLOSED SESSION:**

At 4:17 Dr. Al Brassell made the following motion: I move that a closed meeting of the Board be held as permitted under Section 2.2-3711.A.3 of the Code of Virginia to discuss the acquisition of real property for the purpose of expanding CBH crisis services and construction of a new facility to consolidate operations. Hazel Braxton seconded the motion which passed unanimously.

At 5:17 the Board came out of closed session. Hazel Braxton made a motion to certify closed session, which was seconded by Dr. Al Brassell. The vote was taken by roll call and passed unanimously.

**ADJOURNMENT:**

Upon a motion by Denise Kirschbaum and a second by Roy Witham to adjourn, the meeting was adjourned at 5:20 p.m.

  
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Sheri Newcomb, Chair

  
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Hazel Braxton, Secretary

**AGENDA**  
**COLONIAL BEHAVIORAL HEALTH**  
**BOARD MEETING**  
**FEBRUARY 6, 2024**  
**4:00 PM**

- **Welcome and Call to Order**
- **Roll Call**
- **Public Comment**
- **Consent Calendar**
  - Approval of the following meeting minutes:
    - January 9, 2024 Board of Directors Meeting
    - January 16, 2024 Administration Committee Meeting
    - January 17, 2024 Public Awareness Committee Meeting
    - January 24, 2024 Services and Evaluation Committee Meeting
- **Action Items**
  - A-1 – Strategic Plan – Proposed Goal Statements– *K. Cook*
- **Information/Discussion**
  - FY 2023 CBH Audit – *N. Parsons*
- **Executive Director’s Report** - *D. Coe*
- **CLOSED SESSION**
- **Adjournment**           Next Meeting – Tuesday, March 5, 2024  
473 McLaws Circle, Williamsburg  
4:00 PM

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** January 9, 2024

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

**CALL TO ORDER:** 4:00 p.m.

**BOARD MEMBERS PRESENT:**

Mr. Ryan Ashe – James City County  
Mr. John Collins – York County  
Ms. Erin Otis – James City County  
Ms. Wendy Evans – Williamsburg (4:08 p.m.)  
Dr. Dawn Ide - Poquoson  
Ms. Denise Kirschbaum – James City County  
Dr. Al Brassel – York County  
Ms. Sheri Newcomb – York County  
Dr. John Shaner – Poquoson (4:08 p.m.)  
Ms. Donyale Wells – James City County  
Mr. Roy Witham – James City County  
Mr. Reynaldo Carpio – York County  
Mr. Steve Miller – York County  
Ms. Kristen Nelson – York County

**STAFF PRESENT:**

David Coe, Linda Butler, Kyra Cook, Katie Leuci, Chaenn Thomas, Marsha Obremski, Nancy Parsons, Dan Longo

**GUESTS:**

Pat Evers, League of Women Voters

**PUBLIC COMMENT:**

Pat Evers commented that the League of Women Voters is monitoring activity at the General Assembly regarding behavioral health.

**CONSENT CALENDAR:**

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

- November 7, 2023, Board of Directors Meeting
- November 21, 2023, Administration Committee Meeting
- November 21, 2023, Executive Committee Meeting
- December 5, 2023, Board of Directors Meeting
- December 19, 2023, Administration Committee Meeting
- December 19, 2023, Executive Committee Meeting
- FY 24 Budget Revision – 12/5 Board Action Affirmation
- Personnel Policy Revision – 12/5 Board Action Affirmation

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

**ACTION ITEMS:**

**CBH Mission, Vision, Values:** Kyra Cook presented staff recommendations for updated vision and mission statements in addition to organizational values including board input from the December meeting. Al Brassell made a motion to adopt the mission, visions and values as presented. Steve Miller seconded the motion, and it passed unanimously.

**INFORMATION/D. USSION ITEMS:**

**Strategic Plan Review of Proposed Goals:** Kyra reviewed staff's proposed goals, which keep the same framework as the current plan. Board members ask for clarification regarding the "funding" goal and requested that the word be updated to "resources."

**CBH Bylaws Review:** David shared the current Bylaws and stated that staff, the Administrative and Executive Committees, the Board, and the legal team are reviewing bylaws to update and prepare for CCBHC status. Sheri asked board members to please review the Bylaws and send comments to David or Sheri by February 6<sup>th</sup>. Bylaws updates will go through committees and come back to the board for review and adoption in June.

**EXECUTIVE DIRECTOR'S REPORT:**

David Coe gave an update on General Assembly activity thus far and noted that CBH is one of eight CSBs to get a CRC grant. He is still waiting to hear more from the State. The Governor's budget is essentially a continuation of the current budget and includes a 1% raise in July and a December bonus.

**CLOSED SESSION:**

At 4:28 John Collins made the following motion: I move that a closed meeting of the Board be held as permitted under Section 2.2-3711.A.3 of the Code of Virginia to discuss the acquisition of real property for the purpose of expanding CBH crisis services and construction of a new facility to consolidate operations. Steve Miller seconded the motion which passed unanimously.

At 5:15 the Board came out of closed session. John Collins made a motion to certify closed session, which was seconded by Roy Witham. The vote was taken by roll call and passed unanimously.

In open session, Steve Miller made a motion that the Executive Director continue the work currently underway regarding acquisition of the Eastern State Hospital surplus property parcel(s) designated by the Commonwealth of Virginia for location of Colonial Behavioral Health's new campus, including the expansion of CBH's crisis service continuum. Al Brassell seconded the mission and it passed unanimously.

**ADJOURNMENT:**

Upon a motion by Steve Miller and a second by John Shaner, the meeting was adjourned at 5:17 p.m.

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Sheri Newcomb, Chair

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Hazel Braxton, Secretary



## Meeting Minutes

Minutes of : Administrative Committee Meeting Date: January 16, 2024
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Present: John Collins, , Wendy Evans, Al Brassel, Md  
Staff: David Coe, Nancy Parsons, Chaenn Thomas

Absent: Ryan Ashe, Sherri Newcomb

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1. Call to Order

Meeting was called to order to 4:20 pm

2. Old Business

none

3. New Business

Nancy Parsons reviewed the fiscal year to date financial report through December 31, 2023. Fee revenue was down this month due to a problem with DMAS claim processing. The problem was not unique to CBH, other CSBs around the State experienced similar problems. Most of the problem has been corrected and January fee revenue should look higher than average.

A summary of high points in the FY23 audit was reviewed. Ms. Parsons shared the fiscal department's pleasure in receiving the usual "clean" audit opinion as well as the statement of no material weakness with requirements of federal programs. She also discussed the current ratio improvement as well as the operating revenue increase areas.

A motion was made by Al Brassel to accept the audit report as presented, seconded by Wendy Evans and unanimously approved

Chaenn Thomas gave a vacancy update stating there were 5 new hires. Currently CBH has 19 full time vacancies, 1 part time vacancy and 5 PRN positions being recruited. She also reported there was a 16% vacancy rate in the second quarter and a 1% turnover rate.

4. Conclusions, Recommendations, Actions

none

5. Adjournment

Meeting was adjourned at 4:44 pm

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Submitted by: Nancy Parsons

### Next Meeting

Date: February 20, 2024

Time: 4:00 pm

Location: McLaws Board Room



## Public Awareness Committee Meeting Minutes

January 17, 2024

Present: Kristen Nelson, Erin Otis, Dr. John Shaner, Donyale Wells, Marsha Obremski, Leigh Carroll-Stump

Absent: Dr. Dawn Ide, David Coe

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### 1. Call to Order

The meeting was called to order at 3:38 p.m.

### 2. New Business

Completed Outreach Campaign Updates:

- National Drug Take Back Day (October 23, 2023) – CBH’s catchment area collected 339+ lbs. of prescription medication, and members of the Historic Triangle Drug Prevention Coalition (HTDPC) distributed 325 information bags that contained locking medication pouches, Dispose Rx, and literature about the HTDPC, safe medication storage and year-round disposal.
- iHeart Media Campaign (Sept-October 2023) – radio and social media posts focusing on suicide awareness and the 988 Suicide and Crisis Lifeline
- Shatter the Silence – reschedule to November 13 due to Tropical Storm Ophelia. Held at Bruton High School with 88 people in attendance.

Website Redesign Update:

- Ms. Carroll-Stump reported that the website redesign is in the development phase and will move to the UAT/Review phase on Jan. 22 with an anticipated launch of February 1. ViewMedica On Demand Video Library of integrated care videos will be incorporated.

Current Outreach Campaigns Updates:

- Social Media Presence – Facebook/Instagram posting of career opportunities, events, trainings, and staff posting of helpful hints to get through the holidays.
  - Gas Station Heroin – (dietary supplement) Tizanidine – create a social media post to increase awareness and link to Historic Triangle Drug Prevention Coalition’s website and Facebook account.



## Public Awareness Committee Meeting Minutes

January 17, 2024

- GSTV – 6-month contract showcasing (988 Crisis Lifeline, Gambling, Lock & Talk, Marijuana videos) at 21 gas stations located throughout James City County, Williamsburg and York County.
- Athletic Banners – Lock & Talk banner at Jamestown High School and Poquoson Little League for 2024/2025 season.
  - Dr. Shaner suggested banners for Virginia Co-Pilots, ODU Hitters, Canes (traveling baseball teams)
- WATA Bus Ads – CBH currently has four (4) rear bus adds displaying the 988 Suicide & Crisis Lifeline and our Lock & Talk Campaign, as well as three (3) interior bus ads (988 Suicide & Crisis Lifeline, Gambling, and Lock & Talk) in all 20 WATA buses.
- Other suggested means to increase awareness:
  - Ms. Otis suggested brochures/rack cards at CITAC- Riverside Doctors' Hospital Williamsburg .
  - Ms. Otis suggested the grocery cart ads.
    - Ms. Carroll-Stump mentioned the availability of Receipt tape Ads (Harris teeter, Dollar tree) and will explore which grocery chains utilize grocery cart ads.
  - Dr. Shaner suggested placing brochures/rack cards in Riverside Regional Medical Center and Sentara.
  - Dr. Shaner - National Mental Health Awareness Month – Media interviews
  - Ms. Nelson – Inquired about the Pizza Box Campaigns
    - Ms. Carroll-Stump shared that the campaign occurs in May (Mental Health Awareness Month) and September (Suicide Awareness Month) with over 6,000 pizza boxes disseminated at six local restaurants.





## Public Awareness Committee Meeting Minutes

January 17, 2024

### Conclusions, Recommendations, Actions

- Ms. Carroll-Stump will explore which grocery chains utilize grocery cart ads and will create a social media post regarding the dangers of gas station heroin.
- Ms. Obremski will speak to DBHDS about outreach that goes beyond our catchment area to determine if that is an allowable use of funds.

### Adjournment

Dr. Shaner motioned to adjourn, all present in agreement. The meeting was adjourned at 4:29 p.m.

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Submitted by: Leigh Carroll-Stump

### Next Meeting

Date: February 21, 2024

Time: 3:30 pm

Location: York-Poquoson Office



## Meeting Minutes

Minutes of: Services and Evaluation Committee Date: 1/24/24
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**Present:** Al Brasell, Steven Miller, Roy Witham, Linda Butler, Dan Longo

**Absent:** Denise Kirschbaum, Rey Carpio

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1. Welcome and Call to Order  
The meeting was called to order at 4:05 pm
  2. The Committee reviewed the proposed schedule of presentations. A presentation on Forensic Discharge Planning was Discussed and added to the schedule for May 2024. Current presentation schedule:
    - February – Quality Management- Summary of Incidents
    - March – ES Continuum
    - April – Website/Grants Management
    - May – Forensic Discharge Planning
    - June – Permanent Supportive Housing
  3. The committee discussed the proposed format for a Presentation Schedule to include new initiatives as well as services. A discussion ensued on evaluating staff perception of agency support for their assigned role. An additional question on employees satisfaction will be added to the evaluation tool.
  4. Meeting Schedule  
The Committee will meet on February 28, 2024. Quality Management will provide a presentation on Incidents Reports.
  5. Adjournment  
The meeting was adjourned at 4:30p.m.
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Submitted by: Dan Longo

### Next Meeting

Date: 2/28/2024

Time: 4:00pm

Location: 473 McLaw's

**Action Item A-1**

**CBH Strategic Plan Development  
Adoption of Goal Statements**

**Background:**

Colonial Behavioral Health began work on a new Strategic Plan during our August planning session. Since that time, we have focused on plan development timelines and drafting new foundational statements prior to undertaking the drafting goals, objectives and strategies.

The attached Goal statements were reviewed and amended by the Board during the January 9, 2024 meeting. They are now presented to the Board for final approval.

**Proposed Motion:**

It is moved that the Proposed CBH Strategic Plan Goal Statements be approved as the framework for CBH's Strategic Plan currently under development.

**Action Item A-1**

Proposed CBH Strategic Plan Goal Statements

<b>Goal Type</b>	<b>Goal Statement</b>
<b>Operations</b>	Ensure agency sustainability through business operations reflective of changing healthcare and workforce landscapes.
<b>Services</b>	Adjust service delivery to match the evolving landscape, consumer expectations, and community needs.
<b>Infrastructure</b>	Develop and execute a long-term facility, technology, and infrastructure plan to support and enhance services.
<b>Resources</b>	Ensure agency sustainability by creating and implementing a long-term resource development plan.

## CBH FY23 AUDIT SUMMARY

Page 1 (pdf page 5)

"In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and the aggregate remaining fund information of Colonial Behavioral Health, as of June 30, 2023, and the changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America"

*THIS IS ALWAYS WHAT WE WANT AN AUDIT TO SAY, THIS IS CALLED A "CLEAN" OPINION AND MEANS THEY DIDN'T FIND ANYTHING OF MATERIAL CONSEQUENCE WRONG. IT DOESN'T MEAN EVERYTHING WAS PERFECT BECAUSE THEY DON'T EXAMINE EVERY SINGLE TRANSACTION BUT OVERALL ALL IS WELL.*

Page 5 (pdf page 9)

### Condensed Combined Statement of Net Position

*THESE FIGURES INCLUDE BOTH CBH AND CCSI A BREAKDOWN BETWEEN THEM IS ON PAGE 64 (pdf page 71)*

"CBH continues to present a strong balance sheet, with a Current Ratio of 2.60:1. The increase in current assets of \$871,570, along with the decrease in current liabilities of \$33,481 led to the current ratio increase from the FY 2022 Current Ratio of 2.34:1."

*THE CURRENT RATIO SHOWS CBH'S ABILITY TO PAY ITS BILLS WITHOUT INCURRING DEBT. THIS INCREASE WAS LARGELY DUE TO THE INFLUX OF PERMANENT SUPPORTED HOUSING DOLLARS AT YEAR END. THIS RATIO DOES NOT TAKE INTO ACCOUNT WHEATHER OR NOT THE CASH IS RESTRICTED BUT AN INCREASE HERE IS ALWAYS A GOOD THING.*

### Condensed Combined Statement of Revenues, Expenses and Changes in Net Position

"Operating revenues increased by \$390,960 or 1.91% from 2022 to 2023, and operating expenses increased by \$1,320,739 or 8.32%. Nonoperating income increased by 8.29%. The resulting Change in Net Position was \$2,310,998."

*INCREASE IN OPERATING REVENUES WAS PRIMARILY IN THE DD PROGRAM. INCREASE IN OPERATING EXPENSE WAS LARGELY SALARIES AND CONSULTANT EXPENSE WHICH RESULTED FROM AN INCREASE IN EARLY CHILDHOOD STATE FUNDING THAT WAS PASSED ON TO CHILD DEVELOPMENT RESOURCES.  
NONOPERATING INCOME INCREASE WAS LARGELY STEP VA, STATE GENERAL FUNDS AND LOCAL FUNDING INCREASES*

### Report on Internal Control over Compliance page 70 (pdf page 78)

"Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above."

*THIS IS ESSENTIAL TO CONTINUE RECEIVING FEDERAL GRANTS AS WELL AS SOME STATE FUNDING. THE FISCAL DEPARTMENT WORKS HARD TO MAINTAIN THIS*

### OVERALL

- \* *CBH HAS THE ABILITY TO MEET ITS OBLIGATIONS WITH ITS CURRENT RESOURCES*
- \* *A CONTINUED FOCUS NEEDS TO BE ON USING THE RESTRICTED FUNDS WE HAVE*
- \* *WHILE A \$2M BOTTOM LINE LOOKS IMPRESSIVE OVER HALF OF THAT IS RELATED TO OPEB AND PENSION ENTRIES AND A LARGE PORTION OF THE REMAINING IS IN RESTRICTED FUNDS*
- \* *WE HAVE THE CONTROLS WE NEED IN PLACE TO GET CLEAN OPINIONS AND AVOID COMPLIANCE ISSUES*

**COLONIAL BEHAVIORAL HEALTH**  
**Executive Director's Report – February 2024**

**Agency Issues**

1. We have still not received official written notice of our award of a Crisis Receiving Center (CRC), but communication with state officials is proceeding without delay.
2. Adjustments to CBH management structure will be needed to oversee the significant growth in the number and complexity of services and programs associated with our crisis services expansion. Leadership-level discussions are underway currently.
3. The second quarter of FY 2024 saw the CBH vacancy rate lowered to 16% with a turnover rate of 1%. More new hires were onboarded during January but accompanied by an increase in staff turnover. Our most (but not only) prominent area of need remains licensed staff.

**Community Issues**

1. Everyone is encouraged to follow CBH on our social media platforms:
  - a. Facebook: <https://www.facebook.com/ColonialBehavioralHealth/>
  - b. Instagram: <https://www.instagram.com/colonialbehavioralhealth/>
  - c. YouTube: <https://www.youtube.com/@ColonialBH>

We also ask you to share these links with friends, families and coworkers to help us improve awareness in the community.

2. The Space Needs Analysis continues with building tours and a lengthy series of staff interviews completed in mid-December, with enhanced discussions about Crisis Services dominating the month of January. While the short-term focus of this work has necessarily been adjusted by Crisis Receiving Center issues, it is not anticipated that this effort will delay resolution of the broader report being provided in Spring 2024.

**Regional Issues**

1. We are currently in discussions that will likely lead to CBH assuming the lead of a small subregional mobile crisis team effort. There are many details yet to work out, but we are currently targeting an effective date of 7/1/2024 for this to occur.
2. We **continue** to await budget approval from DBHDS only regarding the level and use of funds to expand Permanent Supportive Housing (PSH) slots from 25 to 34. The expansion of slots was initiated at DBHDS' request.

**Public Policy**

1. We should expect to see several bills passed in this General Assembly intended to increase DBHDS oversight over CSBs. Most of these bills have been generated through the Behavioral Health Commission (formerly known as the "Deeds Commission").
2. The respective "money committees" in the General Assembly are scheduled to report their budget amendment reports on Sunday, February 18<sup>th</sup>. An analysis of the respective committee reports will be provided as soon as possible thereafter.

Respectfully submitted,  
David A. Coe