

# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

March 18, 2025, at 3:00pm

### **Call to Order**

The Executive Committee Meeting was called to order at 3:02pm.

### **Roll Call**

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

Ryan Ashe

Erin Otis

John Collins

Wendy Evans

Donyale Wells

#### **Guests:**

Pat McDermott (CBH Attorney)

### **CBH Staff Present:**

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

### **Updates**

#### **New Behavioral Health Services Director (*David*)**

Denise Kirschbaum started with CBH on March 17<sup>th</sup> as the Director of Behavioral Health Services. JCC will appoint a new board member to fill the opening.

#### **Cardinal Ridge Parcel Conveyance (*David*)**

The conveyance of the Cardinal Ridge parcel is set to take place at the May 13<sup>th</sup> JCC Board of Supervisors meeting.

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

Chaenn reviewed the Recruitment and Hiring Update as of 3/12/2025. We are currently hiring for 32 positions (26 FT and 3 PT and 3 PRN/WAR positions).

#### **Financial Report (*Nancy*)**

Nancy reviewed the Financial Report as of 2/28/2025. CBH has wrapped up the final delayed billing created during the cybersecurity incident. Some of our DD patients have copays that we were unaware of. We received three grants this past month (workforce, prevention and integrated care).

#### **Strategic Plan Update (*Kyra*)**

Kyra presented the Strategic Plan 3<sup>rd</sup> Quarter update. Under the Infrastructure Goal, our IT/IS Department accomplished goals in a matter of weeks which would have taken years because of our cybersecurity incident. Fundraising will be CBH's focus in the 4<sup>th</sup> Quarter.

### **Board Officer Nomination Process – FY 2026 (David)**

We follow this timeline for the nomination process per CBH Bylaws: in April, the Chair appoints a nominating committee. A slate of officers will be presented by the committee in May. The Board vote will take place in June. Wendy Evans will contact Bruce Keener to see if he is interested in being on the nominating committee with her.

### **York County Fiscal Agent Agreement (David)**

Ryan and David met with York County on March 24<sup>th</sup>. A series of documents were provided and reviewed (documents from YC and working documents from CBH Attorney). YC made two requests: 1. Require BOD's approval for all expenditures exceeding \$50k and amend the Board's Bylaws to require the same. 2. Establish an Ex Officio position on the Board for a YC staff member, amend the Bylaws to require the same. The Executive Committee agrees to request #1. A suggestion for request #2 would be adding a staff member as a board member (this would provide more benefits: ability to vote, longer term, etc.). Pat McDermott (CBH Attorney) will make edits to documents; David will respond to YC by Monday, March 24<sup>th</sup>.

### **Policy Approval Processes Draft for Review (David)**

The Policy Approval Process (broken down by category) was presented to the committee. Marsha suggested creation of a Google Docs page which would allow members to view the policies in a secure location. The goal is to create tiers based on how often the policies need to be reviewed. We will create a review calendar during our May meeting.

### **April Board Meeting Topics**

The following topics will be on the April Board Meeting agenda: Strategic Plan Update, YC as Fiscal Agent, Updates on Cardinal Ridge parcel, Questions/Concerns for our Contractors (they will be present at our May Board Meeting) and Nominating Committee.

### **April Executive Committee Meeting**

Our April meeting will begin at 3:30pm.

### **Items from the Committee**

None

### **Adjournment**

John Collins made a motion to adjourn the meeting at 4:43pm. Wendy Evans seconded this motion.