

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** April 2, 2024

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

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

**BOARD MEMBERS PRESENT:**

Dr. Al Brassel – York County  
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  
Ms. Kristen Nelson – York County  
Mr. Reynaldo Carpio – York County  
Mr. Ryan Ashe – James City County  
Ms. Sheri Newcomb – York County

**BOARD MEMBERS ABSENT:**

Ms. Donyale Wells – James City County  
Dr. John Shaner – City of Poquoson  
Mr. Roy Witham – James City County  
Mr. Steven Miller – York County  
Ms. Wendy Evans – Williamsburg

**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:

- February 6, 2024, Board of Directors Meeting
- February 20, 2024, Administration Committee Meeting
- February 20, 2024, Executive Committee Meeting
- February 21, 2024, Public Awareness Committee Meeting

Dr. Al Brassel made a motion to accept the consent agenda as presented. Ryan Ashe seconded the motion, and it passed unanimously.

### **APPOINTMENT OF NOMINATING COMMITTEE:**

Sheri Newcomb appointed Denise Kirchbaum, Hazel Braxton, and Al Brassel as the Nominating Committee members.

### **DISCUSSION ITEMS:**

**Strategic Plan – Operations Goal:** Kyra Cook reviewed the objectives, strategies and tactics related to the Operations goal ensuring agency sustainability through business operations reflective of changing healthcare and workforce landscapes. The topic of telehealth billing was discussed, which is included as a tactic in the Technology objective of the infrastructure goal.

**Advisory Council to the Board of Directors:** Marsha Obremski introduced the draft Advisory Council policy to the Board of Directors. This council will consist of individuals with lived experience of mental health and/or substance use disorders and their families, including youth. Details related to the new Council's operations will be developed when the Board adopts the policy when it comes to the Board for action in May.

### **ACTION ITEMS:**

**CBH Executive Operations Plan:** David Coe presented the proposed plan; the plan will initiate automatically if the CBH Executive Director is incapacitated (due to health or other unplanned issue) for a period of more than five (5) workdays, or upon a planned absence resulting in the unavailability for more than ten (10) workdays.

Hazel Braxton made a motion for the CBH Board to approve the CBH Executive Operations Plan included in the Board packet. The authority granted under the Plan shall be limited to actions and issues that must be addressed during times and/or events as defined in the Plan. John Collins seconded the motion. Denise Kirschbaum noted that director names should be removed from the policy and made a motion to amend the policy accordingly. Kristen Nelson concurred. Ms. Braxton and Mr. Collins accepted the amendment and the motion passed unanimously.

**Allocation of New One-Time Crisis Funding:** Nancy Parsons recommended amending the existing Capital Improvement Plan budget to include the state funding that will be awarded for the Eastern State Surplus Property that will be the future home for the Crisis Services Center (CSC). Al Brassel made a motion to approve the proposed amendments to the FY 2024-2025 biennial Capital Improvement Plan (CIP). Ryan Ashe seconded the motion and it passed unanimously.

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

David Coe announced that CBH has been cleared by the state to proceed with selling the vacant group home. It was suggested that the proceeds from the sale be directed to Opportunities Unlimited.

David Coe presented on PPEA (Public-Private Education Facilities and Infrastructure Act of 2002) which included the definition, benefits, requirements, and guidelines. Finalizing the guidelines will be required before issuing an RFP for design/build services.

Al Brassel made a motion to give the Executive Director authority to draft PPEA guidelines and to proceed with the procurement process, and Dr. Dawn Ide seconded the motion. The motion was passed unanimously.

**ADJOURNMENT:**

Upon a motion by Hazel Braxton and a second by John Collins to adjourn, the meeting was adjourned at 5:33pm.

**NEXT MEETING:**

Date: Tuesday, May 7, 2024

Location: 473 McLaws Circle, Williamsburg, VA 21385

Time: 4:00pm

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**Sheri Newcomb, Chair**

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**Hazel Braxton, Secretary**