

**COLONIAL BEHAVIORAL HEALTH
BOARD MEETING**

DATE: December 3, 2024

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

WELCOME AND CALL TO ORDER: 3:00pm

BOARD MEMBERS PRESENT:

Mr. Ryan Ashe – James City County
Mr. Tarun Chandrasekar - Williamsburg
Mr. John Collins – York County
Ms. Wendy Evans – Williamsburg
Dr. Dawn Ide – City of Poquoson
Mr. Bruce Keener – York County
Ms. Denise Kirchbaum – James City County
Ms. Kristen Nelson – York County
Ms. Erin Otis – James City County
Ms. April Schmidt – York County (via Microsoft Teams)
Ms. Donyale Wells – James City County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Mr. Steven Miller – York County
Ms. Amber Richey – York County
Dr. John Shaner – City of Poquoson

CBH STAFF PRESENT:

David Coe, Kristy Wallace, Katie Leuci, Dan Longo, Nancy Parsons, Kyra Cook, Linda Butler, Patty Hartigan, Marsha Obremski

GUESTS: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- October 1, 2024, Board of Directors Meeting

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

CLOSED SESSION

Roy Witham made the following motion to move to a closed session: I move that the Board convene a closed meeting, as permitted under Section 2.2-3711 (A)(8) and (A)(19) of the Code of Virginia, to discuss the current status of CBH cybersecurity infrastructure and protocols in consultation with legal counsel.

Bruce Keener seconded the motion, and it passed unanimously.

Roy Witham made a motion to conclude the closed session. Bruce Keener seconded the motion, which was unanimously approved. Roy Witham made a second motion to certify closed session and affirm that only those matters covered in the motion for closed session were discussed. Bruce Keener seconded that motion, which passed unanimously via roll call vote.

EXECUTIVE DIRECTOR'S REPORT:

Agency Issues:

Dan Longo, Director of Behavioral Health Services is retiring on December 31, 2024. David presented Dan Longo with his Resolution.

Conveyance of the CBH parcel at Cardinal Ridge is scheduled for January 14, 2025.

Two topics that will be moved to January/February due to cybersecurity issue: Advisory Council and Remote Participation Policy.

Community Issues:

CBH is one of seven CSBs selected by DBHDS to receive funding through a SAMHSA *Partnership of Success* grant. Marsha explained that the grant will provide 5 years' funding to support a full-time position to coordinate activities of the Historic Triangle Drug Prevention Coalition.

Regional Issues:

Patty shared that hiring for Mobile Crisis is going well. Education continues in our area by way of meetings and distribution of materials.

October 2024 Board Financial Report Nancy shared the highlights of the financial report. The fees are down (due to cybersecurity issue) although once information is entered into EHR, the amounts will increase. The budget for FY 2025 will be available in March.

Recruitment Status Chaenn shared that our turnover rates are low. Hiring licensed eligible individuals is a challenge across all CSB's. We recently hired 3 staff for central access.

ADJOURNMENT:

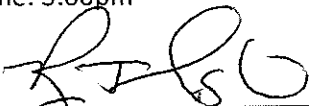
Upon a motion to adjourn the meeting made by John Collins and a second by Denise Kirschbaum, the meeting was adjourned at 3:54pm.

NEXT MEETING:

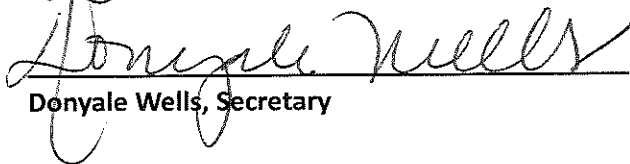
Date: Tuesday, January 7, 2025

Location: 473 McLaws Circle, Williamsburg, VA 21385

Time: 3:00pm



Ryan Ashe, Chair



Donyale Wells, Secretary

**COLONIAL BEHAVIORAL HEALTH
BOARD MEETING**

DATE: October 1, 2024

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

WELCOME AND CALL TO ORDER: 3:00pm

BOARD MEMBERS PRESENT:

Mr. Ryan Ashe – James City County
Mr. Tarun Chandrasekar - Williamsburg
Mr. John Collins – York County
Ms. Wendy Evans – Williamsburg
Dr. Dawn Ide – City of Poquoson
Mr. Bruce Keener – York County
Ms. Denise Kirchbaum – James City County
Mr. Steven Miller – York County
Ms. Kristen Nelson – York County
Ms. Erin Otis – James City County
Ms. Amber Richy – York County
Ms. April Schmidt – York County (via Microsoft Teams)
Ms. Donyale Wells – James City County
Mr. Roy Witham – James City County

BOARD MEMBERS ABSENT:

Dr. John Shaner – City of Poquoson

CBH STAFF PRESENT:

David Coe, Kristy Wallace, Katie Leuci, Dan Longo, Nancy Parsons, Kyra Cook, Linda Butler, Patty Hartigan

GUESTS: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

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

- September 3, 2024, Board of Directors Meeting
- September 3, 2024, Services and Evaluation Committee Meeting
- September 17, 2024, Executive Committee Meeting

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

DISCUSSION/INFORMATIONAL ITEMS:

- **Strategic Plan Quarterly Update – Kyra Cook**
CBH's Strategic Plan will be updated on a quarterly basis and presented to the Board for review. Quarter 1 updates were shared; the Board did not have any comments.
- **McLaws Circle Update –David Coe**
CBH has leased 473 McLaws Circle for the last 12 years; during which time there have been issues including foundation, roof, leaking and mold. Consequently, CBH is in communication with the landlord and requesting a full building assessment within 30 days and 15 days after the assessment is complete, CBH is requesting feedback regarding remediation. Relocation is not ideal but may be needed.
- **November 5th Board Meeting (Election Day) – David Coe**
Our scheduled November Board Meeting falls on Election Day. The board agreed to cancel the November Board meeting; our next Board meeting will take place in December 2024.

ACTION ITEMS:

- **A-1 Legislative Priorities for 2025 General Assembly – David Coe**
3 priorities and 1 future priority were discussed during the Board Meeting:
 1. **Priority – Developmental Disability (DD) Waiver Services: Funding for Additional Support Coordinators:** addition of 3500 waiver slots; request funding to support on-boarding for these new positions.
 2. **Priority – Substance Use Disorder (SUD) Services:** increase rates will although for compensation increases for CSB workforce
 3. **Priority – Prevention Services:** Increase in general funds that are dedicated to prevention services.
 4. **Future Priority – Support for New Campus**

Denise Kirschbaum made a motion that the Board of Directors approve the attached CBH Legislative Priorities for the 2025 Session of the Virginia Assembly. Steven Miller seconded this motion, and it passed unanimously.

- **A-2 CBH Board of Directors – Remote Participation Policy – David Coe**
The Executive Committee previously discussed the Remote Participation Policy, and the changes made during the 2024 Session of the General Assembly. The Executive Committee provided recommendations to each of the four changes; the recommendations were brought to the Board with a motion to approve.
Bruce Keener made a motion to push the Remote Participation Policy back to the Executive Committee (clean up verbiage and add protocols and procedures). Wendy Evans seconded this motion, and all were in favor.
After discussion it was affirmed that CBH does want to have a Remote Participation Policy. The Executive Committee will revisit this Policy at their next meeting, make recommended updates and present the updated recommendations to the Board at the December Board Meeting.

EXECUTIVE DIRECTOR'S REPORT: (the following topics were discussed during Board Meeting, full report is included in packet)

Agency Issues:

Conveyance of the CBH parcel in the Cardinal Ridge development has been delayed from September to November, at the earliest. The Transportation Board is scheduled to meet on October 23rd, and at that meeting we believe they will take action to release VDOT from responsibility of Schmidt Lane. We hope this is the last state-level regulatory issue to navigate and the rest of the process will go forward without delay.

Regional Issues:

Marcus Alert – CBH’s implementation was delayed by one year. DBHDS recently informed several CSB’s that the funding has been withdrawn due to an “accounting error.” What, if any, impact this has on CBH is unknown.

David Coe shared with the Board that Kyra Cook applied and was accepted to be a part of the Rural Investment Collaborative sponsored, in part, by the Federal Reserve. Hopefully her participating will result in drawing down funds in support of the new campus.

ADJOURNMENT:

Upon a motion to adjourn the meeting made by Bruce Keener and a second by Denise Kirschbaum, the meeting was adjourned at 4:12pm.

NEXT MEETING:

Date: Tuesday, December 3, 2024

Location: 473 McLaws Circle, Williamsburg, VA 21385

Time: 3:00pm

Ryan Ashe, Chair

Donyale Wells, Secretary

COLONIAL BEHAVIORAL HEALTH
Executive Director's Report – December 2024

Agency Issues

1. Conveyance of the CBH parcel at Cardinal Ridge was originally scheduled to be completed at the JCC Board of Supervisors' September 10th meeting. Through a series of state agency delays in conveying the property to JCC, the JCC-to-CBH conveyance action is now scheduled for January 14, 2025. It is our understanding that all plat-related issues have been resolved at this time. The land will be owned by CCSI upon final conveyance.
2. The Interim Agreement with Henderson, Inc. has been signed to begin the design processes for the new crisis services building. While the design process is getting underway, we have not yet added demolition of the existing location to that product; however, we plan to do so once the land conveyance to CCSI is finalized.
3. Network access issues inhibited our recruitment of members for the Advisory Council. As a result, we are not able to present nominees to the Board at this meeting. We expect nominations to come before the Board in either the January or February meeting.
4. Dan Longo, Director of Behavioral Health Services, is retiring from CBH on 12/31. Recruitment is underway for this position, with no change in scope planned.

Community Issues

1. The Behavioral Health specialty court docket application has been approved by the Supreme Court of Virginia. This docket will operate out of WJCC General District Court but be available to serve individuals from all CBH localities.
2. The Drug Court docket is also getting underway within Circuit Court (based in York/Poquoson) with availability for all CBH localities.
3. On November 13th, CBH led a community stakeholder meeting to discuss CBH's plans for crisis services with a primary focus on Mobile Crisis and the crisis services center itself. Representatives from multiple first responder agencies were present, as well as consumer advocacy and other agency partners. Additional meetings are planned in the future.
4. CBH is one of seven CSBs selected by DBHDS to receive funding through a SAMHSA *Partnership for Success* grant. The grant will provide 5 years' funding to support a full-time position to coordinate activities of the Historic Triangle Drug Prevention Coalition.

Regional Issues

1. Colonial's Mobile Crisis team is beginning to receive more calls but is not yet near capacity in relation to call volume. Education about this service continues in our area by way of meetings and distribution of materials.

Public Policy

1. Governor Youngkin's proposed budget will be released on December 18, 2024. There is a reported \$3.2 billion surplus available as the upcoming session approaches, but there will also be multiple priorities competing for those funds. It has been reported that many of those funds could be best suited for short-term or one-time projects.

Respectfully submitted,
David A. Coe



YEAR TO DATE REVENUES AND EXPENDITURES
as of
October 31, 2024

REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 11,886,290	\$ 4,137,764	\$ 3,962,097	104%	\$ 175,667
Local	\$ 3,974,000	1,317,500	1,324,667	99%	\$ (7,167)
Fees	\$ 6,706,586	1,773,706	2,235,529	79%	\$ (461,823)
Grants/Other	\$ 1,053,577	232,800	351,192	66%	\$ (118,393)
Total Revenue	\$ 23,620,453	\$ 7,461,769	\$ 7,873,484	95%	\$ (411,715)

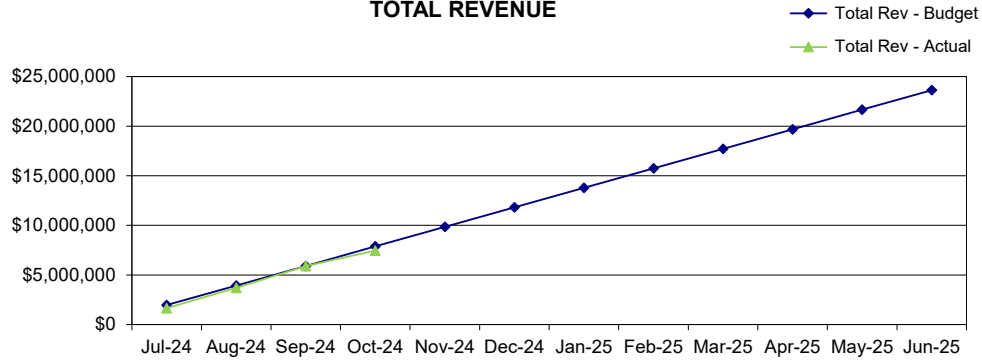
EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 18,169,922	\$ 5,192,568	\$ 6,289,588	83%	\$ 1,097,020
Staff Development	\$ 94,313	\$ 16,091	31,438	51%	15,346
Facility	\$ 1,555,055	\$ 345,443	518,352	67%	172,909
Equipment and Supplies	\$ 844,721	\$ 237,417	281,574	84%	44,157
Transportation	\$ 189,529	\$ 23,819	63,176	38%	39,357
Consultant and Contractual	\$ 2,618,345	\$ 557,488	872,782	64%	315,293
Miscellaneous	\$ 148,569	\$ 32,549	49,523	66%	16,974
Total Expenditures	\$ 23,620,453	\$ 6,405,375	\$ 8,106,432	79%	\$ 1,701,057

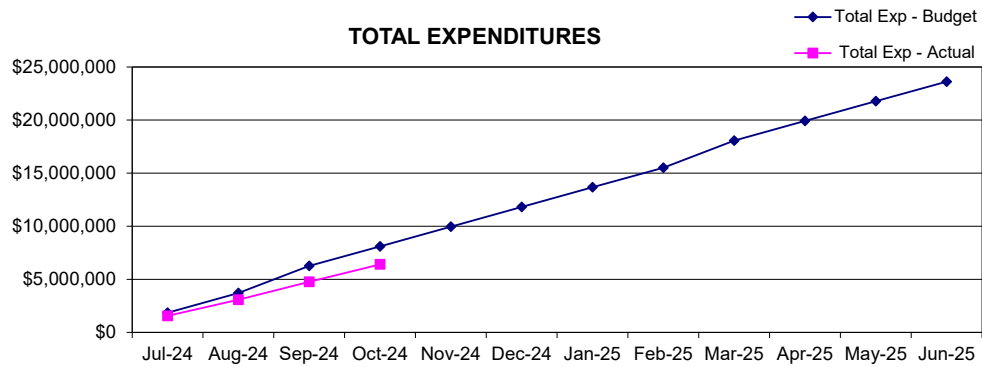
Operating Margin	\$ -	\$ 1,056,394	\$ (232,948)
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Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

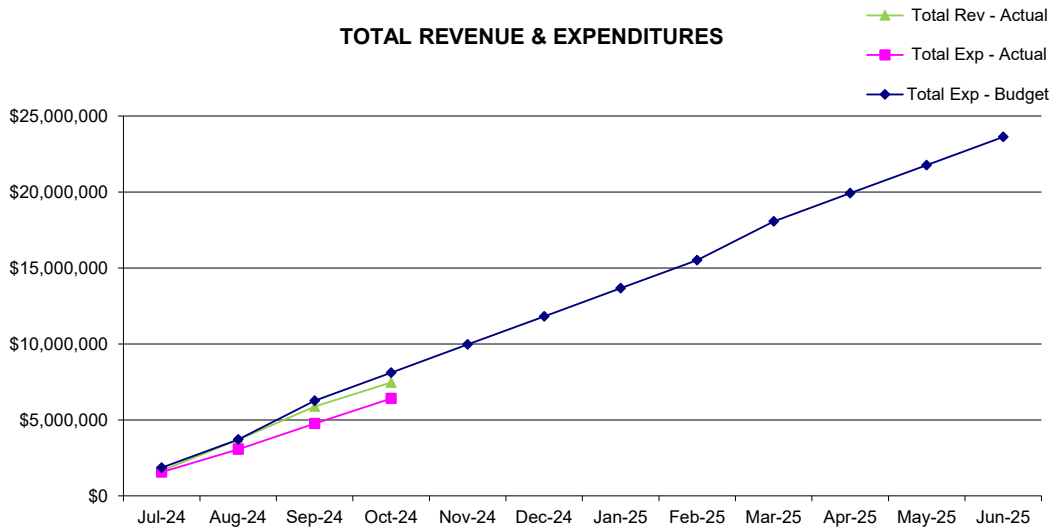
TOTAL REVENUE



TOTAL EXPENDITURES



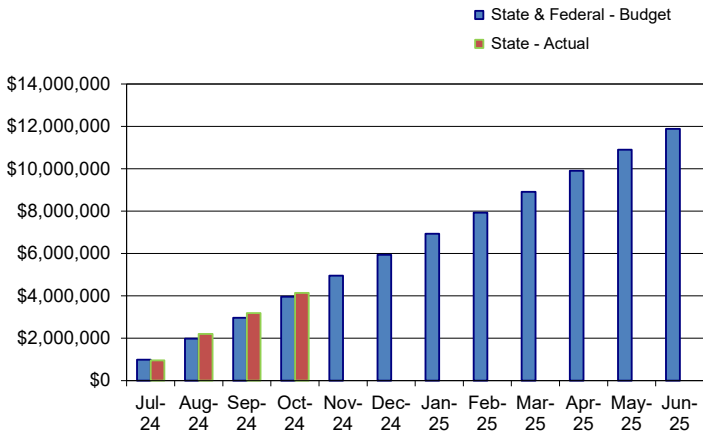
TOTAL REVENUE & EXPENDITURES



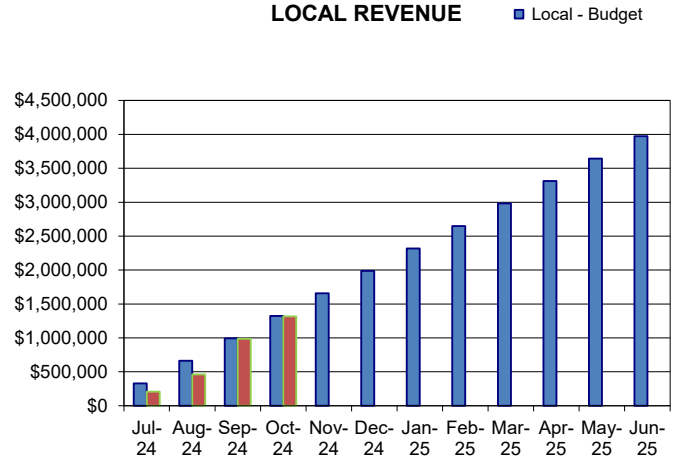


YEAR TO DATE REVENUE
as of
10/31/24

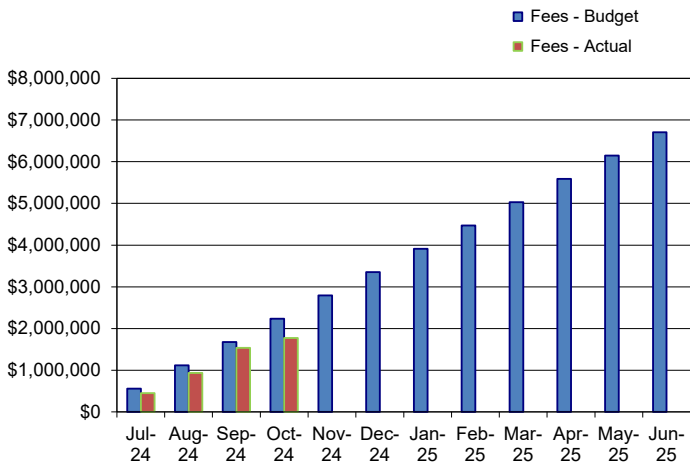
STATE & FEDERAL REVENUE



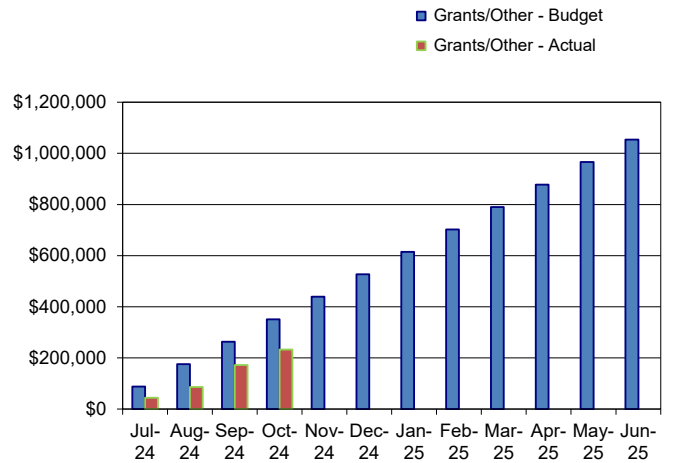
LOCAL REVENUE



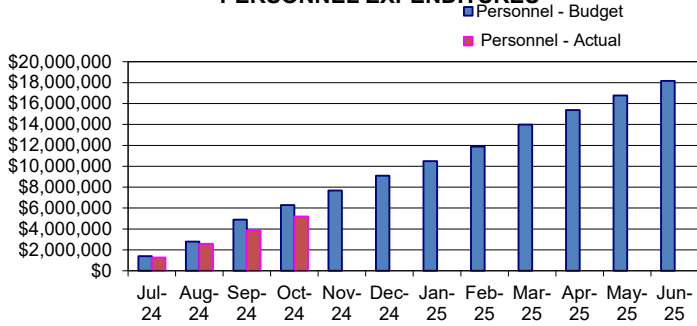
FEE REVENUE



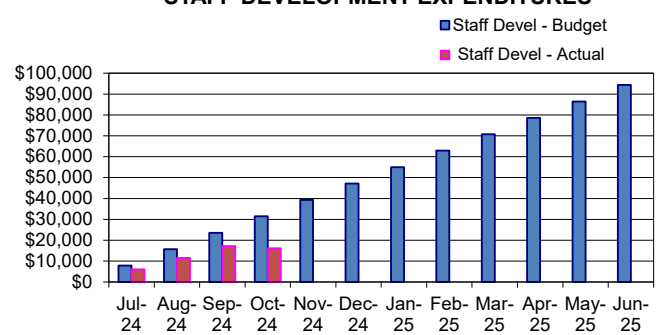
GRANTS & OTHER REVENUE



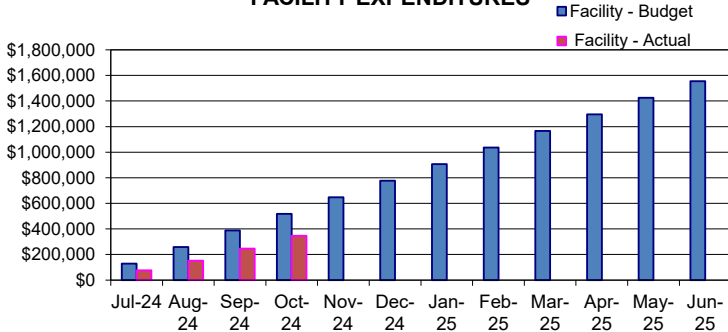
PERSONNEL EXPENDITURES



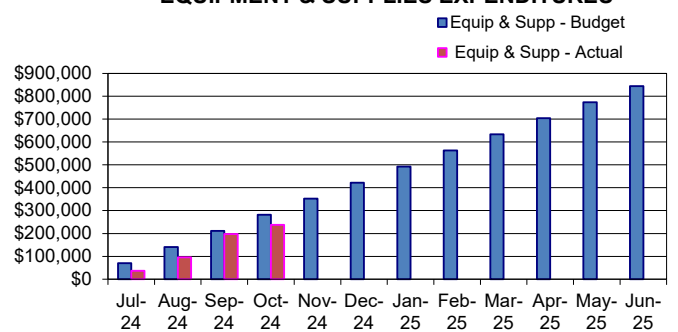
STAFF DEVELOPMENT EXPENDITURES



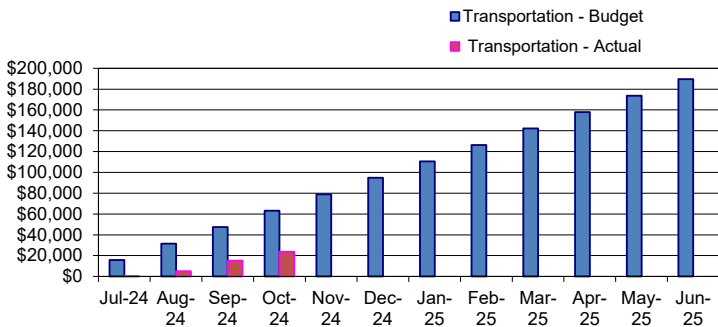
FACILITY EXPENDITURES



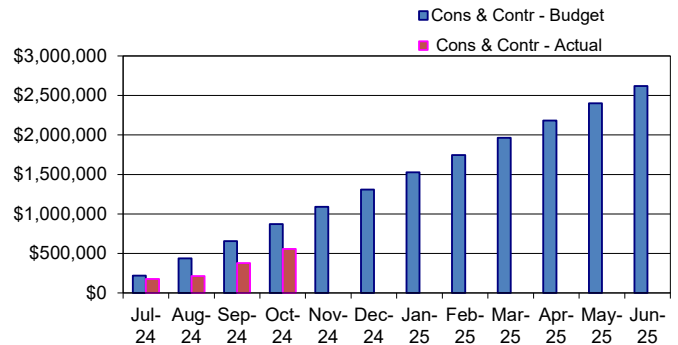
EQUIPMENT & SUPPLIES EXPENDITURES



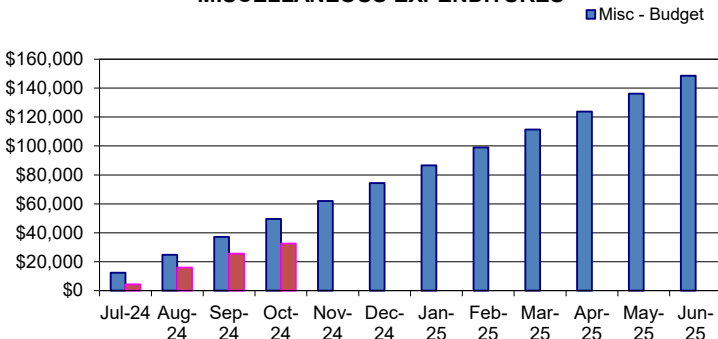
TRANSPORTATION EXPENDITURES



CONSULTANT & CONTRACTUAL EXPENDITURES



MISCELLANEOUS EXPENDITURES



Recruitment Status Update: 09/18/2024-11/13/2024

As of 09/17/2024 CBH was actively recruiting 24 positions (eighteen (18) full-time positions and six (6) ongoing PRN/WAR). As of 11/13/2024 CBH has onboarded two additional external hires and finalized the promotions of two internal employees. The agency currently has four (4) pending hires, bringing the current active recruitment to 26 positions (21 full-time and 5 PRN/WAR ongoing recruitments).