

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** December 5, 2023

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

**CALL TO ORDER:** 4:03 p.m.

**BOARD MEMBERS PRESENT:**

Mr. John Collins – York County  
Ms. Erin Otis – James City County  
Ms. Wendy Evans - Williamsburg  
Dr. Dawn Ide - Poquoson  
Dr. Al Brassel – York County  
Dr. John Shaner – Poquoson  
Ms. Sheri Newcomb – York County

**STAFF PRESENT:**

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

**GUESTS:**

None.

**WELCOME NEW CBH BOARD MEMBER:**

Sheri Newcomb opened the meeting by welcoming new member, Dr. Shaner, and noting there was no quorum and therefore they would adjust the agenda and ask for action on only items that are time-sensitive.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

The consent calendar items will be presented at the January meeting due to a lack of quorum.

**ACTION ITEMS:**

**FY 2024 Budget Revision:** Nancy Parsons presented the budget revision, which came as a motion from the Administration Committee. The purpose of the amendment is to accept additional revenue from the state to support a 2% raise (based on salary June 30, 2023) for all employees hired prior to July 1, 2023, in addition to internal equity and market rate adjustments for roughly 30% of staff. Because the proposed raises will go into effect January 1, 2024, the budget revision is time sensitive. Board members in attendance unanimously agreed to adopt the budget revision and direct staff to enact the raises subject to affirmation by the board at their January meeting.

**Amended Personnel Policy:** Chaenn Thomas presented the amended personnel policy which came as a motion from the Administration Committee. She highlighted the major changes that were identified in the crosswalk document. In response to a request for clarification regarding CBH employees seeking additional outside employment, staff responded that the purpose was to emphasize that CBH considers itself an employee's primary employer and wishes to eliminate any scheduling or interest conflicts. Because the

proposed policy will go into effect January 1, 2024, action is time sensitive. Board members in attendance unanimously agreed to adopt the updated policy subject to affirmation by the board at their January meeting.

**Strategic Plan Mission, Vision, Values:** This item will be presented at the January meeting due to a lack of quorum.

**INFORMATION/DISCUSSION ITEMS:**

**Strategic Plan Review of Proposed Goals:** Kyra Cook presented staff recommendations for updated strategic plan goals with anticipation of board endorsement at the January meeting. There were no requests for edits.

**Change of Date for January BOD Meeting:** Sheri Newcomb announced that the January board meeting will be January 9<sup>th</sup> due to the holiday.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. David Coe highlighted items in his written report and added that the state has asked for a meeting to discuss a possible location of a crisis receiving center. D.R.Horton submitted an application to James City County to redevelop the surplus Eastern State Hospital site.

**ADJOURNMENT:**

The meeting was adjourned at 4:58 p.m.

  
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Sheri Newcomb, Chair

  
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Hazel Braxton, Secretary

**AGENDA**  
**COLONIAL BEHAVIORAL HEALTH**  
**BOARD MEETING**  
**DECEMBER 5, 2023**  
**4:00 PM**

- **Welcome and Call to Order**
- **Roll Call**
- **Public Comment**
- **Consent Calendar**
  - Approval of the following meeting minutes:
    - November 7, 2023 Board of Directors Meeting
    - November 21, 2023 Administration Committee Meeting
    - November 21, 2023 Executive Committee Meeting
- **Action Items**
  - A-1 – FY 2024 Budget Revision – *N. Parsons*
  - A-2 – Amended CBH Personnel Policy – *C. Thomas*
  - A-3 – Strategic Plan – Mission, Vision and Values – *K. Cook*
- **Information/Discussion Items**
  - Strategic Plan Review of Proposed Goals – *K. Cook*
  - Change of Date for January BOD Meeting – *S. Newcomb*
- **Executive Director's Report** - *D. Coe*
- **Adjournment**                      Next Meeting – Tuesday, January 9, 2024 (473 McLaws Circle, Williamsburg), 4:00 PM



## Meeting Minutes

Minutes of : Administrative Committee Meeting Date: November 21, 2023
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Present: John Collins, Ryan Ashe, Wendy Evans, Sherri Newcomb, Al Brassel, Md  
Staff: David Coe, Nancy Parsons, Chaenn Thomas, Kyra Cook

Absent: None

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### 1. Call to Order

Meeting was called to order to 4:00pm

### 2. Old Business

none

### 3. New Business

Nancy Parsons commented on the fiscal year to date financial report through October 31, 2023. Results are close to budget and current cash balance is over \$9M.

Nancy Parsons also presented a request for the committee to approve a budget amendment to the FY24 budget. While some things from the recent General Assembly session are still unknown as to their impacts on CBH, it is known CBH will be receiving an estimated \$300,000 for staff compensation adjustments. It was requested the committee authorize an increase in this amount in both revenue and expense to allow the acceptance of these funds and spending of the same. This would bring revenues and expenditures to \$21,667,975.

Wendy Evans made a motion to bring the proposed amendment to the full Board in December. This was seconded by Al Brassel and unanimously approved.

A further budget revision is likely to be necessary when more is learned about other funding and the CRC proposal.

Chaenn Thomas gave a vacancy update stating there were no new hires since last meeting. This is not unexpected at this time of year as hiring over the holiday period is often slow. Currently CBH has 22 full time vacancies, 1 part time vacancy and 5 PRN positions being recruited.

### 4. Conclusions, Recommendations, Actions

none

### 5. Adjournment

Meeting was adjourned at 4:32 pm

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Submitted by: Nancy Parsons

### Next Meeting

Date: December 19, 2023

Time: 4:00 pm

Location: McLaws Board Room



## Meeting Minutes

Minutes of : Executive Committee Date: November 21, 2023
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Present: Sheri Newcomb, Ryan Ashe, Hazel Braxton, Erin Otis, John Collins

Absent: None

Others Present: Wendy Evans, Dr. Al Brassel

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### 1. Call to Order

Sheri Newcomb called the meeting to order at 4:33 p.m.

### 2. Old Business

- State Budget
  - David Coe reported that there are still several unknowns about the budget, but clarity was received from the state about compensation funds allowing salary increases to take place in January.
  - David also reported that DBHDS remains in touch regarding CBH's Crisis Receiving Center application.
  - The Governor will release his budget in December.
- ESH/Integrated Care
  - Kyra Cook reported that the developer has not yet submitted the master plan for the surplus ESH property to James City County for review and should be in touch soon with an updated target date for submission.
  - The Space Needs Analysis is under way. The architects toured all CBH operated buildings and the Olde Towne clinic. They will conduct staff interviews during December.
  - The Bank of America grant has been submitted, with the funding decision to be made in December.
  - The integrated care facilitation with PCDC has not yet started due to a variety of administrative delays but should start in December.
- Quarterpath Group Home
  - David reported that staff notified DBHDS of the intent to sell and is awaiting a response.
- Executive Director Evaluation
  - Sheri requested that everyone review the various evaluation instruments that have been shared and provide feedback prior to the next meeting.

### 3. New Business

- CBH Bylaws
  - David shared the current CBH Bylaws with the committee which will begin the process of discussing revisions with the Admin Committee with the goal of bringing a recommendation for Bylaws updates to the board in June.
  - The committee discussed the idea of creating an advisory committee, which may or may not need to be included in the Bylaws, to prepare for CCBHC status.
- December Board Agenda
  - David reviewed the board agenda which will include action on the strategic plan, policies, and budget.



## Meeting Minutes

### 4. Conclusions, Recommendations, Actions

- Strategic Plan
  - Kyra shared the updated vision, mission, and values which were adjusted based on board feedback at the November board meeting.
  - John Collins made a motion to approve the updated CBH mission, vision, and values and send them to the full board for approval at their next meeting. Hazel Braxton seconded the motion which passed unanimously.
  - In preparation for the next board meeting, Kyra shared the markup documents and the current versions of the four strategic plan goals which will be included in the board packet to solicit board feedback.
- January Meeting Schedule
  - John Collins made a motion to move the January board meeting to January 9<sup>th</sup>. The motion was seconded by Erin Otis and passed unanimously.

### 5. Adjournment

- John Collins made a motion to adjourn the meeting which passed with unanimous consent. The meeting adjourned at 5:02 p.m.

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Submitted by: Kyra Cook

### Next Meeting

Date: December 19, 2023

Time: 4:00 PM

Location: 473 McLaws Circle, Williamsburg VA

**Action Item A-1**

**Adoption of Amendment to  
CBH FY 2024 Operating Budget**

**Background:**

This proposed budget amendment reflects planned revenues and expenditures based on state funding for CSB compensation approved by the General Assembly for Fiscal Year 2024.

There are several outstanding questions remaining to be resolved; those questions primarily relate to targeted funding for a Crisis Receiving Center (CRC), support for DD waiver services, additional Permanent Supportive Housing slots, and STEP VA initiatives. Therefore, we anticipate a need to return to the Board for a second budget revision later in the fiscal year. In the meantime, approval of this budget amendment is needed to authorize timely expenditure of funds.

The Virginia General Assembly has approved new ongoing funding to support the following CSB workforce compensation efforts effective January 1, 2024:

- A 2% COL (cost of living) increase for CSB staff (based on compensation from June 30, 2023); and
- \$18 million to support additional compensation for CSB employees (this is a 6-month figure and is annualized to \$36 million in upcoming years).
  - For both items above, funds may only be used to support CSB staff compensation, and not for other operational or capital purposes.

**CBH RESOURCES AND PLAN**

The attached FY24 Budget Amendment shows a total revenue from these items of \$300,000.

Internal reviews have shown that some CBH position groupings are not currently being compensated at market rates, while others are very much in line with the external market.

It is proposed that (in accordance with intent of the funds) persons in continuous employment with CBH from 7/1/2023 to the end of the 2023 payroll calendar year be provided with a 2% increase, based upon their pay rate as of 7/1/2023.

It is also proposed that the balance of these funds be used to make necessary market adjustments, make internal salary equity adjustments, and target hard-to-recruit and difficult-to-retain positions for specific increases.

**Motion from Administration Committee:**

That the proposed amendment to the Colonial Behavioral Health FY 2024 Operating Budget be approved.

Action Item A-1

COLONIAL BEHAVIORAL HEALTH  
FY24 BUDGET AMENDMENT

REVENUE  
FY24 ADOPTED BUDGET \$ 21,667,975

NEW REVENUES  
CBH SHARE OF FUNDING RECENTLY APPROVED BY GENERAL ASSEMBLY 227,000  
ESTIMATE STATE SHARE OF SALARY INCREASES GOVERNOR'S BUDGET 73,000  

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300,000

FY24 REVISED BUDGET  

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\$ 21,967,975

EXPENSE  
FY24 ADOPTED BUDGET \$ 21,667,975

NEW EXPENSES  
2% SALARY INCREASE FOR EMPLOYEES WITH CBH JULY 1 AND STILL HERE  
THIS IS 2% OF JUNE 30 SALARY, NOT ON THE SEPTEMBER ADDITION

MARKET EQUITY INCREASES  
INTERNAL EQUITY INCREASES  

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300,000

FY24 REVISED BUDGET \$ 21,967,975



**Adoption of Amendments to  
CBH Personnel Policy**

**Background:**

The attached documents reflect the results of the first significant rewrite of CBH personnel policies in many years. The effort has been led by our Human Resources Director Chaenn Thomas, with involvement from HR staff, each member of the agency's Leadership Team, and our agency attorney for personnel issues.

Three (3) documents are attached for your review:

1. A "redline" version of the current policy showing each change and how it was made;
2. The proposed language of the new CBH Personnel Policy; and
3. A crosswalk showing nongrammatical changes, with a focus on major changes to the Policy.

Three (3) sections of the former policy have been removed, remaining incorporated into the policy by reference only (and now located elsewhere in CBH policies):

- Drug-Free Workplace Policy;
- Inclement Weather Procedures; and
- Employee Grievance Policy.

These documents have been reviewed and edited by Elizabeth Redpath with the McGuireWoods law firm.

**Motion from Administration Committee:**

That the proposed amended Colonial Behavioral Health Personnel Policy be approved.

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual**  
**Summary of Changes**  
 October 19, 2023

<b>Current Personnel Policies and Procedures Manual “Manual”</b>	<b>Proposed changes to Manual</b>	<b>Page reference (before and after)</b>
Equal Employment Opportunity	Add new protected bases: sexual orientation, gender identity, political affiliation, and genetics.	Page 4 → Page 3
Illegal Harassment (Including Sexual Harassment)	Removing “Illegal” and just leaving Harassment (Including Sexual Harassment)  Changing the phrasing on B4 to: Jokes or unwelcome sexual innuendoes or other comments based on protected categories	Page 5 (same as before and after)
Application for Employment includes salary history	Removing salary history	Page 7 (same as before and after)
Criminal History/Background Check Procedures for New Personnel	Adding new language to the Procedures for New Personnel: “Employees hired prior to June 13, 2022, the criminal history background check, fingerprints & DSS registry was completed upon hire. The date of the outcome results was noted, and HR representative initials deemed the background results as satisfactory.”	Page 8 (same as before and after)
No Nepotism Policy	Adding Nepotism Policy	Page 8 (of new Policy)
Probationary status was 12 months	Changing probationary status to 6 months and adding new language on extending this time if the employee experiences absences(s) of more than 14 consecutive days	Page 14 (same as before and after)
Transfer Policy is silent on the time frame	Adding a time frame of 6 months of satisfactory performance in his/her current position	Pages 14 – 15 → Page 15

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual**  
**Summary of Changes**  
 October 19, 2023

Standard work schedule is silent on the 8-hour workday	Adding language indicating that the standard workday is 8 hours	Page 16 (same as before and after)
Orientation of Employees includes a chart on the Manual	Removing this chart and adding it as an Appendix (on page 44)	Pages 17 – 19 → Page 17
Required in Service Training is silent on the timing	Adding 30 days to timing	Page 19 → Page 17
To resign or retire in good standing, must provide 3 weeks’ notice	<p><b>MAJOR CHANGES:</b></p> <ol style="list-style-type: none"> <li>1. Establishes distinct notice periods for different employee levels to resign or retire in good standing. For example, non-management employees must provide 3 weeks’ notice; directors must provide 90 days’ notice; Coordinators and Officers (Senior Management) must provide 45-days’ Notice; Managers must provide 30 days’ notice.</li> <li>2. Requests for use of vacation or PTO after an employee gives notice will only be considered if the employee is in good standing and current on all responsibilities/duties; even then, it is still subject to approval.</li> <li>3. Adding language stating that dismissed employees will not be</li> </ol>	Page 19 → Page 18

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual**  
**Summary of Changes**  
 October 19, 2023

	<p>paid unused qualifying sick leave</p> <p>4. Establishing payout for accrued but unused vacation, PTO, and sick leave for RIF'd employees.</p>	
Procedures and Guidelines for Position Competencies Evaluation includes a requirement of documentation	Removing the Validation of Competencies	Page 26 → Page 24
Inclement Weather Procedures	<p><b>MAJOR CHANGE:</b></p> <p>Eliminating this completely from the Manual and refers the employee to the Inclement Weather Policy (HR16)</p>	Page 20→Page 19-20
Position Competencies includes guidelines for writing position competencies	Removing this language	Page 27 → Page 24
Includes a section for ALL Benefits (i.e., Medical Insurance, Group Life Insurance, Worker’s Compensation, Retirement, Short- and Long-Term Disability to CBH Benefits Booklet, Staff Development, Educational Reimbursement, Credential-Related Clinical Supervision)	Removing ALL BENEFITS from Manual and including this in a CBH Benefits Booklet	Pages 27 – 31 → Page 25
Silent on the language that was added on the Leave Policy	<p>Adding this language under the Leave Policy:</p> <p>“Employees (whether exempt or nonexempt) are required to use accrued leave in the event they cannot work their regular schedule”</p>	Page 32 → Page 26
<b>Vacation Policy</b>	Adding Hours Accrued Per Pay Period and language that “Vacation Leave is earned	Page 32 → Page 26

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual**  
**Summary of Changes**  
 October 19, 2023

<p>Silent on whether Vacation Leave is earned (accrued) at the end of each completed pay period</p> <p>Includes date for regular full-time employees, and is silent on a date for regular part time employees</p>	<p>(accrued at the end of each completed pay period”</p> <p>Removing language that regular full-time employees hired prior to July 1, 2009, will continue to accrue vacation</p> <p>Adding language that regular part-time employees hired prior to January 1, 2014 will accrue vacation leave</p>	
<p><b>Paid Sick Leave</b></p> <p>Silent on the accrual of paid sick leave on a bi-weekly basis</p> <p>Uses “doctor certificate” and is silent on the time frame of when this is needed</p>	<p>Adding accrual of 4:36 at the close of each bi-weekly pay period</p> <p>Repeating the language: “Employees (whether exempt or nonexempt) are required to use accrued leave in the event they cannot work their regular schedule”</p> <p>Changing doctor’s certificate to “physician statement,” and adds a time period of 3 days when this may be required</p>	<p>Page 33 → Page 27</p>
<p><b>Paid Time Off (PTO)</b></p>	<p>A few changes:</p> <ol style="list-style-type: none"> <li>1. Repeating the same language “Employees (whether exempts or nonexempt) ...</li> <li>2. Changing the date from June 30<sup>th</sup> to December 31<sup>st</sup> for maximum hours allowed</li> </ol>	<p>Pages 33 – 34 → Page 28</p>
<p><b>Family and Medical Leave</b></p> <p>Includes language to submit this request to Human Resources, or his or her supervisor</p>	<p>Minor changes:</p> <ol style="list-style-type: none"> <li>1. Eliminating this language to submit request to his or her supervisor</li> </ol>	<p>Pages 36 – 37 → Page 31</p>

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual**  
**Summary of Changes**  
 October 19, 2023

<p>Includes the language “personal time” under #5 of the Policy</p> <p>Includes language that employee’s failure to return to work WILL be grounds for termination (#8)</p>	<ol style="list-style-type: none"> <li>2. Changing personal time to paid time off</li> <li>3. Changing WILL to MAY be grounds for termination</li> </ol>	
<p><b>Holidays</b></p>	<p><b>MAJOR CHANGES</b></p> <ol style="list-style-type: none"> <li>1. Adding paragraph clarifying that official holidays equates to 8-hour workdays</li> <li>2. Adding flex day, to be taken between 12/15 and 1/15 of each fiscal year</li> <li>3. Removing “when a holiday falls on a non-workday for any employee, the supervisor designates a date as the day off for the employee at the appropriate prorated amount of time off”</li> <li>4. Adding a paragraph for Non-Exempt Employees and Exempt Employees</li> <li>5. Adding a section on programs that operate in a 24-hour capacity</li> <li>6. Removing Christmas Eve designed as a flex day</li> </ol>	<p>Pages 37 – 38 → 32-33</p>
<p><b>Administrative Leave</b></p>	<p>Minor changes to language</p>	<p>Page 38 → Page 33</p>
<p><b>Leave Without Pay</b></p>	<p><b>MAJOR CHANGES:</b></p> <ol style="list-style-type: none"> <li>1. Adding FMLA language here</li> </ol>	<p>Pages 39 – 40 → Pages 34 – 35</p>

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual  
Summary of Changes  
October 19, 2023**

	<ol style="list-style-type: none"> <li>2. Eliminating ALL OF COMPENSATORY TIME OFF</li> <li>3. Eliminating the Educational Unapproved Leave</li> <li>4. Adding a section on what happens when an employee takes leave time that was requested but not approved</li> </ol>	
<p><b>Corrective Action Procedures</b></p> <p>Silent on verbal warnings and written memorandums</p> <p>Silent on the timing under Active Life of Notices</p> <p>Silent on use of possession or sale of drugs, alcohol, or controlled substances, while on the job</p>	<p><b>More detailed than before:</b></p> <ol style="list-style-type: none"> <li>1. Adding IMMEDIATE dismissal</li> <li>2. Adding verbal warning and memo of concern</li> <li>3. Adding a three-year time frame under Active Life of Notices</li> <li>4. Adding use, possession or sale of drugs, alcohol, or controlled substances, while on the job under third group offenses</li> </ol>	Pages 41 – 44 → Pages 36 – 39
<p><b>Procedures Regarding Job Related Private Outside Employment</b></p>	<p>Procedures Regarding Outside Employment (<b>Major Changes</b>)</p> <p>Adding language that employee must receive approval from the agency before taking on an additional job</p>	Page 45 → Page 41
<p>Includes <b>Drug-Free Workplace Procedure</b></p>	<p><b>MAJOR CHANGE:</b></p> <p>Eliminating this completely from the Manual and refers the employee to the Drug-Free Workplace Policy (#7)</p>	Pages 47 – 52 → Page 43
<p>Includes an <b>Employee Grievance Procedure</b></p>	<p><b>MAJOR CHANGE:</b></p>	Pages 52 – 61 (current Manual)

**Colonial Behavioral Health (“CBH”) Personnel Policies and Procedures Manual**  
**Summary of Changes**  
October 19, 2023

	Eliminating this completely from the Manual	
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**CBH Strategic Plan Development  
Adoption of Mission, Vision and Values 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 Mission, Vision and Value statements were reviewed by the Board during the November 7<sup>th</sup> meeting. Subsequently, they were approved by the Board's Executive Committee, and are presented by the Committee to the Board for final approval.

**Motion from Executive Committee:**

That the proposed Mission, Vision and Values statements be approved and incorporated into the CBH Strategic Plan currently under development.

## CBH VISION, MISSION, VALUES STAFF RECOMMENDATIONS

Staff suggestion for new CBH Vision:

**Continuing to serve as a vital partner in a community system of care that promotes the highest possible quality of life.**

Staff suggestion for new CBH Mission:

**To facilitate recovery and resiliency of individuals and families affected by mental illness, developmental disabilities, and substance use disorders.**

Staff suggestion for new CBH Values:

**Trustworthiness:** Creating a positive and accountable organizational culture that enhances employee relations and improves outcomes.

**Meaningful:** Fostering engagement by putting individuals at the center of decision-making and service delivery to create purposeful interactions and experiences.

**Collaborative:** Building connections by understanding and addressing the needs of the community.

## CBH Strategic Plan Goal Overview

Goal Type	Current	Staff Recommendation
<b>Operations</b>	Ensure agency sustainability through business operation reflective of a changing healthcare landscape.	Ensure agency sustainability through business operations reflective of changing healthcare and workforce landscapes.
<b>Services</b>	Reinvent and realign service delivery to match the evolving landscape, consumer expectations, and community need.	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 the next generation of service delivery.	Develop and execute a long-term facility, technology, and infrastructure plan to support and enhance services.
<b>Funding</b>	Ensure agency sustainability through development of a long-term resource development plan.	Ensure agency sustainability by creating and implementing a long-term resource development plan.

## Goal Markup – Operations

Current Goal:

Ensure agency sustainability through business operation reflective of a changing healthcare landscape.

Board member comments from retreat:

1. *Although I like that we have strategic priority, do we have a list of our values. We are an organization that focuses on people and our vision, mission, and strategic priority does not convey as such.*
2. *Add HR component to goals.*
3. *Very important to keep up with changing landscape. Recruit / staffing a critical point.*
4. None.
5. *A focus should be staff recruitment and retention.*
6. None.
7. *Good. Like wording.*
8. None.
9. None.
10. None.

Key for above comments:

- Green – edits by addition/alteration
- Red – edits by deletion
- *Italics - board member commentary*

Staff suggestion for new CBH Operations Goal:

**Ensure agency sustainability through business operation reflective of a changing healthcare and workforce landscapes.**

## Goal Markup – Services

Current Goal:

Reinvent and realign service delivery to match the evolving landscape, consumer expectations, and community need.

Board member comments from retreat:

1. None.
2. None.
3. *CBH is good at adjusting.*
4. None.
5. *Add language about providing services in the community (mobile crisis).*
6. *Mobile services.*
7. None.
8. Reinvent and realign service delivery to match the evolving **social** landscape, consumer expectations, and community needs.
9. None.
10. *This will always be a living document. There will always be changes.*

Key for above comments:

- **Green** – edits by addition/alteration
- **Red** – edits by deletion
- *Italics* - board member commentary

Staff suggestion for new CBH Services Goal:

**Adjust service delivery to match the evolving landscape, consumer expectations, and community needs.**

## Goal Markup – Infrastructure

Current Goal:

Develop and execute a long-term facility, technology, and infrastructure plan to support the next generation of service delivery.

Board member comments from retreat:

1. None.
2. None.
3. *Important for ESH project.*
4. None.
5. None.
6. *Good.*
7. None.
8. Develop and execute a long-term plan for CBH facility, technology, and infrastructure to best support and enable its service delivery.
9. None.
10. None.

Key for above comments:

- Green – edits by addition/alteration
- Red – edits by deletion
- *Italics* - board member commentary

Staff suggestion for new CBH Infrastructure Goal:

**Develop and execute a long-term facility, technology, and infrastructure plan to support and enhance services.**

## Goal Markup – Funding

Current Goal:

Ensure agency sustainability through development of a long-term resource development plan.

Board member comments from retreat:

1. None.
2. None.
3. *Thinking long term.*
4. None.
5. None.
6. None.
7. None.
8. None.
9. None.
10. *You always need to keep in mind of funding. Funding will always forge our capabilities.*

Key for above comments:

- Green – edits by addition/alteration
- Red – edits by deletion
- *Italics - board member commentary*

Staff suggestion for new CBH Funding Goal:

**Ensure agency sustainability by creating and implementing a long-term resource development plan.**

**COLONIAL BEHAVIORAL HEALTH  
Executive Director's Report – December 2023**

**Agency Issues**

1. The process of selling the vacant Quarterpath home has begun with notification provided to DBHDS of the intent to sell. We are awaiting DBHDS' response before taking the next step. Housing market conditions are such currently to allow leniency in our timeline.
2. As of 11/21/2023, the pace of CBH hiring has slowed. This is not unexpected at this time of year as hiring over the holiday period is often slow. CBH has 22 full time vacancies, 1 part time vacancy and 5 PRN positions being recruited.
3. We continue to await word from DBHDS on the final status of our request for funding to support a Crisis Receiving Center. Our law enforcement and EMS partners are aware of our intentions, and we have also held discussions with both local hospital systems in anticipation of a broad community effort should our proposal be approved/funded.

*DBHDS  
Communication*

**Community Issues**

1. We have submitted a grant proposal to Bank of America (at their request) to begin the provision of integrated healthcare in partnership with Olde Towne Medical & Dental Center. If successful, this would allow an opportunity for "proof of concept" of the integrated care model in real time.
2. As of the date of this report, we have learned (contrary to the information shared in November) that the proposed ESH surplus property developer has not yet submitted their plan for rezoning the parcel. We continue to believe the submission could occur any time.
3. Our Space Needs Analysis continues with many building tours currently completed and a long series of staff interviews planned for December. We have also held a meeting with many key community agency stakeholders to inform them of our plans and process. We will invite their specific input at the time we move into the campus design/build process.

*any day now*

*Now!!!*

**Regional Issues**

1. The regional "Shatter the Silence" event was held November 18<sup>th</sup> at Bruton High School. "Shatter the Silence" is a community event focusing on teen suicide and included individuals from multiple CSBs and community representatives across Hampton Roads.
2. We have submitted our proposed budget for expanding the approved number of Permanent Supportive Housing slots from 25 to 34. We await approval from DBHDS only regarding the level and use of those funds, as the expansion of slots was initiated at DBHDS' request.

**Public Policy**

1. We have three (3) new legislators among our General Assembly contingent, with two (2) of those brand new to the legislature itself.
2. Many state budget items remain unclear in terms of funding amounts and distribution processes for the current fiscal year and going into the next biennium. A CBH budget revision will be required to incorporate changes, so we are pressing for needed information.
3. The Governor will release his proposed FY 2025-2026 biennial budget on December 20<sup>th</sup>.

*Meeting with  
DBHDS  
Leadership tomorrow*

Respectfully submitted,  
David A. Coe