

**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 9th 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.



Sheri Newcomb, Chair



Hazel Braxton, Secretary