

**COUNTY ADMINISTRATOR**

Mark L. Bellamy, Jr.



**BOARD OF SUPERVISORS**

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District 4  
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District 5

February 24, 2024

David A. Coe, Executive Director  
Colonial Behavioral Health  
473 McLaws Circle  
Williamsburg, VA 23185

Dear Mr. Coe,

Following my letter dated December 5, 2024, regarding Fiscal Agent concerns and our subsequent meeting on December 23, 2024 with you, Brian Fuller (Deputy County Administrator), and CBH Board Chair Ryan Ashe, I met with my staff, the County Treasurer, and Brown Edwards, the County's independent auditors, to discuss a plan for moving forward.

Based on these discussions, I recommend continuing to serve as the Fiscal Agent for CBH, provided we can implement the following measures:

- Execute a Memorandum of Agreement with York County outlining roles and responsibilities of each entity. A draft is attached for your review, with comments due by March 24, 2025.
- Engage Brown, Edwards & Company, LLP for an Agreed-Upon Procedures review to begin no later than April 1, 2025.
  - The review will cover the eighteen month period from July 1, 2023, to December 31, 2024.
  - A list of procedures to be performed is attached.
  - CBH will be responsible for the cost of the engagement.
- Require Board of Directors' approval for all expenditures exceeding \$50,000 and amend the Board's bylaws to require the same.

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*A Hampton Roads Community*

- Establish an Ex Officio position on the Board for a York County staff member and amend the Board's bylaws to formalize this requirement.
- Enhance Accounts Payable processes:
  - When requesting a payment for a vendor that has not been established in the financial system, make sure all information is sent to Accounts Payable to create a new vendor in the financial system and attach a W-9 form to insure proper 1099 tax reporting at year end. Limit use of one-time pay vendor #99987 for allowable exceptions (i.e. refunds).
  - Notify the Treasurer and Director of Finance of any expedited check requests outside of the normal weekly batch process to ensure compliance with bank requirements.
- Improve Payroll Processing:
  - Ensure all payroll personnel actions are approved and completed by CBH by 12:00 PM on the Thursday prior to the payroll week.
- Implement regular communication:
  - Participate in bimonthly meetings between executive staff from both entities to address any issues or concerns.
  - Ensure CBH Finance staff remains accessible and responsive to County Finance staff.
- Formalize CBH's participation in County medical plans in a Memorandum of Agreement by September 1, 2025.

Please let me know if you have any questions or require further clarification.

Sincerely,

A handwritten signature in blue ink that reads "M Bellamy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark L. Bellamy, Jr.  
County Administrator

Attachments

Cc: Ryan Ashe, CBH Board Chair  
Candice Kelley, Treasurer, County of York  
Brian Fuller, Deputy County Administrator, County of York  
Susan Goodwin, Assistant County Administrator, County of York  
Theresa Owens, Director of Finance, County of York