



# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

January 29, 2025, at 3:00pm

### **Call to Order**

Executive Committee Meeting was called to order at 3:29pm.

### **Roll Call**

#### **Committee Members Present:**

Ryan Ashe  
John Collins  
Wendy Evans

#### **Committee Members Absent:**

Donyale Wells  
Erin Otis

### **CBH Staff Present:**

David Coe, Kyra Cook, Marsha Obremski, Nancy Parsons, Chaenn Thomas, Kristy Wallace

### **Updates**

#### **Board Member Remote Participation Policy Update (David)**

The Board Member Remote Participation Policy was sent to our attorney to update mistyping of the Code of Virginia statutes. A statement from our attorney was provided and the effective date was updated to 2/5/2025.

#### **Board Interaction with New Advisory Council (Marsha/David)**

The Advisory Council held its first meeting on 1/22/2025. Two of the five members were present (1 virtual, one in person (with her son)). If council members choose to attend CBH's Board meetings, they will sit along the perimeter of the room. If the Advisory Council has recommendations to the board, they should be sent two weeks in advance to the Board chair and Executive Director. Onboarding will be the focus of the first few meetings. In the future, the Board could assign topics/projects for the Advisory Council to focus on. After a few months, the Advisory Council minutes will be included in the board packet (for review only). A separate standing item on the board agenda will be reserved for the Advisory Council. CBH is in the process of creating a page on our website for the Advisory Council (separate tab, it is not a committee). Request the council members to sign a disclosure agreement/post names of members on website.

#### **Financial Report (Nancy)**

Nancy reviewed the Financial Report as of 12/31/2024. CBH is still trying to recuperate funds from the cybersecurity incident.

#### **Recruitment and Hiring (Chaenn)**

Chaenn reviewed the Recruitment and Hiring Update as of 1/29/2025. We are currently hiring for 22 positions (17 FT, 1 PT, 4 PRN).

### **CBH Policy Review Process (David)**

We need to review all policies and procedures; half of our Board Planning Day 2025 will consist of Board Member Training on policies. Nancy requested assistance from both Wendy Evans and Ryan Ashe because she requested policy copies from the city and has not received a reply. Ryan Ashe will also request a copy of the fiscal agency agreement and will share with CBH. Reviewing the policies will be a multi-step process. Some of the policies will be demoted as a policy and become protocol. CBH makes recommendations, our Board makes decisions. Wendy Evans suggested creating a board member portal which would allow the Board members to view the policies on our website. This project will stay with the Executive Committee (making decisions) and then the Board will vote on the decisions.

### **Virginia Fundraising Consultants Report – Preview (Kyra)**

Kyra presented the fundraising presentation provided by Virginia Fundraising Consultants. Any donation is acceptable. Creating a fundraising committee (1 to 2 board members) is highly suggested to devise a plan (financial and personal). The alternative would be to fall back on grant writing and government funding.

### **Review of Future CIP Request Projections (Kyra)**

Kyra reviewing the proposed requests for support from government, which includes federal government, state government, 4 localities: James City County, Williamsburg, York County and Poquoson).

### **Items from the Committee**

Wendy Evans suggested that we decide on a certain time on the board agenda to hold closed sessions going forward. This will help with time and flow of meeting if guests are involved.

### **Adjournment**

Wendy Evans made a motion to adjourn the meeting at 5:23pm. John Collins seconded this motion.

**COLONIAL BEHAVIORAL HEALTH  
BOARD MEETING**

**DATE:** February 4, 2025

**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  
Mr. Steven Miller – York County  
Ms. Kristen Nelson – York County  
Ms. Amber Richey – York County  
Ms. April Schmidt – York County  
Ms. Donyale Wells – James City County  
Mr. Roy Witham – James City County

**BOARD MEMBERS ABSENT:**

Ms. Erin Otis – James City County  
Dr. John Shaner – City of Poquoson

**CBH STAFF PRESENT:**

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

**GUESTS:** Sharon Proffit and her son, Nathan (Advisory Council Member)

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

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

- January 7, 2025, Board of Directors Meeting

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

**PRESENTATION**

Virginia Thumm and Barbara Hamm Lee (Virginia Fundraising Consultants) presented the fundraising final report. Key takeaways: communication, developing relationships and putting best practices into place. We will need to engage the community. We will need to develop a Comprehensive

Communications Plan. This is the first time CBH has ever asked for funds, this is catching our community off guard.

### **CLOSED SESSION**

John Collins made the following motion to move to a closed session: I motion that the Board convene a closed meeting, for the following purpose:

Consultation with legal counsel and/or briefing by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2-3711(A)(7).

John Collins made a motion to conclude the closed session. Donyale Wells seconded the motion, which was unanimously approved. Board members were individually polled immediately coming out of the closed session to certify that only those matters covered in the motion for closed session were discussed.

### **PRESENTATION**

Josh Roller (Robinson, Farmer & Cox) presented the Fiscal Year 2024 Audit. Hard copies of the audit were available for Board members/CBH staff.

### **ACTION ITEMS**

- **Action Item A-1 Acceptance of Fiscal Year 2024 Audit (Nancy)**– CBH’s FT 2024 Financial Audit has been completed by the accounting firm Robinson, Farmer & Cox. Josh Roller, CPA, presented the report to the full Board during this meeting. An electronic link and hard copies of the audit were made available to our Board members.  
Amber Richey made the following motion: “It is moved that the Fiscal Year 2024 Audit of Colonial Behavioral Health finances be accepted by the Board as presented by Robinson, Farmer, & Cox. John Collins seconded the motion; all were in favor, and it passed unanimously.
- **Action Item A-2 Title VI Plan for Virginia Department of Rail and Public Transportation (David)** – Title VI Plan requirements change periodically and thus require approval from locality/nonprofit governing bodies. CBH is preparing to submit a request for support (CBH would like to replace a minibus. CBH would like to request a 14-passenger bus, equipped to hold two wheelchairs) and must approve the updated Title VI Plan to qualify.  
Wendy Evans made a motion that the Board of Directors approves the amended Title VI Plan as presented. Roy Witham seconded the motion; all were in favor, and it passed unanimously.
- **Action Item A-3 Remote Participation Policy (David)** – During the January 7, 2025, Board meeting, Board members requested that the proposed Policy be reviewed by agency legal counsel before taking a vote for approval. That review has been completed, and a copy of Mr. McDermott’s legal opinion is included in the Board packet. The effective date of this policy is February 5, 2025.  
John Collins made a motion that the Board of Directors approve the amended “Board Members Remote Participation in Board and Commitment Meetings” as presented and based on opinion of legal counsel. Bruce Keener seconded the motion; all were in favor, and it passed unanimously.

### **UPDATES/REPORTS:**

- **Advisory Council Update (*Marsha*)** – The first meeting took place on January 21, 2025. 2 of the 5 members were in attendance (1 in person, 1 virtual). The next meeting is scheduled for February 21, 2025, David has been invited to this meeting to provide a high-level explanation of CSB's and CBH.
- **Future CIP Requests (*Kyra*)** – The Proposed Requests for Support from Government was shared electronically during the Board meeting. CBH will request funding from the following: Federal Government (Governor's Kaine and Warner), State Government (budget amendment), and the following four localities: James City County, York County, Williamsburg and Poquoson.

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

- **Agency Issues:**  
Progress is being made with the property conveyance related to the Cardinal Ridge parcel. Recruitment efforts continue for CBH's Director of Behavioral Health Services.
- **Community Issues:**  
A tour of Southeastern Virginia Health System's office was recently completed. We are optimistic about opportunities to provide integrated care in our community.
- **Regional Issues:**  
Bob Williams is the new CEO at Eastern State Hospital. We are looking forward to developing partnerships to help our local community and our region by taking advantage of proximity and shared purpose.
- **Public Policy:**  
Governor Youngkin's proposed budget was released on December 18, 2024. An updated spreadsheet of the proposed state budget is attached.

### **ADJOURNMENT:**

Upon a motion to adjourn the meeting made by Bruce Keener and a second by Steve Miller, the meeting was adjourned at 5:18pm.

### **NEXT MEETING:**

Date: Tuesday, March 4, 2025

Location: 473 McLaws Circle, Williamsburg, VA 23185

Time: 3:00pm

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**Ryan Ashe, Chair**

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**Donyale Wells, Secretary**

# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

February 18, 2025, at 4:00pm

### **Call to Order**

Executive Committee Meeting was called to order at 4:01pm.

### **Roll Call**

#### **Committee Members Present:**

Ryan Ashe (remote)

Erin Otis

John Collins

Wendy Evans

#### **Committee Members Absent:**

Donyale Wells

### **CBH Staff Present:**

David Coe, Kyra Cook, Marsha Obremski, Nancy Parsons, Chaenn Thomas, Kristy Wallace

### **Remote Participation**

The Executive Committee members (present) voted to allow Ryan Ashe to join this meeting remotely. Erin Otis approved of this vote, and John Collins seconded the vote.

### **Updates**

#### **Financial Report (*Nancy*)**

Nancy reviewed the Financial Report as of 1/31/2025. CBH is still recuperating funds from the cybersecurity incident. An increase in transportation costs was due to the purchase of a vehicle.

#### **Recruitment and Hiring (*Chaenn*)**

Chaenn reviewed the Recruitment and Hiring Update as of 2/14/2025. We are currently hiring for 19 positions (15 FT and 4 PRN).

#### **Crisis Services Center Update (*Kyra/Nancy*)**

Kyra presented the CSC Budget as of February 2025. Kyra explained each line of the budget (there are a few lines and amounts included that may not be utilized). The cost of FFE (Furniture, Fixtures and Equipment) includes fees for Endurance. The interest earned is not included in the calculation. If we exceed the \$12M budget, we will request additional funding from the state (inflation continues to rise year over year).

#### **CBH Policy Review Status Update (*David*)**

A rough draft has been created. We will have a listing of the Agency/Governance policies ready for review at the March Executive Committee meeting. A decision was made to start that meeting at 3:00pm to allow time to review the policies.

**York County Process Update (David/Nancy)**

David and Ryan Ashe received an invite from Susan Goodwin to meet with York County on Monday, February 24<sup>th</sup> at 3:00pm. David and Nancy had a call with Susan and YC's audit firm – a list of requested documents was provided to CBH. The cost of the audit will be discussed during the meeting on Monday.

**Fundraising Consultant Report - Discussion (Kyra)**

Kyra reviewed talking points with the Executive Committee. Should CBH seek individual donors: this will be a decision made by the Board. CBH's website currently has a "Donate Now" button; we could create a separate page specifically for the project. Virginia Thumm mentioned in the January Board meeting that the entire report (created based on the fundraising work) could be shared with the Board members which would result in the report becoming part of the Board meeting minutes. This could affect individual giving since the information was not truly kept confidential. Sharing this information will not help us in any way although it could hurt us down the road. The decision was made that our Executive Committee will also serve as our Fundraising Committee. Our Executive Committee members will also discuss fundraising during the March meeting (staff power, time involved, how long to run a campaign for, ROI, should we tackle this internally or contract it out?)

**March Board Meeting (David)**

David will not be in attendance. The Executive Committee has made the decision to cancel the March Board Meeting. CBH will send out the regular reports to our Board members.

**Items from the Committee**

None

**Adjournment**

John Collins made a motion to adjourn the meeting at 5:23pm. Erin Otis seconded this motion.



# COLONIAL BEHAVIORAL HEALTH

## EXECUTIVE COMMITTEE MEETING

473 McLaws Circle, Williamsburg

March 18, 2025, at 3:00pm

### **Call to Order**

The Executive Committee Meeting was called to order at 3:02pm.

### **Roll Call**

#### **Committee Members Present:**

Ryan Ashe

Erin Otis

John Collins

Wendy Evans

Donyale Wells

#### **Guests:**

Pat McDermott (CBH Attorney)

### **CBH Staff Present:**

David Coe, Kyra Cook, Marsha Obremski, Nancy Parsons, Chaenn Thomas, Kristy Wallace

### **Updates**

#### **New Behavioral Health Services Director (*David*)**

Denise Kirschbaum started with CBH on March 17<sup>th</sup> as the Director of Behavioral Health Services. JCC will appoint a new board member to fill the opening.

#### **Cardinal Ridge Parcel Conveyance (*David*)**

The conveyance of the Cardinal Ridge parcel is set to take place at the May 13<sup>th</sup> JCC Board of Supervisors meeting.

#### **Recruitment and Hiring (*Chaenn*)**

Chaenn reviewed the Recruitment and Hiring Update as of 3/12/2025. We are currently hiring for 32 positions (26 FT and 3 PT and 3 PRN/WAR positions).

#### **Financial Report (*Nancy*)**

Nancy reviewed the Financial Report as of 2/28/2025. CBH has wrapped up the final delayed billing created during the cybersecurity incident. Some of our DD patients have copays that we were unaware of. We received three grants this past month (workforce, prevention and integrated care).

#### **Strategic Plan Update (*Kyra*)**

Kyra presented the Strategic Plan 3<sup>rd</sup> Quarter update. Under the Infrastructure Goal, our IT/IS Department accomplished goals in a matter of weeks which would have taken years because of our cybersecurity incident. Fundraising will be CBH's focus in the 4<sup>th</sup> Quarter.

### **Board Officer Nomination Process – FY 2026 (David)**

We follow this timeline for the nomination process per CBH Bylaws: in April, the Chair appoints a nominating committee. A slate of officers will be presented by the committee in May. The Board vote will take place in June. Wendy Evans will contact Bruce Keener to see if he is interested in being on the nominating committee with her.

### **York County Fiscal Agent Agreement (David)**

Ryan and David met with York County on March 24<sup>th</sup>. A series of documents were provided and reviewed (documents from YC and working documents from CBH Attorney). YC made two requests: 1. Require BOD's approval for all expenditures exceeding \$50k and amend the Board's Bylaws to require the same. 2. Establish an Ex Officio position on the Board for a YC staff member, amend the Bylaws to require the same. The Executive Committee agrees to request #1. A suggestion for request #2 would be adding a staff member as a board member (this would provide more benefits: ability to vote, longer term, etc.). Pat McDermott (CBH Attorney) will make edits to documents; David will respond to YC by Monday, March 24<sup>th</sup>.

### **Policy Approval Processes Draft for Review (David)**

The Policy Approval Process (broken down by category) was presented to the committee. Marsha suggested creation of a Google Docs page which would allow members to view the policies in a secure location. The goal is to create tiers based on how often the policies need to be reviewed. We will create a review calendar during our May meeting.

### **April Board Meeting Topics**

The following topics will be on the April Board Meeting agenda: Strategic Plan Update, YC as Fiscal Agent, Updates on Cardinal Ridge parcel, Questions/Concerns for our Contractors (they will be present at our May Board Meeting) and Nominating Committee.

### **April Executive Committee Meeting**

Our April meeting will begin at 3:30pm.

### **Items from the Committee**

None

### **Adjournment**

John Collins made a motion to adjourn the meeting at 4:43pm. Wendy Evans seconded this motion.



# Public Awareness Committee Meeting Minutes

## March 19, 2025

Present: Kristen Nelson, Bruce Keener, Dr. John Shaner, Marsha Obremski, Kyra Cook, Leigh Carroll-Stump

Absent: Turan Chandrasekar, Dr. Dawn Ide, David Coe

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### 1. Call to Order

The meeting was called to order at 3:34pm.

### 2. New Business

Crisis Services Center (CSC) Groundbreaking Event

Ms. Cook shared that the property should be conveyed by the end of the month. Groundbreaking tentatively set for Wednesday, Sept. 10 in correlation with World Suicide Awareness Day. The governor's office has been informed to save the date. A meeting with Henderson Construction to be scheduled in the coming weeks to secure the date.

Public Relations (PR) Plan

Ms. Obremski presented a draft Public Relations Plan for review, which could have fiscal implications for developing a Public Relations budget.

Discussion – no changes to Objectives, Target Audience, Key Messages. The following inquiries were noted under PR Strategies – Community Engagement & Education:

- Mr. Keener – can we offer the locality (James City County, York County) TV stations announcements and the View Medica Video Library that is displayed in the building lobbies?
- Mr. Keener – how are other CSBs addressing outreach?
- Ms. Nelson – how are other CSBs partnering with the courts to offer debriefing for jurors?

### 3. Old Business

None.

### 4. Conclusion, Recommendations, Actions

PAC to further discuss planning of CSC Groundbreaking event once date is secured. Ms. Carroll-Stump to inquire with ViewMedica to determine the feasibility of sharing the ViewMedica Library and announcements with the locality TV stations. Ms. Obremski and Ms. Carroll-Stump to address community outreach and partnerships with the courts on jury debriefing.

## 5. Adjournment

The meeting was adjourned at 4:26pm.

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Submitted by: Leigh Carroll-Stump

### **Next Meeting**

Date: April 16, 2025

Time: 3:30 pm

Location: York-Poquoson Office



# Public Relations Plan

## Objectives

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- 1 - **Increase Public Awareness** - Educate the community about CBH's services, mission and impact.
- 2 - **Build Trust & Credibility** - Position CBH as a reliable provider of behavioral health services.
- 3 - **Engage Key Stakeholders** - Foster relationships with policy members, healthcare providers, nonprofits and funders.
- 4 - **Improve Accessibility** - Ensure that under-served populations are aware of and can access services.
- 5 - **Support Advocacy Efforts** - Communicate the need for continued funding and policy support.

## Target Audience

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- 1 - **Community Members & Service Users** - Individuals/Families needing mental health, substance use and developmental disability services.
- 2 - **Healthcare & Social Service Providers** - Hospitals, clinics and social workers who refer clients.
- 3 - **Government Officials & Policymakers** - Local, state and federal representatives influencing behavioral health policies and funding.
- 4 - **Media & Journalists** - News outlets reporting on public health and social issues.
- 5 - **Community Organizations & Advocacy Groups** - Nonprofits and grassroots organizations supporting behavioral health.
- 6 - **Funders & Philanthropic Organizations** - Granting agencies, private donors, corporate sponsors.

## Key Messages

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- 1 - Mental health is essential to overall well-being.
- 2 - CBH provides vital services that improves lives and strengthen communities.
- 3 - Investing in behavioral health saves public resources by reducing crises and hospitalizations.
- 4 - CBH collaborates with partners to create a robust safety net for those in need.
- 5 - Stigma reduction is key to encouraging help-seeking behavior.

## PR Strategies

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### 1 - Media Relations

- Develop press releases for major announcements (e.g., new programs, funding awards, impact reports).
- Arrange media interviews and op-eds to highlight success stories.

### 2 - Digital & Social Media Outreach

- Maintain an updated, user-friendly website with service information and resources.
- Use social media platforms (Facebook, Instagram, Twitter, LinkedIn) to share success stories, health tips, and event updates.
- Host live Q & A sessions with mental health professionals.

### 3 - Community Engagement & Education

- Host community forums, town halls, and workshops on behavioral health topics and new facilities.
- Partner with schools, churches, and workplaces for outreach efforts.
- Develop culturally appropriate educational materials to reach diverse populations.

### 4 - Stakeholders & Government Relations

- Host community forums, town halls, and workshops on behavioral health topics and new facilities.
- Participate in coalitions and task forces to influence behavioral health policy.

### 5 - Event-Based Outreach

- Organize annual awareness events such as Mental Health Awareness Month activities.
- Participate in health fairs and community events to provide on-site screenings and information.

### 6 - Crisis Communication

- Develop a rapid response protocol for addressing crises (e.g., budget cuts, negative press, or incidents affecting service delivery).
- Issue timely statements to maintain transparency and public confidence.

## Evaluation & Metrics

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1 - **Media Coverage** - Track number and tone of media mentions.

2 - **Website & Social Media Analytics** - Monitor engagement rates, website traffic and audience growth.

3 - **Community Feedback** - TBD

4 - **Stakeholder Engagement** - Assess participation in meetings, policy support, and funding received.

Strategic Plan Update 1 of 20

Goal	Objectives	Strategies/Tactics	Quarter 1 FY25	Quarter 2 FY25	Quarter 3 FY25	Quarter 4 FY25
<p><b>Services Goal</b> Adjust service delivery to match the evolving landscape, consumer expectations, and community needs.</p>	<p><b>Meet consumer expectations by improving services</b></p>	<p><b>Analyze consumer feedback survey data</b></p>		<p>Survey fielded November 2024</p>	<p>Survey results can be found at <a href="https://www.colonialbh.org/about-us/consumer-satisfaction/">https://www.colonialbh.org/about-us/consumer-satisfaction/</a>. The number of participants was down from 2023.</p>	
		<p><b>Evaluate the efficiency regarding access to services</b> -Rapid response to behavioral health crisis -Faster entry to outpatient services</p>	<p>Director of Crisis and Access on staff &amp; beginning evaluation.</p>	<p>Central access staffed. Mobile crisis response functional with expanded hours, six days per week.</p>	<p>Implemented on main campus using Same Day Access model. Outreach to promote service underway.</p>	
		<p><b>Incorporate treatment and service innovations and best practices</b> -Rapid acting medications for stabilization -Medical screening technologies Redesign Opportunities Unlimited Redesign psychosocial rehabilitation</p>	<p>Will align with development of new facilities.</p>			
	<p><b>Expand or develop programming to meet community needs</b></p>	<p><b>Expand or enhance existing or new services</b> -Permanent Supportive Housing -Broadened waiver services</p>	<p>PSH executed 9 initial leases &amp; 10 referrals are in process. Children's &amp; SUD services expansion underway.</p>		<p>Ten Continuum of Care-allocated slots are full. Identified new property manager/partner.</p>	
		<p><b>Development of new services</b> -Mobile Crisis -Crisis Receiving Center -Crisis Stabilization -Supported Employment</p>	<p>Mobil Crisis launched July 2024. Key staff participated in a NOISE assessment as first step of development of Supported Employment</p>			
				<p><b>Invest in recruitment platforms</b> -Affinity groups -Triad Healthcare Recruiting</p>	<p>Now advertising in National and Virginia Associations of Social Workers and on Handshake platforms.</p>	

Goal	Objectives	Strategies/Tactics	Quarter 1 FY25	Quarter 2 FY25	Quarter 3 FY25	Quarter 4 FY25
<p align="center"><b>Operations Goal</b></p> <p>Ensure agency sustainability through business operations reflective of changing healthcare and workforce landscapes.</p>	<p align="center"><b>Focus on workforce recruitment and retention</b></p>	<p><b>Explore agency-wide retention practices</b></p> <ul style="list-style-type: none"> <li>-Schedule flexibility</li> <li>-Benefits structure</li> <li>-Career advancement pathways</li> <li>-Culture connectivity</li> <li>-Staff feedback</li> </ul>	<p>DEI agency assessment underway. FY25 Employee Engagement Committee established.</p>	<p>DEI agency phase 2 assessment underway. Employee Engagement Committee hosted Fall Extravaganza events.</p>	<p>DEI activity indefinitely postponed.</p>	
	<p align="center"><b>Conduct fiscal analysis in anticipation of new funding models</b></p>	<p><b>Determine federal indirect cost rate</b></p>		<p>Nancy attended training on rate establishment.</p>		
		<p><b>Explore cost-based reimbursement</b></p> <ul style="list-style-type: none"> <li>-CCBHC</li> </ul>				
	<p align="center"><b>Improve operations to realize efficiencies</b></p>	<p><b>Update governance structure</b></p> <ul style="list-style-type: none"> <li>-Advisory Council</li> </ul>	<p>Policy adopted by Board. First cohort will begin January 2025.</p>	<p>Advisory Council applications received and under review.</p>	<p>Advisory Council activity underway.</p>	
		<p><b>Institute cost benefit analysis processes</b></p> <ul style="list-style-type: none"> <li>-New grant and program evaluation</li> </ul>				
		<p><b>Develop new facility staffing models</b></p> <ul style="list-style-type: none"> <li>-Preparation for consolidation of new construction</li> </ul>				
<p align="center"><b>Infrastructure Goal</b></p> <p>Develop and execute long-term facility, technology, and infrastructure plans to support and enhance services.</p>	<p align="center"><b>Develop master plan for new campus and appropriate satellite facilities</b></p>	<p><b>Land/facility acquisition</b></p> <ul style="list-style-type: none"> <li>-Acquire surplus Eastern State Hospital land</li> <li>-Acquire land and/or facilities appropriate for Day Support services</li> <li>-Acquire land and/or facilities appropriate for service delivery in the eastern most part of the CBH catchment area</li> </ul>				
		<p><b>Space needs analysis and design</b></p> <ul style="list-style-type: none"> <li>-Develop a York Poquoson plan inclusive of design</li> <li>-Develop a Day Services plan inclusive of design</li> <li>-Develop new campus plan inclusive of design</li> </ul>	<p>Space needs analysis complete.</p>			
		<p><b>Facility development and construction</b></p> <ul style="list-style-type: none"> <li>Begin construction of facilities</li> </ul>				
	<p align="center"><b>Continue refinement and execution of the existing technology plan to improve administrative efficiencies and ensure security</b></p>	<p><b>Administrative efficiencies via software solutions</b></p> <ul style="list-style-type: none"> <li>-Maximize consumer engagement via use of EHR patient portal</li> <li>-Develop process to collect fees for telehealth</li> <li>-Conduct software audit to reduce use of paper</li> </ul>				
		<p><b>Cyber security</b></p> <ul style="list-style-type: none"> <li>Continue to improve disaster preparedness</li> <li>-Complete migration to the cloud</li> </ul>	<p>Data safely secured off-site via server migration to the cloud. Two report services created in the cloud.</p>	<p>Migration to the cloud is complete. Current disaster plan worked as evidenced by no data loss and minimal service disruption. Working with legal team to improve policies and procedures moving forward.</p>		



Goal	Objectives	Strategies/Tactics	Quarter 1 FY25	Quarter 2 FY25	Quarter 3 FY25	Quarter 4 FY25
<p align="center"><b>Resources Goal</b></p> <p>Ensure agency sustainability by creating and implementing long-term resource development plans.</p>	<p align="center"><b>Develop mechanisms to finance the new campus</b></p>	<p><b>Capital Campaign</b>            -Accept donations directly or via a third party            Grant prospecting</p>	"Make a Gift" button added to website. Designated fund established at Williamsburg Community Foundation.	Campaign feasibility study complete.		
		<p><b>Develop relationship with lending institution to put together a capital stack and leverage existing holdings</b></p>				
	<p align="center"><b>Form new partnerships to advance the work</b></p>	<p><b>Increase awareness to seek new clients</b>            Business community outreach            -Marketing budget</p>		Mobile crisis team distributing program information to key stakeholders	Developing PR plan via Public Awareness Committee.	
		<p><b>Explore sharing resources to drive efficiencies</b>            OTMDC            -ESH</p>	Signed Letter of Intent with Southeastern Virginia Health System.			
		<p><b>Seek federal funding to increase services</b>            SAMHSA</p>				

Agency and Governance			
Broader Community		Environment	
Current Policy Number	Policy Name	Current Policy Number	Policy Name
1	Policy Formation	12	Tobacco-Free
15	Press and Media Release	42	Contraband and Prohibited Animals
22	Ethical Principles	62	Health Safety and Emergency Preparedness
47	Corporate Compliance Plan	63	Preventing Workplace Violence
57	Social Media	72	Surveillance Cameras
84	ADA Statement and Accessibility Policy		
Technology and Information Security		Quality Management	
Current IS Policy Number	Policy Name	Current Policy Number	Policy Name
10	Information Services	16	Incident Reporting
New	11 policies are currently being developed	44	Serious Incident - Injury or Death
		87	Quality Improvement
Protected Health Information		Personnel	
Current Policy Number	Policy Name	Current Policy Number	Policy Name
2	Confidentiality	7	Drug-Free Workplace
27	Health Information	14	Personnel Policy
40	Electronic Protected Health Information	21	Employment of Individuals Served
49	Business Associate Agreements	80	Cultural Competency and Diversity
52	Electronic Signature	HR 15	Grievance Procedures
70	Patient Portal (propose this move to Procedures)	HR 16	Inclement Weather Procedures
Rights & Responsibilities		Transportation	
Current Policy Number	Policy Name	Current Policy Number	Policy Name
3	Human Rights	43	Transportation of Individuals in Personal Vehicles
17	Protective Services	50	Transportation
25	Specialized Behavior Interventions	75	Title VI Plan
26	Behavior Intervention	83	Charter and School Bus Policy
69	Conflict Free Services		
78	Home and Community Based Services Rights		
79	HCBS - Community Integration and Participation		
Financial Management		Board-Specific	
Current Policy Number	Policy Name	Current Policy Number	Policy Name
5	Payroll	6	Travel Reimbursement of Board Members
10	Reimbursement	10	Board Members Orientation and Training
20	Procurement CBH PPEA Guidelines		Remote Participation in Board Meetings
30	Budget		Board Attendance Policy
40	Financial Accounting		Board Member Job Description
50	Accounts Receivable		Board Member Information Requests
60	Accounts Payable		CBH Bylaws
70	Audit		CBH Executive Operations Plan

**Administration & Operations**

<b>Current Policy Number</b>	<b>Policy Name</b>
18	Accessibility to Services
19	Individual Involvement in Care
32	Services Wait List
33	Individual Advocacy
34	Continuity of Care
38	Interagency Cooperation
45	Durable Do Not Resuscitate Orders
76	Telework
81	Business Continuity of Telework

<b>Procedures</b>	
<b>Current Policy Number</b>	<b>Policy Name</b>
23	Guardianship
28	Assessment
29	Medical and Psychiatric Emergencies
30	Physical Health Care
31	Medication Management
35	Coordination of Care with Psychiatric Hospitals
37	Coordination of Care with Primary Care Providers
48	Designated Records Set
51	Language Assistance
59	Collaborative Documentation
60	Management and Scheduling of Appointments
61	Service Assignment Management
64	Management of Bed Bugs
65	Infection Control
66	Human Resources Credential Verification
70	Patient Portal
71	Laboratory Services
73	Suicide Risk Assessment
74	Grant Procedure
77	Length of Services
85	Root Cause Analysis
86	Building Key and Security Alarm Procedures
88	Bomb Incidents
89	Assignment of Case Manager

## **SUMMARY – York County Fiscal Agent Agreement**

Please find attached two separate written communications regarding York County's role as Fiscal Agent for Colonial Behavioral Health:

1. The first, dated 2/24/2025, from Mr. Mark Bellamy, York County Administrator, regarding terms for a Memorandum of Agreement (the MOA) between York County and Colonial Behavioral Health regarding our Fiscal Agent relationship; and
2. The second, dated 3/20/2025, from Mr. David Coe, CBH Executive Director, in response to Mr. Bellamy's letter. This response was provided following consultation with the CBH Board's Executive Committee and with legal counsel.

While these discussions have not yet concluded, we anticipate an Agreement to be made available for presentation to and execution by our respective Boards in the very near future.

**COUNTY ADMINISTRATOR**

Mark L. Bellamy, Jr.



**BOARD OF SUPERVISORS**

Douglas R. Holroyd  
District 1  
Sheila S. Noll  
District 2  
M. Wayne Drewry  
District 3  
G. Stephen Roane, Jr.  
District 4  
Thomas G. Shepperd, Jr.  
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.

224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532 • (757) 890-3320

Fax: (757) 890-4002 • TDD (757) 890-3621 • Email: [bos@yorkcounty.gov](mailto:bos@yorkcounty.gov)

*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, sweeping underline that extends to the right.

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



## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

March 20, 2025

Mark L. Bellamy, Jr.  
County Administrator  
County of York  
224 Ballard Street  
P.O. Box 532  
Yorktown, Virginia 23690-0532

Dear Mr. Bellamy:

Thank you for your letter dated February 24, 2024.

In general, I am agreeable to the terms set forth in your letter and in the draft Memorandum of Agreement. Kindly note the following:

1. Your letter suggests two amendments to the bylaws of CBH. We have drafted a paragraph “q” in Article IV, section 1. pertaining to board approval of expenditures over \$50,000.00, as you will see. Regarding the appointment of county staff as ex officio members of the board we would like a little more conversation with you. We have no objection to the fiscal agent having direct staff access to board meetings. But matters of board size and board management might benefit from a different bylaw provision.

2. As part of the Governor’s Right Help Right Now initiative, CBH will be recipient of approximately Twelve-Million Dollars (\$12,000,000) to construct a Crisis Receiving Center on Land to be donated to CCSI\* by James City County, formerly belonging to the Commonwealth of Virginia as part of the Eastern State Hospital. It will be appropriate to consider agreement on the investment of that infusion.

We’ve made several edits that appear as redlined verbiage on the attached “Draft Fiscal Agency for CBH Memorandum of Agreement Redlined Copy.” In summary:

a. Obligations of CBH

No changes



b. Obligations of the County

- 1) Page 5. Changed “may” to “shall”.
- 2) Page 3. Please see new paragraph 10 as an obligation of the County. This was not addressed in your letter, but we assume that the County will not be withdrawing this support regarding the VRS.

c. Obligations of the Treasurer

Paragraph #3, we would wish to have as much money as possible earning interest, without delay.

\*CCSI, Colonial Community Services, Inc., is a 501(c)(3) corporation established by the community services board in 1990. It owns certain parcels of real estate and improvements. Its income and expenses do not pass through the fiscal agent. Funds such as rents, passing from CBH to CCSI appear on CBH financial statements. CCSI is audited annually along with the CBH audit and that audit is delivered to all the establishing localities.

Sincerely,



David A. Coe  
Executive Director

Cc: 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  
Ryan Ashe, CBH Board Chair  
Wendy Evans, CBH Board Vice Chair  
John Collins, CBH Board Treasurer  
Donyale Wells, CBH Board Secretary  
Erin Otis, CBH Board Executive Committee Member-at-Large

# COLONIAL BEHAVIORAL HEALTH

## Executive Director's Report – April 2025

### Agency Issues

1. We are pleased to announce the hire of Denise Kirschbaum as our new Director of Behavioral Health Services. Denise began her new role on March 17<sup>th</sup>.
2. We anticipate presenting a Memorandum of Agreement with York County soon to memorialize the Fiscal Agent relationship between our organizations. The agreement will also entail proposed changes to CBH Bylaws and Financial Management policy.
3. All issues related to easements and property planning for the Cardinal Ridge parcel have been completed. Final documents are now progressing through numerous state offices for approval, with conveyance to JCC (and ultimately CCSI) by May 2025.
4. The Henderson/GuernseyTingle team will present their proposed plan for the Crisis Services Center at our May meeting as we approach the Final Agreement stage of our PPEA process.
5. CBH has had some recent successes in recruiting licensed and license-eligible clinicians. We continue to have difficulty recruiting Direct Service Professionals (DSPs) to work in our Day Support and Residential programs, resulting in strained work schedules.
6. CBH's 3-year CARF accreditation review for SUD IOP services is due in the fall of 2025.

### Community Issues

1. September 10, 2025, has been tentatively scheduled as the date for our crisis services center Groundbreaking event at the Cardinal Ridge site. That date also corresponds to World Suicide Prevention Day. Early inquiries have begun to coordinate schedules allowing state leaders to attend.
2. An application has been submitted to the Williamsburg Health Foundation (by Colonial Community Corrections) for support of the new local Behavioral Health Court docket. This docket will operate in WJCC District Court but serve all CBH localities.
3. Our community has not yet applied to the Supreme Court of Virginia for the new Drug Court (operating out of York/Poquoson Circuit Court but serving all CBH localities).

### Regional Issues

1. Regional access to Eastern State Hospital is still limited due to over 90% of their beds being filled with forensic patients. Almost all CBH-locality residents in need of state hospitalization continue to be transported throughout the state to access beds.

### Public Policy

1. As of March 24<sup>th</sup>, Governor Youngkin's proposed amendments to the approved General Assembly budget conference report are still pending. A summary spreadsheet (to date) is attached to this report. The Reconvened (or "Veto") Session is scheduled for April 2<sup>nd</sup>.
2. We also continue to monitor the potential impact of Federal changes to safety net services. Impacts remain unclear on Medicaid, Federal staffing, and other major initiatives. CSBs have been notified by DBHDS that no impacts on Federal block grant funds are anticipated resulting from the Continuing Resolution passed by Congress (in effect until 10/1/2025)

Respectfully submitted,  
David A. Coe

**FY25-FY26 Biennium State Budget Development**

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT	GOVERNOR'S AMENDMENTS	FINAL ADOPTION
		<b>CSB COMPENSATION</b>						
469 #1h 469 #1s 469 #1c	Central Appropriations	3% salary increase for CSB employees effective 7/1/2025 (state portion of increase only - most recently about 1/3 of full cost)	In budget	1% bonus, paid in December 2025	1.5% bonus, paid in June 2025	1.5% bonus, paid in July 2025		
		<b>STATE SYSTEM</b>						
		NO CHANGES						
		<b>DEVELOPMENTAL SERVICES</b>						
288 #7h	DMAS	Directs DMAS to amend DD Waiver services to include ability for providers to receive payment for assigning DSPs to assist individuals in an acute care setting under certain circumstances.		\$0.66 M SGF \$0.69 M NGF				
288 #22s	DMAS	Directs DMAS to review and consider adding Center-Based Respite Services to Community Living and FIS Waivers (DD).			Language			
288 #23s	DMAS	Directs DMAS to review recent trends in Applied Behavior Analysis services and billing.			Language			
296 #3s	DBHDS	Creates a Provider Development Incubator to stimulate workforce development for providers to support individuals on DD waivers.			\$0.7 M			
297 #1h 297 #1c	Grants to Localities	Funds for CSBs to hire additional Support Coordinators (Case Managers). These funds are intended to cover the amount of time between their hire date and when they can carry a full caseload and begin billing Medicaid.		\$8.7 M		\$8.7M		
		<b>BEHAVIORAL HEALTH</b>						
	DMAS	Authority to add Medicaid coverage for individuals in IMD (16 or more beds) psychiatric facilities in short stays. This would be provided through a CMS-approved SMI waiver.	Language	\$0.85 M				
	DMAS	Reporting requirements for SMI waiver expenditures (288.XX.3)	Language					

Funds are shown as millions.

**FY25-FY26 Biennium State Budget Development**

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT	GOVERNOR'S AMENDMENTS	FINAL ADOPTION
288 #3s	DMAS	Directs DMAS to revise regulations to characterize Multi-Systemic Therapy (MST) as a "collaborative health service" to increase practitioners and improve youth access.			\$0.6 M			
	DMAS	Authority to cover some Medicaid services in the 30 days pre-release and immediately post-release for incarcerated youth and young adults	Language					
	DMAS	Allows children in psychiatric residential treatment facilities to maintain managed care enrollment during their treatment	Language \$88 K					
288 #12c	DMAS	Coverage for administration of approved long-acting injectible psychotropic medications in hospital ER or inpatient settings	Language \$38 K			\$0.6M		
288 #6s	DMAS	Requires DMAS to apply for an 1115 Waiver from CMS to provide behavioral health services to incarcerated individuals in state and local regional jails.			Language			
288 #12s 288 #17c	DMAS	Increases SUD service rates by 12.5% for those services not included in recent-year rate increases of the same amount.			\$16.3 M	\$7.0M (6.5% increase)		
294 #1s 294 #1c	DBHDS	Allows DBHDS to use Trust Fund appropriations for community-based housing for any agency-involved population.			Language	Language		
295 #3h 295 #3c	DBHDS	Support for the Virginia Gambling Treatment Program at VCU.		\$0.5 M		\$0.5M		
	DBHDS	Provides grants to FQHCs or other healthcare organizations to establish school-based health clinics to serve school students, families and staff. Includes primary care, mental health, etc.	\$15.0 M					
295 #5h 295 #5c	DBHDS	Modifies language from 295.FF to allow school divisions to contract with a telehealth mental health provider.		Language		Language		
	DBHDS	Funding to electronic tracking of DAP and inpatient POS funds	\$0.77 M					
	DBHDS	Outreach campaign for MH and SUD topics for youth	\$1.0 M					
295 #1h 295 #2s	DBHDS	Increases funding for the (BOOST! Program) contract with the Virginia Health Care Foundation for a pilot to remove barriers to the mental health workforce, including payment for supervisory hours.		\$1.1 M	\$1.1 M			

Funds are shown as millions.

**FY25-FY26 Biennium State Budget Development**

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT	GOVERNOR'S AMENDMENTS	FINAL ADOPTION
296 #4H 296 #2s 296 #1c	DBHDS	Contract with the Medical Society of Virginia to maintain/expand the Adult Psychiatric Access Line	\$1.5 M	\$0.75 M	\$1.0 M	\$0.75 M		
295 #1s 295 #7c	DBHDS	Creates a workgroup to make recommendations regarding creation of an oversight process of residential recovery homes.			\$116K	\$116K		
295 #3s 295 #8c	DBHDS	Aligns definitions and standards for recovery residences and recovery support services (SUD) with nationally-recognized ASAM criteria.			Language	Language		
296 #1h 296 #5s 296 #5c	DBHDS	Contracts with private hospitals or other qualified agencies to hire Special Conservators of the Peace to provide capacity for emergency departments to maintain custody of individuals under ECOs and TDOs until the individual is ready for transport or released. Contracts to be mostly exempt from procurement.	Adds \$35M new and allows redirect of \$6M existing	Redirects \$30.3M of existing funding	Redirects \$31M of existing funding	Redirects \$31M of existing funding		
296 #1s	DBHDS	Ensures that funding for school-based clinic programs enables the use of mobile clinics for students, families and staff.			Language	Incorporated into 295 #5c		
296 #5h 296 #4c	DBHDS	To support pilot programs for older adults facility teams to provide services to older adults with mental illness and dementia.		\$2.0 M		\$1.0M		
301 #1c	DBHDS	Instructs DBHDS to develop a plan for the closure of Hiram Davis Medical Center and possible patient transition to SEVTC			Language	Language		
297 #2h 297 #2c	Grants to Localities	Funds to six CSBs currently in Marcus Alert planning stages and seven CSBs that have at least one locality that is non-exempt from Protocols two and three. These funds are to support the development and establish of co-response programs between law enforcement and clinicians.		\$3.6 M		\$4.8M (8 new programs)		
297 #1s	Grants to Localities	Support for the development and establishment of co-response programs between LEOs and clinicians, especially in localities that have not yet received funding to implement Marcus Alert or are not required due to population size.			\$7.8 M			

**FY25-FY26 Biennium State Budget Development**

ITEM #	AGENCY	DESCRIPTION	GOVERNOR	HOUSE	SENATE	CONFERENCE REPORT	GOVERNOR'S AMENDMENTS	FINAL ADOPTION
297 #2s	Grants to Localities	DBHDS to develop a standardized assessment tool to evaluate suitability for PSH as part of every state hospital discharge plan. Report due to General Assembly 12/1/2025.			Language			
296 #2h 296 #3c	Grants to Localities	Reimbursement of CSBs for the restoration of competency to stand trial evaluations, services, and supports in an outpatient setting and provide training to clinicians.		\$1.5 M		\$1.5M		
<b>RELATED SERVICES AND ITEMS OF INTEREST</b>								
292 #6s	DMAS	DMAS to develop a plan for reimbursing community paramedicine services. Report due 10/1/2025.			Language			
292 #9s	DMAS	Prohibits DMAS from engaging with or in a study of medical assistance provider rates without General Assembly approval.			Language			
	DBHDS	ESH campus language related to CBH.	Included					
	DBHDS	ESH campus language related to Hope Family Village.	Included					
297 #3h	Grants to Localities	Support for CSBs to support Prevention staff and expand prevention programs. This is intended to continue services created by expiring ARPA and other funds during and after the pandemic.		\$8.0 M				
297 #3s 297 #3c	Grants to Localities	Requires local governments to maintain 10% match for CSB services unless a locality can demonstrate hardship related to employment, per capita income, or property values.			Language	Language		

## **Recruitment Status Update: 03/12/2025**

As of March 12, 2025, CBH has 1 new hire scheduled to begin employment in an upcoming orientation on Monday, March 17, 2025 and 1 PRN hire scheduled for March 31, 2025. Current postings for the agency are twenty-two, which includes 4 news positions and several postings with multiple vacancies. Total vacancies for the agency are 26 full-time positions, 3 part-time positions and 3 PRN/WAR positions.



**YEAR TO DATE REVENUES AND EXPENDITURES**  
as of  
**February 28, 2025**

**REVENUE**

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	ACTUAL YTD vs BUDGET YTD
State	\$ 12,227,540	\$ 8,220,415	\$ 8,151,693	101%	\$ 68,722
Local	\$ 3,974,000	2,635,000	2,649,333	99%	\$ (14,333)
Fees	\$ 6,706,586	3,841,676	4,471,058	86%	\$ (629,382)
Grants/Other	\$ 712,327	517,789	474,885	109%	\$ 42,904
<b>Total Revenue</b>	<b>\$ 23,620,453</b>	<b>\$ 15,214,880</b>	<b>\$ 15,746,969</b>	<b>97%</b>	<b>\$ (532,089)</b>

**FY23 EXPENDITURES**

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	ACTUAL YTD vs BUDGET YTD
Personnel	\$ 18,169,922	\$ 10,957,223	\$ 11,880,334	92%	\$ 923,111
Staff Development	\$ 94,313	30,652	62,875	49%	32,223
Facility	\$ 1,555,055	839,245	1,036,703	81%	197,458
Equipment and Supplies	\$ 844,721	557,572	563,147	99%	5,575
Transportation	\$ 189,529	136,098	126,352	108%	(9,746)
Consultant and Contractual	\$ 2,618,345	1,393,279	1,745,563	80%	352,284
Miscellaneous	\$ 148,569	84,177	99,046	85%	14,869
<b>Total Expenditures</b>	<b>\$ 23,620,453</b>	<b>\$ 13,998,246</b>	<b>\$ 15,514,021</b>	<b>90%</b>	<b>\$ 1,515,775</b>
<b>Operating Margin</b>	<b>\$ -</b>	<b>\$ 1,216,634</b>			

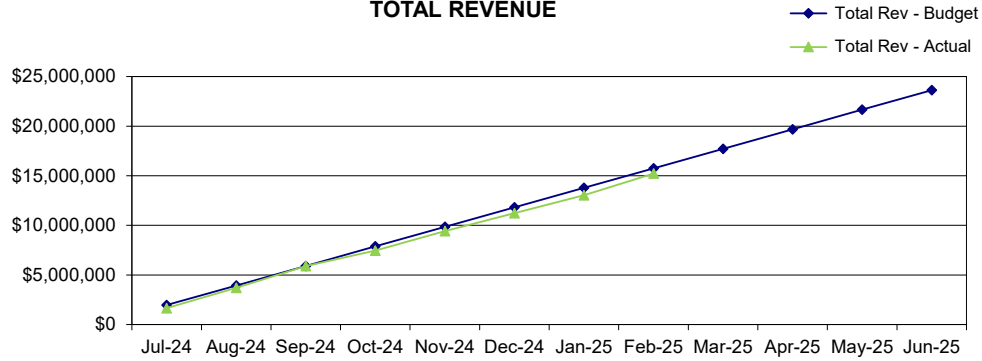
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement

**CRISIS SERVICES CENTER PROJECT**

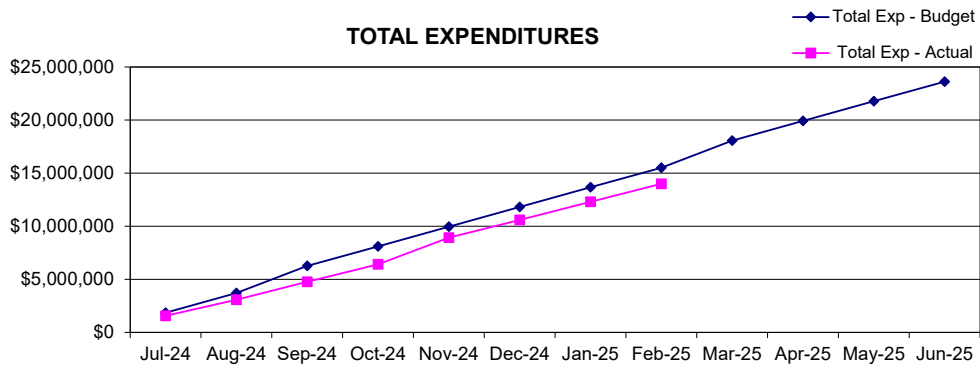
CATEGORY	PROJECT BUDGET	PROJECT TO DATE
DBHDS Grant	\$ 12,000,000	\$ 2,000,000
Interest Earned		\$ 8,656
<b>Total Revenue</b>	<b>\$ 12,000,000</b>	<b>\$ 2,008,656</b>
Personnel		\$ 75,246
Mileage		\$ 500
Consultant and Contractual		\$ 264,314
Miscellaneous		
<b>Total Expenditures</b>		<b>\$ 340,060</b>



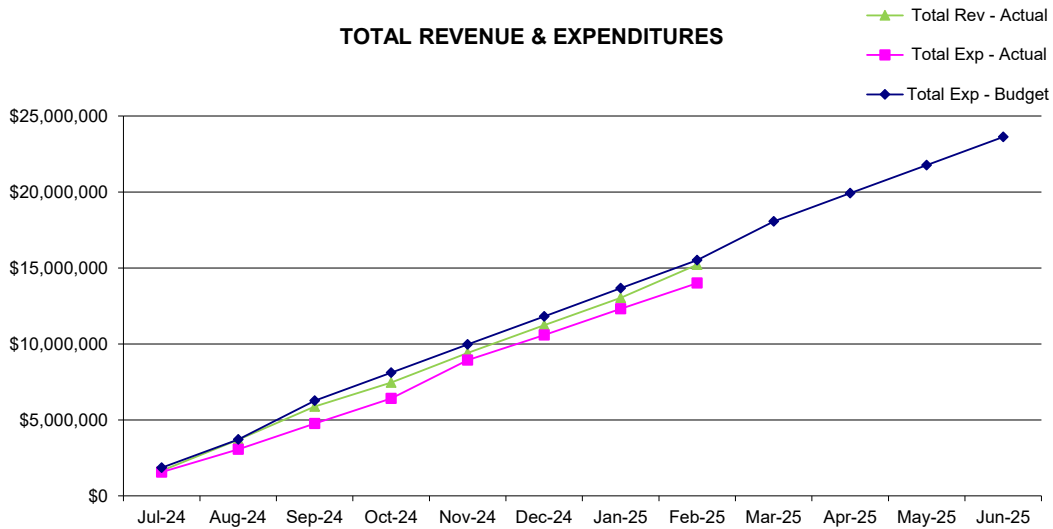
**TOTAL REVENUE**



**TOTAL EXPENDITURES**

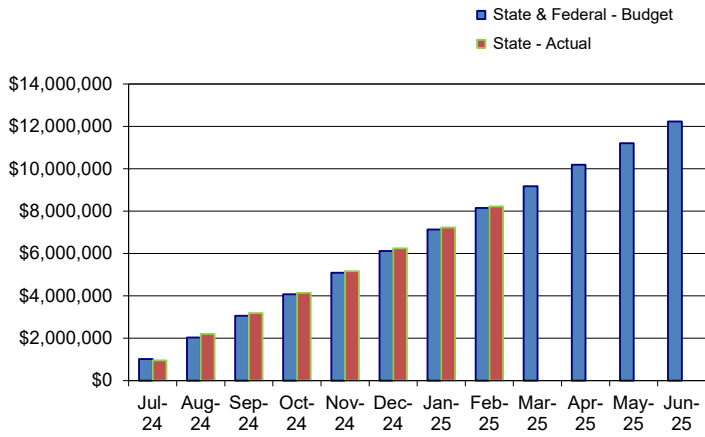


**TOTAL REVENUE & EXPENDITURES**

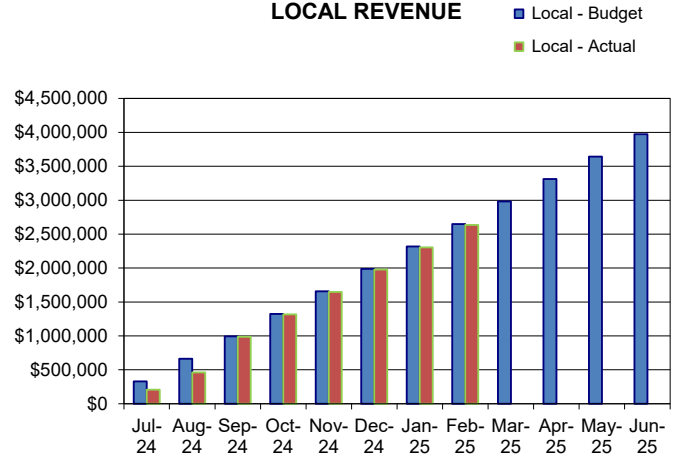


**YEAR TO DATE REVENUE**  
as of  
01/31/25

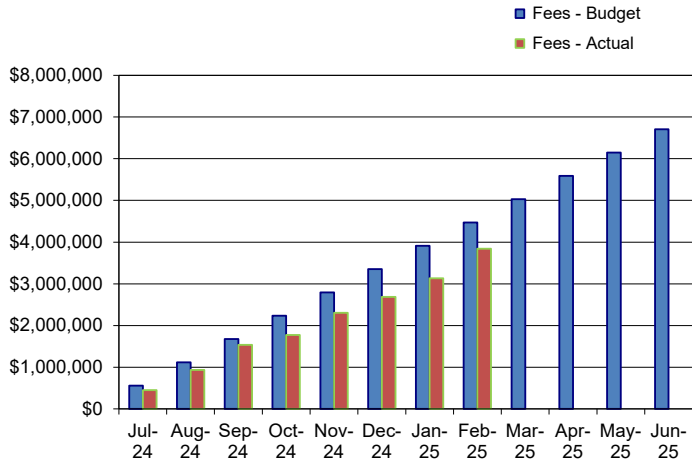
**STATE & FEDERAL REVENUE**



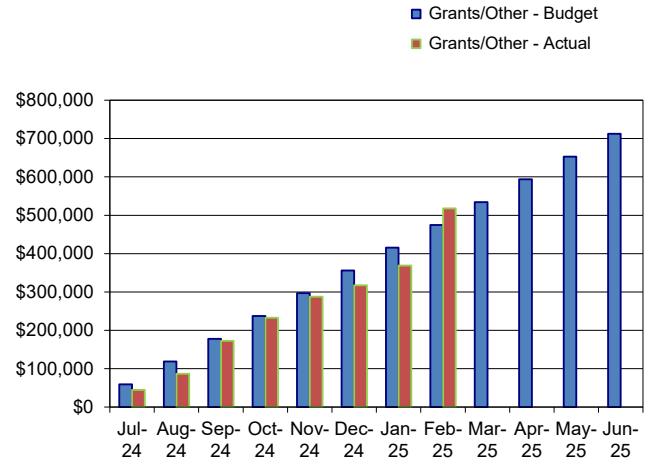
**LOCAL REVENUE**



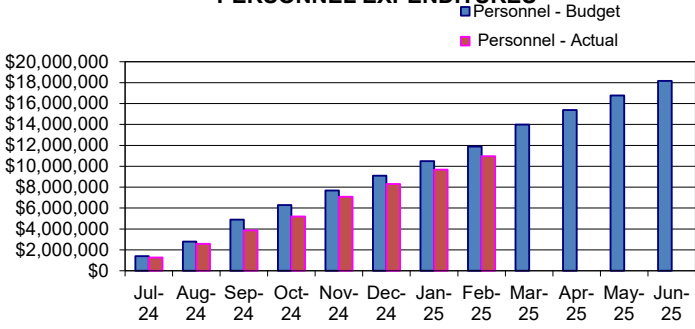
**FEE REVENUE**



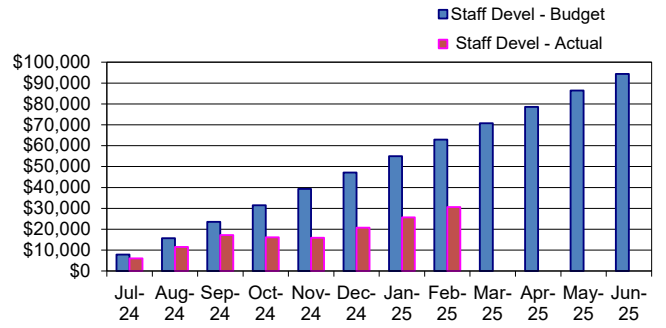
**GRANTS & OTHER REVENUE**



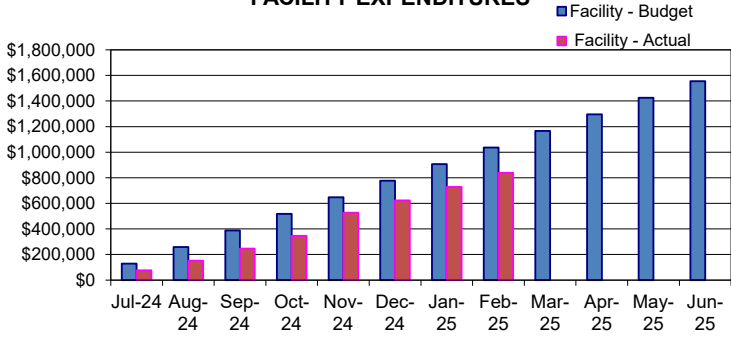
**PERSONNEL EXPENDITURES**



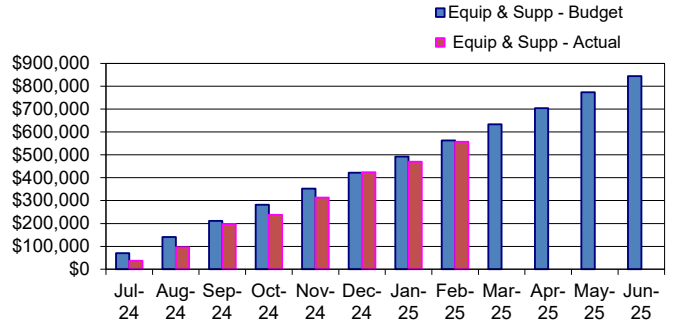
**STAFF DEVELOPMENT EXPENDITURES**



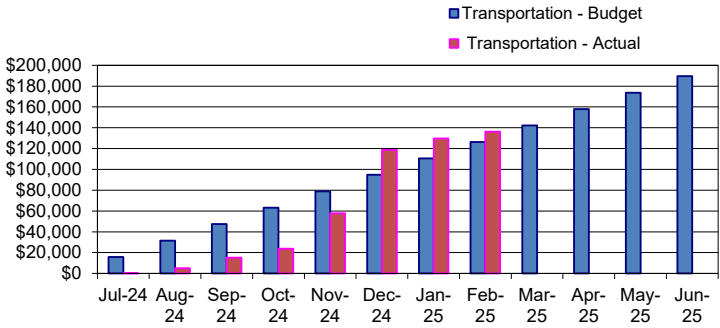
**FACILITY EXPENDITURES**



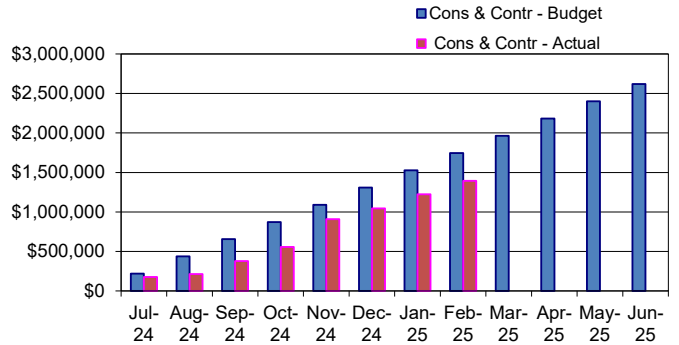
**EQUIPMENT & SUPPLIES EXPENDITURES**



**TRANSPORTATION EXPENDITURES**



**CONSULTANT & CONTRACTUAL EXPENDITURES**



**MISCELLANEOUS EXPENDITURES**

