## Colonial Behavioral Health Administration Committee Meeting

DATE: February 20, 2024; 4:00pm
PLACE: Colonial Behavioral Health 473 McLaws Circle, Williamsburg, VA 23185
CALL TO ORDER: 4:00 p.m.

## BOARD MEMBERS PRESENT:

Ms. Sherry Newcomb- York County
Mr. John Collins - York County
Ms. Hazel Braxton - Williamsburg
Ms. Erin Otis - James City County
Ms. Wendy Evans - Williamsburg
ABSENT: Ryan Ashe, Dr. Alfred Brassel
STAFF PRESENT: David Coe, Kyra Cook, Marsha Obremski, Chaenn Thomas

## 1. Call to Order:

Meeting was called to order to $4: 01 \mathrm{pm}$

## 2. Old Business: <br> None

3. New Business: John Collins, Administrative Committee Treasurer asked if there were any questions on Year-to-Date Budget. David Coe announced that the dip in fee collection Nancy Parson's (Finance Director) informed the committee of in January's meeting has corrected itself (resolved) within the last 24 hours; fees are back at $95 \%$ which is actually up from years past where the range was in the 70 's -80 's percentile. The increase is largely due to the increase in revenue in Developmental Disabilities Services. Attributes 5\% to not having licensed staff.

Chaenn Thomas gave a vacancy update stating as of 01/21/2024 CBH was actively recruiting 28 FT Positions in addition to the ongoing 6 PRN/WAR (pool) positions. As of 02/20/2024 CBH has 6 full-time and 2 PRN new hires to report bringing the active recruitment to 28 positions ( 22 FT and 6 PRN/WAR positions).
4. Conclusions, Recommendations, Actions:

None

## 5. Adjournment

Meeting was adjourned at 4:08 pm
Submitted by: Chaenn C. Thomas

## Next Meeting:

Date: March 19, 2024
Time: 4:00pm
Location:473 McLaws Circle, Williamsburg, VA 23185

## YEAR TO DATE REVENUES AND EXPENDITURES

as of
January 31, 2024

## REVENUE

| CATEGORY | TOTAL BUDGET |  | RECEIVED YTD |  | BUDGET YTD |  | \% RECEIVED | $\begin{gathered} \hline \text { ACTUAL YTD } \\ \text { vs BUDGET } \\ \text { YTD } \end{gathered}$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| State | \$ | 11,277,955 | \$ | 6,401,668 | \$ | 6,578,807 | 97\% | \$ | $(177,139)$ |
| Local | \$ | 3,793,000 |  | 2,098,750 |  | 2,212,583 | 95\% | \$ | $(113,833)$ |
| Fees |  | 6,129,885 |  | 3,388,658 |  | 3,575,766 | 95\% | \$ | $(187,108)$ |
| Grants/Other | \$ | 767,135 |  | 662,032 |  | 447,495 | 148\% | \$ | 214,537 |
| Total Revenue | S | 21,967,975 | \$ | 12,551,108 | \$ | 12,814,652 | 98\% | \$ | $(263,544)$ |

## FY23 EXPENDITURES

| CATEGORY | TOTAL <br> BUDGET | EXPENDED <br> YTD | BUDGET YTD | \% EXPENDED | ACTUAL YTD <br> vs BUDGET <br> YTD |  |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: |
| Personnel | $\$$ | $16,713,798$ | $\$ 8,324,923$ | $\$$ | $9,642,576$ | $86 \%$ |
| Staff Development | $\$$ | 99,149 | 44,749 | 57,837 | $7,317,652$ |  |
| Facility | $\$$ | $1,159,103$ | 561,335 | 676,143 | $83 \%$ | 13,087 |
| Equipment and Supplies | $\$$ | $1,069,591$ | 361,569 | 623,928 | 114,808 |  |
| Transportation | $\$$ | 211,469 | 49,871 | 123,357 | $58 \%$ | 262,359 |
| Consultant and Contractual | $\$$ | $2,633,610$ | $1,407,882$ |  | $1,536,273$ | $40 \%$ |
| Miscellaneous | $\$$ | 81,255 | 49,040 | 47,399 | $92 \%$ | 128,390 |
| Total Expenditures | $\$$ | $21,967,975$ | $\$ 10,799,370$ | $\$ 12,707,512$ | $103 \%$ | $1,641)$ |

## CARRY FORWARD EXPENDITURES

| CATEGORY | EXPENDED <br> YTD |  |
| :--- | :--- | ---: |
| Personnel | $\$$ | 147,681 |
| Staff Development | $\$$ | 28,695 |
| Facility | $\$$ | 181 |
| Equipment and Supplies | $\$$ | 93,470 |
| Transportation | $\$$ | 2,060 |
| Consultant and Contractual | $\$$ | 39,501 |
| Miscellaneous | $\$$ | 521 |
| Total Expenditures | $\$$ | 312,110 |


| Operating Margin | \$ | - | \$ 1,439,629 |
| :--- | :--- | :--- | :--- | :--- |

Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

