

Action Item A-2

CBH Temporary Office Space

Background

As you may recall, the 2024 Space Needs Analysis confirmed what many of us already knew – Colonial Behavioral Health (CBH) has outgrown its existing office space. At that time, we were already struggling with limited capacity, and since then our needs have only intensified.

Current Pressures

- **Improved vacancy rate:** Our staff vacancy rate has declined, meaning more positions are now filled and on site.
- **Preparing for the Center for Support and Wellness (CSW):** Over the next year, we will add staff to prepare for the opening of the CSW.
- **Preparing for Supported Employment:** Over the next year, we will be planning for and likely recruiting for staff to open Supported Employment Services for individuals with DD and with SMI.
- **Program growth:** We have expanded the Permanent Supportive Housing program, launched Mobile Crisis Response, and hired staff to support the new Behavioral Health docket within our General District Court system.

Quite simply, there is no more “room at the inn.” Our current facilities cannot support these additional personnel and services without supplemental space.

Plan

To address this, CBH needs to lease temporary office space for the next year. Once the CSW opens, we anticipate some relief in our space constraints. At that time, we will evaluate whether the additional leased space remains necessary. We do not anticipate spending any significant funding to renovate the temporary space.

Proposed Space

Staff has identified office space at **223 Water Country Parkway** that meets our immediate needs:

- Over 4,500 square feet on the second floor
- Elevator access
- Furnished

- Open layout conducive to teamwork, training, and preparing for new service launches

Funding

The cost of this temporary lease will be covered using one-time crisis dollars. These funds were embedded in the budget revision adopted by the Board at its September meeting.

Action Requested

We respectfully request that the Board authorize the Executive Director to enter into and execute a lease agreement for **223 Water Country Parkway** for a 12-month term in an amount not to exceed **\$70,000**. Legal counsel will review the lease prior to execution.

Recommended Motion:

That the Board authorize the Executive Director to execute a lease agreement for 223 Water Country Parkway for a 12-month term in an amount not to exceed \$70,000, contingent upon legal counsel's review of the lease."