

## **COLONIAL BEHAVIORAL HEALTH BOARD MEETING**

**DATE: May 2, 2023**

**PLACE: Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185**

**CALL TO ORDER: 3:59 p.m.**

### **BOARD MEMBERS PRESENT:**

Dr. Al Brassel- York County  
Ms. Sheri Newcomb – York County  
Ms. Hazel Braxton- Williamsburg  
Mr. Reynaldo Carpio- York County  
Mr. John Collins- York County  
Ms. Wendy Evans- Williamsburg  
Ms. Denise Kirschbaum- James City County  
Mr. Steven Miller- York County  
Ms. Kristen Nelson- York County  
Ms. Donyale Wells- James City County  
Col. Roy Witham – James City County

### **BOARD MEMBERS ABSENT:**

Mr. Ryan Ashe- James City County  
Dr. Dawn Ide-Poquoson  
Ms. Erin Otis- James City County

### **STAFF PRESENT:**

Mr. David Coe  
Ms. Linda Butler  
Ms. Kyra Cook  
Mr. Dan Longo  
Ms. Marsha Obremski  
Ms. Nancy Parsons  
Ms. Chaenn Thomas  
Ms. Ashleigh Cooke

### **GUESTS:**

Ms. Pat Evers- League of  
Women Voters

### **PUBLIC COMMENT:**

Ms. Pat Evers brought voter fact brochures and distributed to members.

### **CONSENT CALENDAR:**

The Consent Calendar was presented for approval of the following minutes:

- March 7, 2023 Board of Directors Meeting
- March 15, 2023 Public Awareness Committee Meeting
- March 21, 2023 Executive Committee Meeting
- March 21, 2023 Administration Committee Meeting
- March 22, 2023 Services & Evaluation Committee Meeting
- April 18, 2023 Executive Committee Meeting
- April 18, 2023 Administration Committee Meeting
- April 19, 2023 Public Awareness Committee Meeting

Ms. Hazel Braxton motioned to approve all of the meeting minutes listed above as presented. The motion was seconded by Mr. John Collins and passed unanimously.

#### **PRESENTATIONS:**

- **Annual Report Data-** *Mr. Reynaldo Carpio*
- **Special Projects Initiatives-** *Ms. Kyra Cook*

#### **ANNOUNCEMENTS:**

- **Board Planning Day**
  - Full-day session has been set for August 25, 2023. Location TBD.
- **Slate of Board Officers**
  - The Following slate was presented and will be voted on at the June BOD meeting:
    - **Chair:** Sheri Newcomb (YC)
    - **Vice-Chair:** Ryan Ashe (JCC)
    - **Secretary:** Hazel Braxton (WB)
    - **Treasurer:** John Collins (YC)
    - **Member at Large:** Erin Otis (JCC)
- **David Coe's Performance Evaluation**
  - Mr. Coe's performance evaluation was distributed to all members; return envelope included.

#### **ACTION ITEM(S):**

##### **A1: Proposed FY 2024 Budget**

- Ms. Parsons presented the proposed budget. Discussion.
- There was a motion from the administration committee that the proposed Interim Colonial Behavioral Health FY 2024 Operating Budget and Capital Improvement Plan be approved. The motion was unanimously approved.

##### **A2: Candidates' Forum**

- The Executive Committee recommended that the Board agree to sponsor a post-primary forum for 2023 General Assembly candidates prior to the 11/7/2023 election, with participation in the forum limited to candidates (with names on the official ballot) seeking the following seats:
  - 24<sup>th</sup> Senate District
  - 26<sup>th</sup> Senate District
  - 69<sup>th</sup> House District
  - 71<sup>st</sup> House District
  - 86<sup>th</sup> House District
- Discussion. Motion Withdrawn.

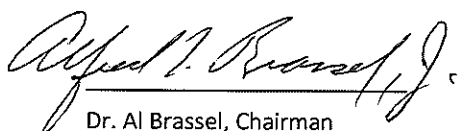
#### **EXECUTIVE DIRECTOR'S REPORT:**

The Executive Directors Report was provided in writing by Mr. David Coe and distributed to Board Members. Discussion.  
The following items were also presented in addition to written report:

- Ms. Nancy Parsons presented the financials as of 3/31/2023. Discussion.
- Ms. Chaenn Thomas provided a recruitment update. Per Ms. Thomas, there were 23 Vacancies as of 4/17/2023.

#### **ADJOURNMENT:**

Ms. Wendy Evans made a motion to adjourn, seconded by Ms. Donyale Wells. The motion passed unanimously. The meeting adjourned at 5:32 p.m. The next meeting is scheduled for 4:00 p.m. on June 6<sup>th</sup>.

  
Dr. Al Brassel, Chairman

  
Hazel Braxton, Secretary

# Colonial Behavioral Health Board of Directors Meeting

May 2, 2023, 4:00 P.M.

## AGENDA

- I. Welcome and Call to Order
- II. Roll Call
- III. Public Comment
- IV. Consent Calendar:
  - Please consider approval of the following meeting minutes:
    - a) March 7, 2023, Board of Directors Meeting
    - b) March 15, 2023, Public Awareness Committee Meeting
    - c) March 21, 2023, Executive Committee Meeting
    - d) March 21, 2023, Administration Committee Meeting
    - e) March 22, 2023, Services & Evaluation Committee Meeting
    - f) April 18, 2023, Executive Committee Meeting
    - g) April 18, 2023, Administration Committee Meeting
    - h) April 19, 2023, Public Awareness Committee Meeting
- V. Presentations:
  - Annual Report Data- *Reynaldo Carpio*
  - Special Projects Initiatives- *Kyra Cook*
- VI. Announcements:
  - Board Planning Day
  - Slate of Board Officers- FY 2024
- VII. Action Items:
  - Proposed FY 2024 Budget
  - Candidates' Forum
- VIII. Executive Director's Report
- IX. Adjournment

## COLONIAL BEHAVIORAL HEALTH BOARD MEETING

**DATE: March 7, 2023**

**PLACE: Colonial Behavioral Health, 473 McLaws Circle, Williamsburg, VA 23185**

**CALL TO ORDER: 4:00 p.m.**

**BOARD MEMBERS PRESENT:**

Dr. Al Brassel- York County  
Ms. Sheri Newcomb – York County  
Ms. Hazel Braxton- Williamsburg  
Mr. Ryan Ashe- James City County  
Mr. Reynaldo Carpio- York County  
Mr. John Collins- York County  
Ms. Wendy Evans- Williamsburg  
Dr. Dawn Ide- Poquoson  
Ms. Denise Kirschbaum- James City County  
Mr. Steven Miller- York County  
Ms. Kristen Nelson- York County (Virtual)  
Ms. Erin Otis- James City County  
Col. Roy Witham – James City County

**BOARD MEMBERS ABSENT:**

Ms. Crystal Howser – Poquoson  
Ms. Donyale Wells

**STAFF PRESENT:**

Mr. David Coe  
Ms. Linda Butler  
Mr. Dan Longo  
Ms. Marsha Obremski  
Ms. Nancy Parsons  
Ms. Chaenn Thomas  
Ms. Ashleigh Cooke

**GUESTS:**

Ms. Linda Rice- League of  
Women Voters

**PUBLIC COMMENT:**

Linda Rice, Community Observer, League of Women Voters introduced herself.

**CONSENT CALENDAR:**

The Consent Calendar was presented for approval of the following minutes:

- February 7, 2023 Board of Directors Meeting
- February 15, 2023 Public Awareness Committee Meeting
- February 21, 2023 Executive Committee Meeting
- February 21, 2023 Administration Committee Meeting
- February 22, 2023 Services & Evaluation Committee Meeting

Ms. Hazel Braxton motioned to approve all of the meeting minutes listed above as presented. The motion was seconded by Steven Miller and passed unanimously.

## **ACTION ITEM(S):**

### **A1: Strategic Goals and Annual Work Plans**

- It was proposed that the agency do the following moving forward as it relates to strategic planning:
  1. Establish "rolling" 5-Year Goals for CBH, to be updated annually.
  2. Develop annual Action Plans to document and provide accountability for agency performance (one year at a time);
  3. That 5-Year Goals and annual Work Plans be established by the Board of Directors during the Annual Board Planning Meeting (held each summer).
- Discussion. Board members requested a survey of staff be done prior to the strategic planning process. They also would like to review previous strategic plan goals & objectives (met vs. unmet) prior to the Annual Board Planning meeting. Board members requested an Executive Summary to be included with the next plan.
- Dr. Brassel motioned that the Board approve the above process for establishing and updating Agency Strategic Goals and annual Work Plans, and that the practice of holding Annual Board Planning Meetings be reinstated in 2023. Mr. Ryan Ashe seconded the motion. All approved.

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

The Executive Directors Report was provided in writing by Mr. David Coe and distributed to Board Members. Discussion.

The following items were also presented in addition to written report:

- Ms. Nancy Parsons presented the financials as of 1/31/23. Discussion.
- Ms. Chaenn Thomas provided a recruitment update. Per Ms. Thomas, three additional vacancies had been filled since the date of her printed report.
- The Permanent Supportive Housing Proposal was approved.
- No updates from the state on the outcome of the CCBHC proposal as of yet; however, the grant year begins on March 15th, so a decision should be made by that date.

### **ADJOURNMENT:**

Ms. Wendy Evans made a motion to adjourn, seconded by Mr. Ryan Ashe. The motion passed unanimously.

The meeting adjourned at 4:40 p.m. The next meeting is scheduled for 4:00 p.m. on April 4th.

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Dr. Al Brassel, Chairman

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Hazel Braxton, Secretary



## Meeting Minutes

Minutes of: Public Awareness Committee Date: March 15, 2023
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Present: Rey Carpio, Dr. Dawn Ide, Erin Otis, Donyale Wells, Marsha Obremski, Leigh Carroll-Stump

Absent: Kristen Nelson, David Coe

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### 1. Call to Order

The meeting was called to order at 3:32 p.m. with Rey Carpio, Dr. Dawn Ide, Donyale Wells, and Erin Otis present. The meeting was held at the York-Poquoson office.

### 2. New Business

#### *Awareness and Engagement Efforts*

Ms. Obremski informed the committee that Prevention Services' is exploring means to engage youth via an iHeart Radio campaign in which youth will design and create messaging for advertisements and PSAs. Waiting on proposal from iHeart Radio to determine scope and budget. Discussion.

Ms. Carroll-Stump updated the committee on recent outreach efforts to include 988 Suicide & Crisis Lifeline and Problem Gambling interior WATA bus ads, banners at local athletic fields and facilities, pharmacy bag ads and inserts, and the 988/Lock & Talk Pizza Box campaign.

Ms. Otis suggested additional ways of increasing awareness through shopping cart ads and questioned if local first responders would allow for 988 and/or CBH magnets/stickers to be placed on their squad cars. Ms. Obremski offered to inquire.

Dr. Ide suggested reaching out to local Alcohol Anonymous (AA) and Al-Anon chapters to raise awareness of CBH services.

Dr. Ide and Mr. Carpio questioned if CBH has any data on how the community learned of CBH and suggested a short survey at first contact (call) with CBH to determine the effectiveness of our current efforts.

### 3. Old Business

None.

### 4. Conclusions, Recommendations, Actions

Ms. Obremski will provide an update on the iHeart Radio proposal and the data collection efforts on how individuals hear about CBH services.

### 5. Adjournment

The meeting was adjourned at 4:30p.m.

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Submitted by: Leigh Carroll-Stump

### Next Meeting

Date: April 19, 2023

Time: 3:30 p.m.

Location: York-Poquoson Office



## Meeting Minutes

Minutes of : Executive Committee Date: 3/21/2023
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Present: Dr. Alfred Brassel, Sheri Newcomb, and Hazel Braxton

Staff Present: David Coe, Nancy Parsons, Chaenn Thomas, Kyra Cook and Ashleigh Cooke

Absent: Ryan Ashe and John Collins

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1. Call to Order

- The meeting was called to order at 4:13 p.m. by Dr. Alfred Brassel.

2. Old Business

- Integrated Care Update:
  - Mr. Coe announced that the agency has hired Ms. Kyra Cook as the Director of Special Projects to lead the Integrated Care initiative. Ms. Cook was introduced to the committee and gave a broad overview of her plans for the project.
- Crisis Services Updates:
  - There are no updates to provide at this time, as any changes to our programming is dependent upon the state budget approval.
- Legislative Update- Employee Compensation:
  - The General Assembly has proposed a 7% salary increase for CSB employees, however, this will not be fully funded by the state. If we accept it, we will be responsible for funding what is not covered. Discussion.

3. Conclusions, Recommendations, Actions

- The committee recommends that we host a candidates forum prior to the 2023 General Assembly election for all candidates running for state office in our service area.

4. Adjournment

- Ms. Sheri Newcomb motioned to adjourn the meeting at 5:03 p.m.; Ms. Hazel Braxton seconded the motion.
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Submitted by: Ashleigh Cooke

### Next Meeting

Date: April 18, 2023

Time: 4:00 p.m.

Location: 473 McLaws Circle, Williamsburg, VA 23185



## Meeting Minutes

Minutes of : Administration Committee Date: 3/21/2023
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Present: Dr. Alfred Brassel, Hazel Braxton, Sheri Newcomb, and Wendy Evans

Staff Present: David Coe, Nancy Parsons, Chaenn Thomas, Kyra Cook and Ashleigh Cooke

Absent: Ryan Ashe

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1. Call to Order

- The meeting was called to order at 4:00 p.m. by Dr. Alfred Brassel.

2. Financial Report:

- YTD Revenues and Expenditures as of 2/28/2023 reviewed by Ms. Nancy Parsons.
- Ms. Parsons updated the Board on the status of the Audit RFP.

3. Recruitment Update:

- Per Ms. Chaenn Thomas, we have received the following significant resignations since the last meeting: Will Armstrong, Emergency Services Coordinator and Dr. Kristen McLean, Adult Outpatient Coordinator.

4. Conclusions, Recommendations, Actions

- Ms. Sheri Newcomb motioned that we engage Robinson, Farmer, and Cox (auditor) for a 3-year term, 2-year optional extension. Ms. Wendy Evans seconded the motion. All approved.

5. Adjournment

- Ms. Wendy Evans motioned to adjourn the meeting at 4:12 p.m.; Ms. Sheri Newcomb seconded the motion.

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Submitted by: Ashleigh Cooke

### Next Meeting

Date: April 18, 2023

Time: 4:00 p.m.

Location: 473 McLaws Circle, Williamsburg, VA 23185





## YEAR TO DATE REVENUES AND EXPENDITURES

as of  
February 28, 2023

### REVENUE

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	ACTUAL YTD vs BUDGET YTD
State	\$ 8,869,900	\$ 6,438,739	\$ 5,913,267	109%	\$ 525,473
Local	\$ 3,527,000	2,350,427	2,351,333	100%	\$ (906)
Fees	\$ 6,567,737	3,523,580	4,378,491	80%	\$ (854,911)
Grants/Other	\$ 1,247,363	648,088	831,575	78%	\$ (183,487)
Total Revenue	\$ 20,212,000	\$ 12,960,835	\$ 13,474,667	96%	\$ (513,832)

### FY23 EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	ACTUAL YTD vs BUDGET YTD
Personnel	\$ 15,946,183	\$ 9,184,247	\$ 11,039,665	83%	\$ 1,855,418
Staff Development	\$ 69,561	49,534	46,374	107%	(3,160)
Facility	\$ 1,068,026	582,379	712,017	82%	129,639
Equipment and Supplies	\$ 821,421	548,360	547,614	100%	(746)
Transportation	\$ 258,617	86,371	172,411	50%	86,040
Consultant and Contractual	\$ 1,856,155	1,343,117	1,237,437	109%	(105,680)
Miscellaneous	\$ 192,037	23,028	128,025	18%	104,997
Total Expenditures	\$ 20,212,000	\$ 11,817,035	\$ 13,883,543	85%	\$ 2,066,508

### CARRY FORWARD EXPENDITURES

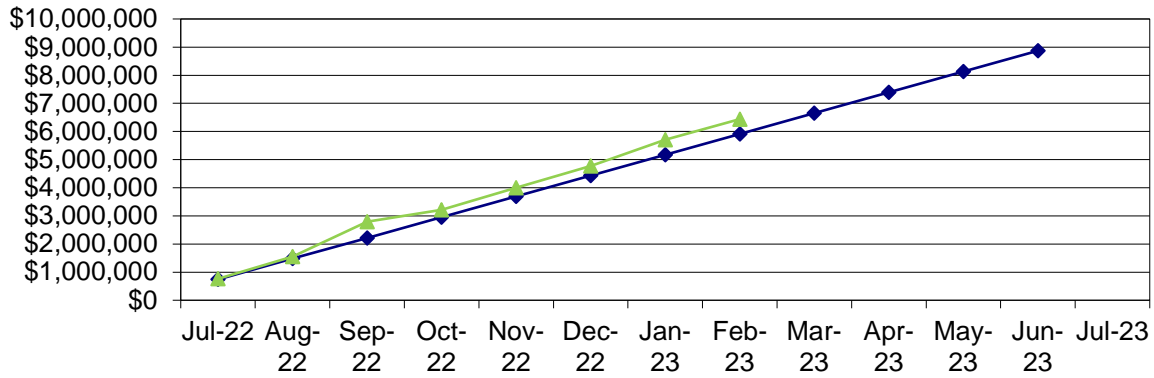
CATEGORY	EXPENDED YTD
Personnel	\$ 497,489
Staff Development	\$ 40,125
Facility	\$ 393
Equipment and Supplies	\$ 77,675
Transportation	\$ 4,732
Consultant and Contractual	\$ 89,339
Miscellaneous	\$ -
Total Expenditures	\$ 709,753

CARRYFORWARD BALANCE  
\$ 424,674.07

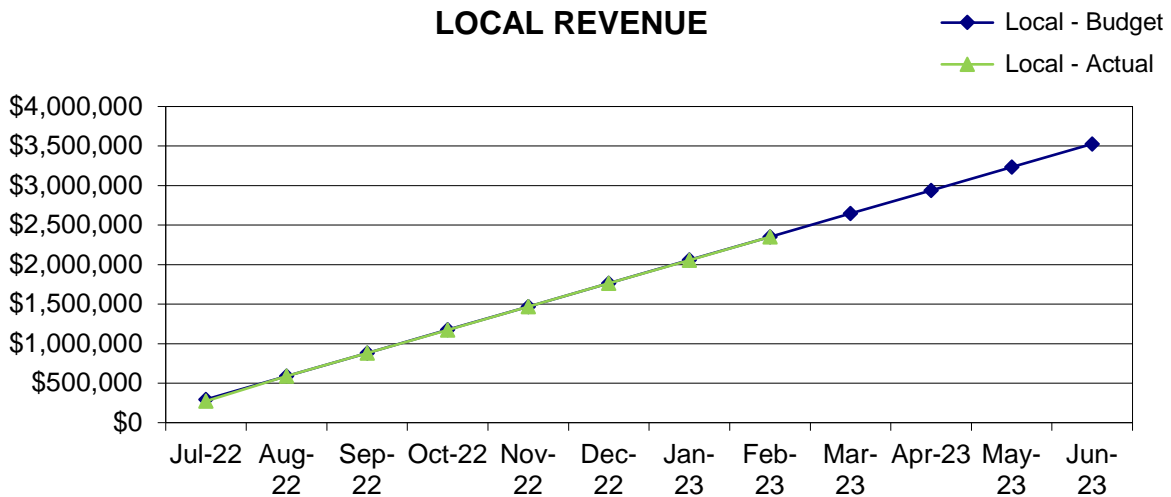
Operating Margin	\$ -	\$ 434,047	\$ (408,876)	3%
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Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

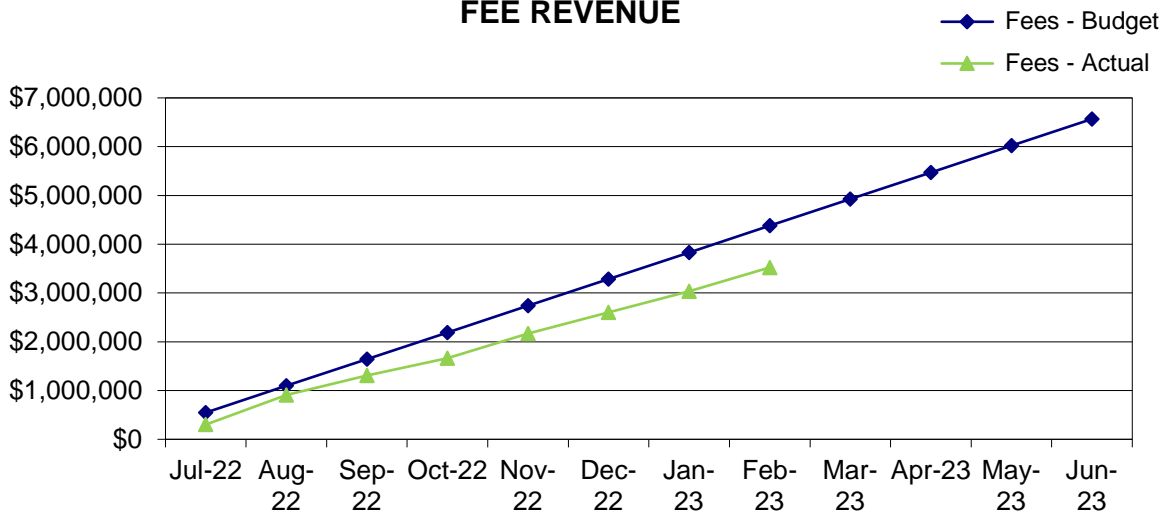
### STATE REVENUE



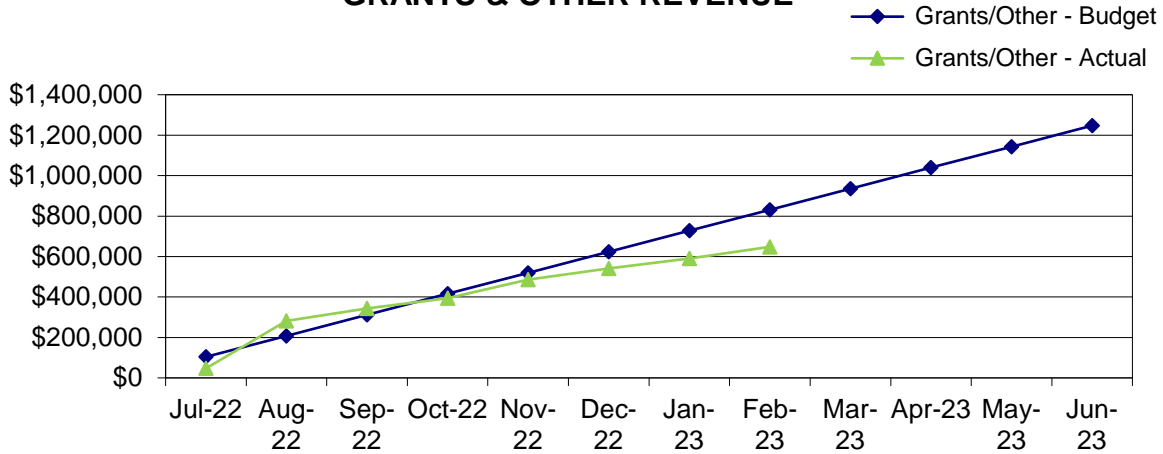
### LOCAL REVENUE



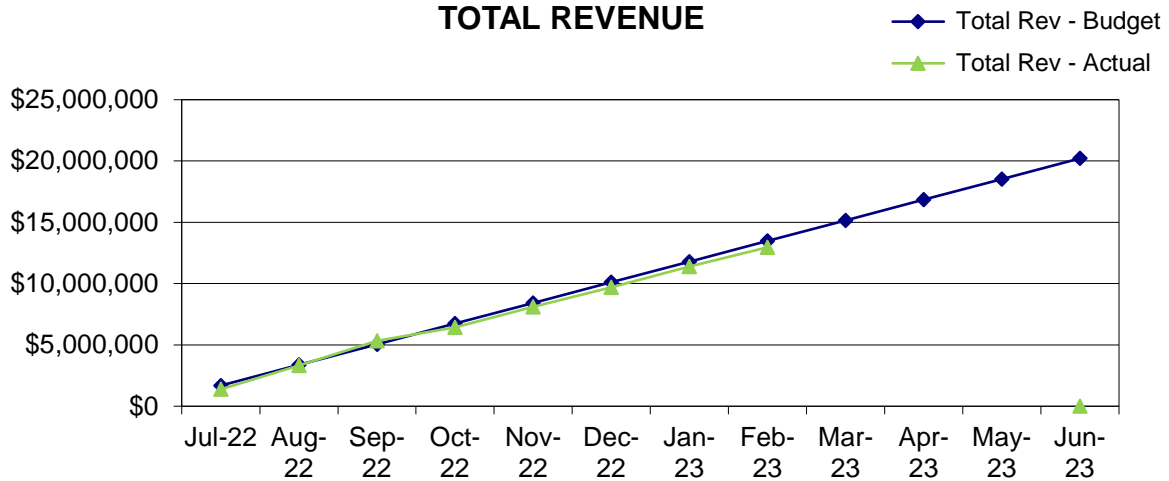
### FEE REVENUE



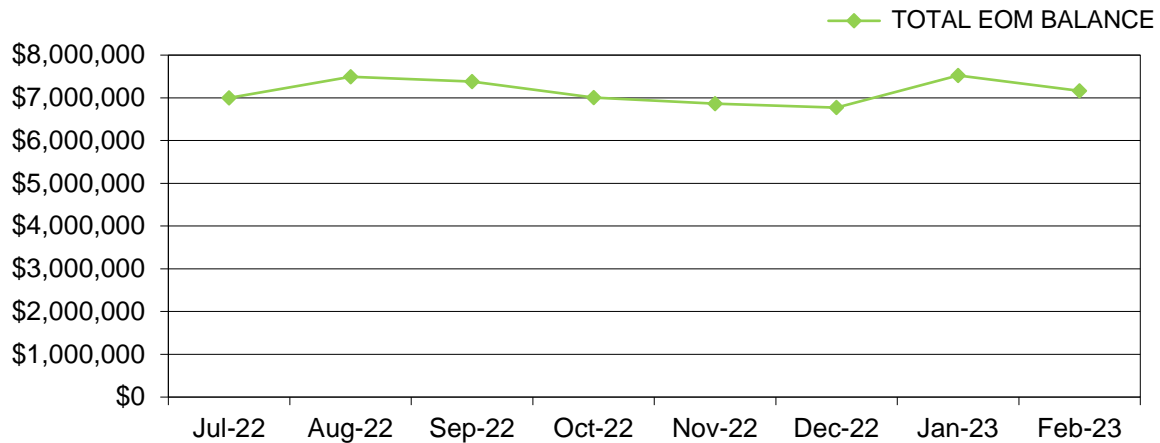
### GRANTS & OTHER REVENUE



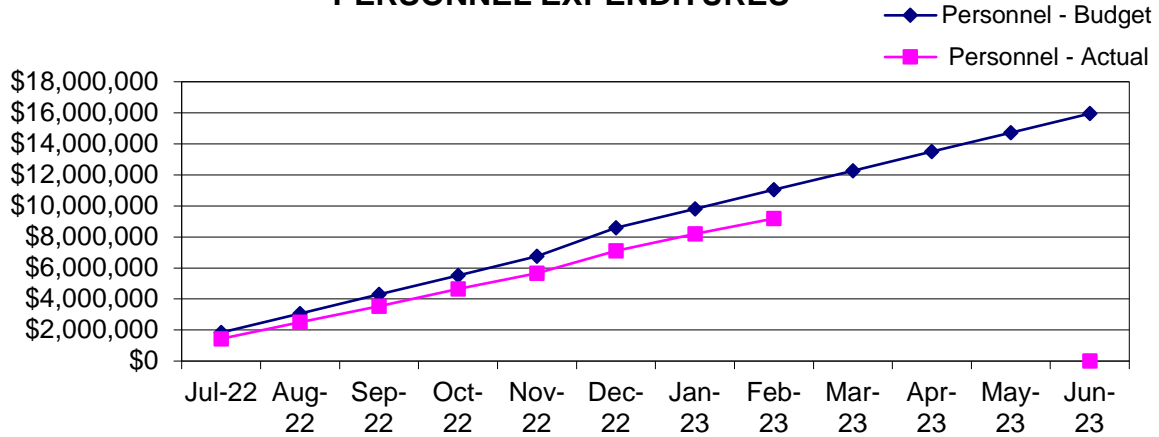
### TOTAL REVENUE



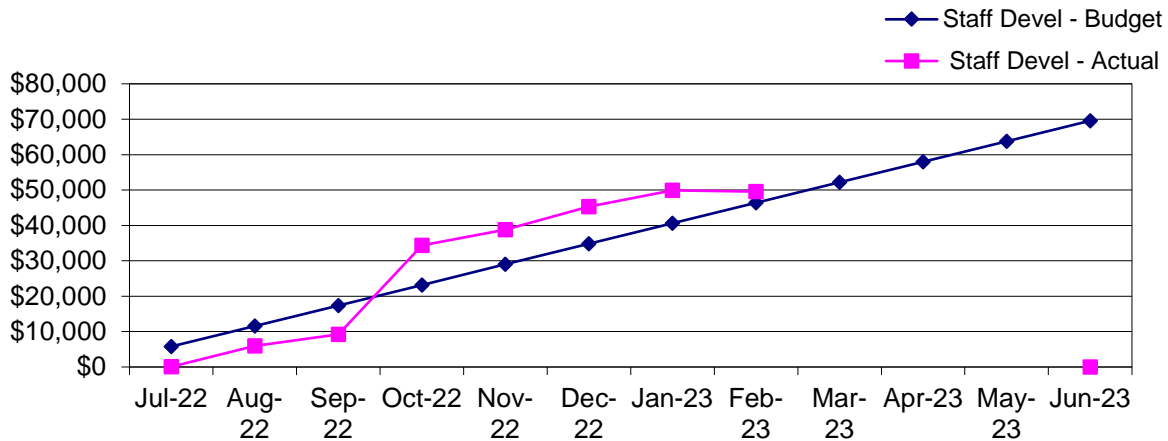
### CASH & INVESTMENTS BALANCE



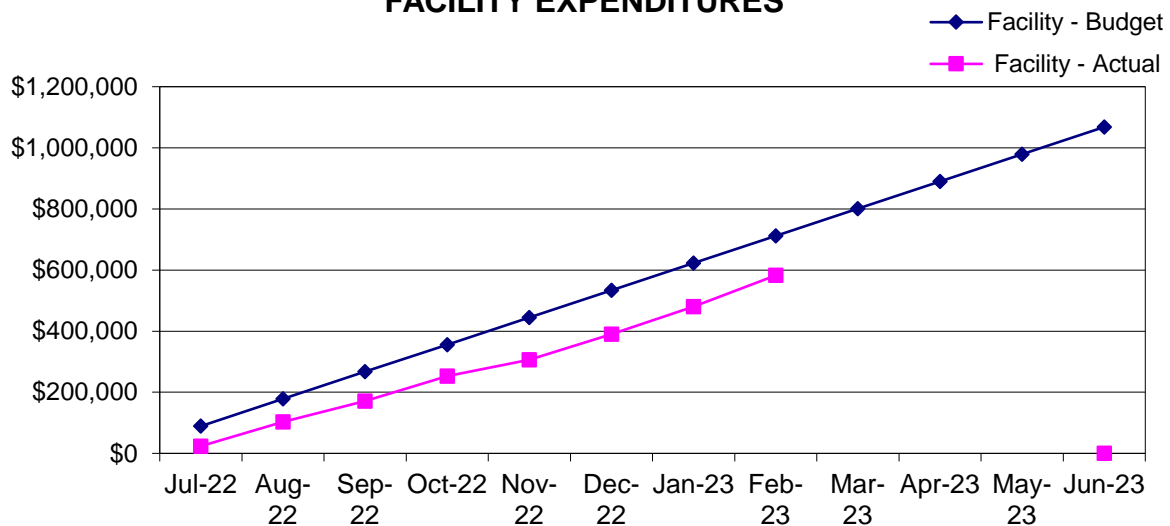
### PERSONNEL EXPENDITURES



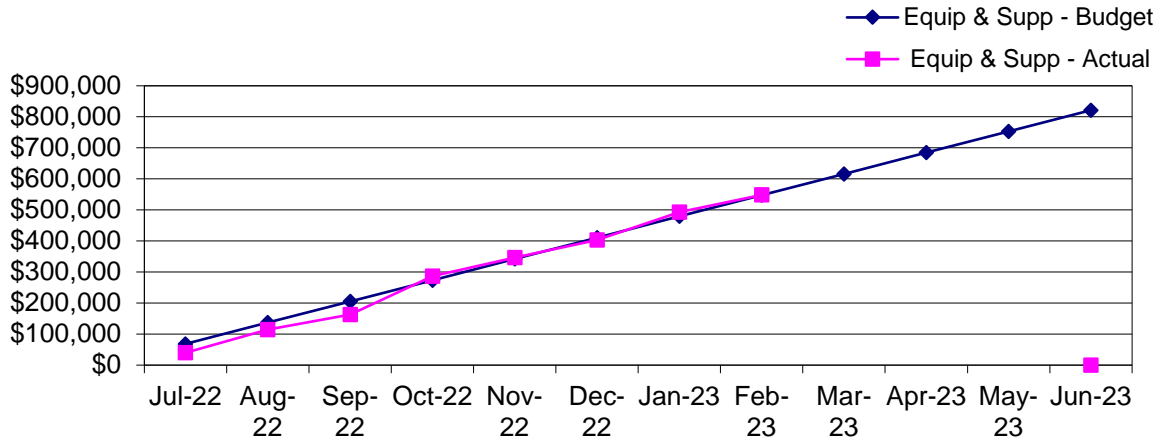
### STAFF DEVELOPMENT EXPENDITURES



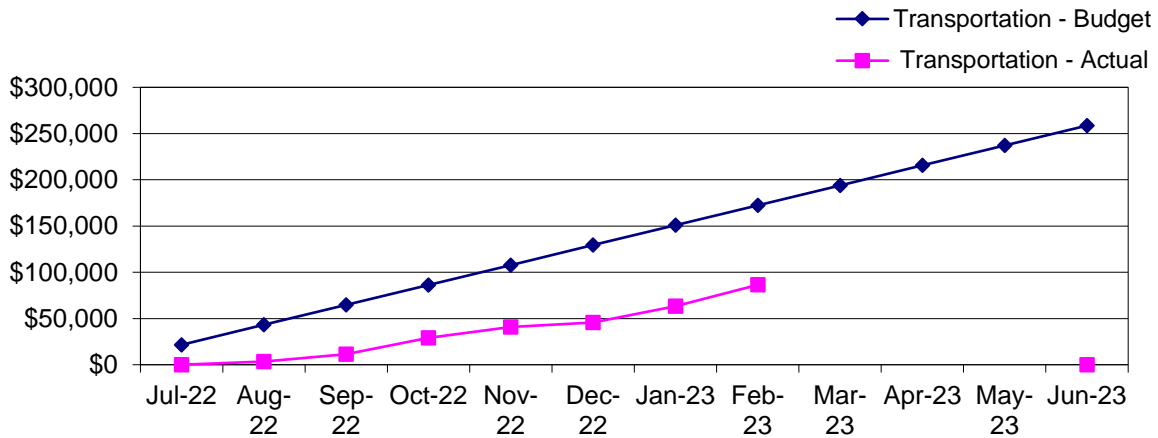
### FACILITY EXPENDITURES



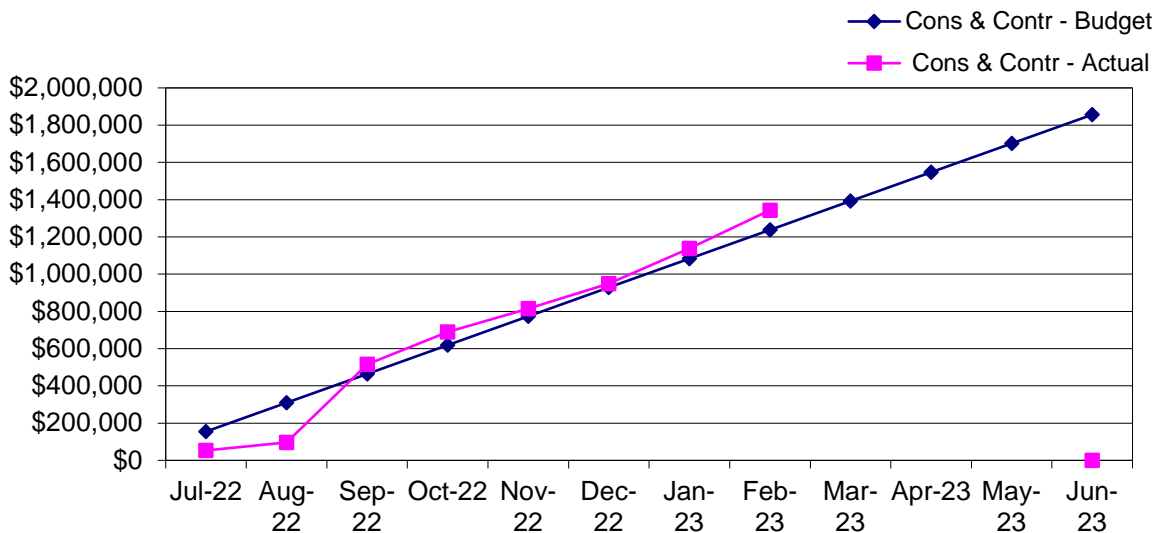
### EQUIPMENT & SUPPLIES EXPENDITURES



### TRANSPORTATION EXPENDITURES

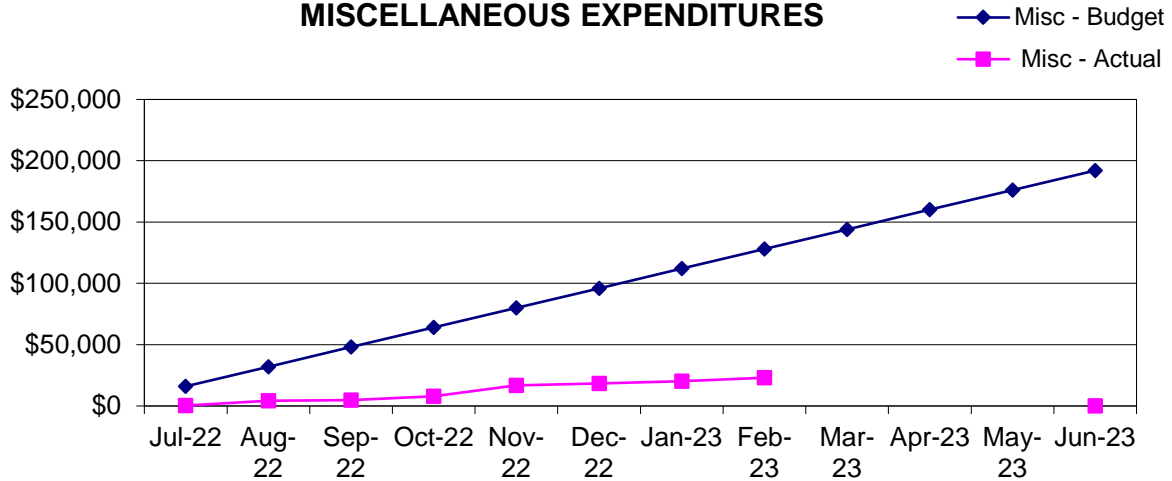


### CONSULTANT & CONTRACTUAL EXPENDITURES

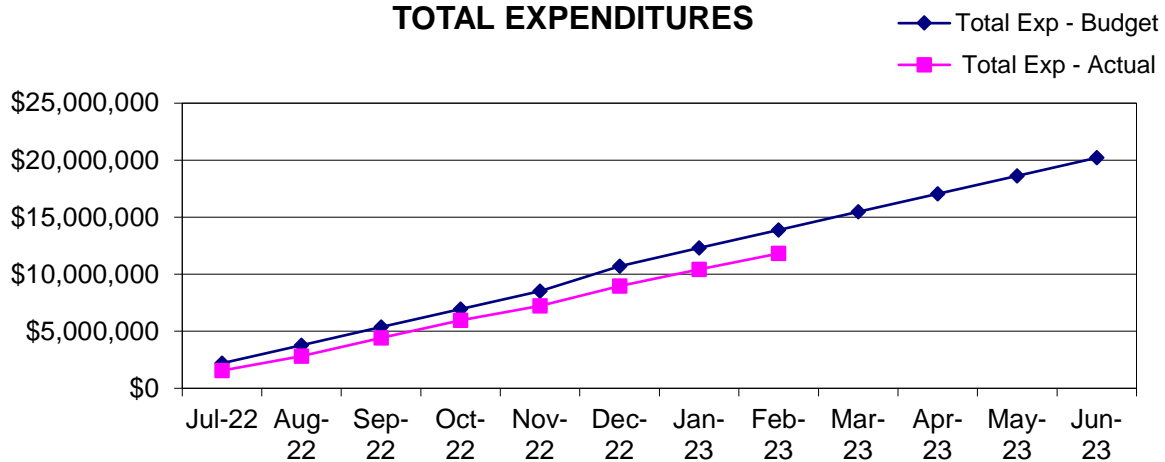


**YEAR TO DATE EXPENDITURES**  
as of  
**02/28/23**

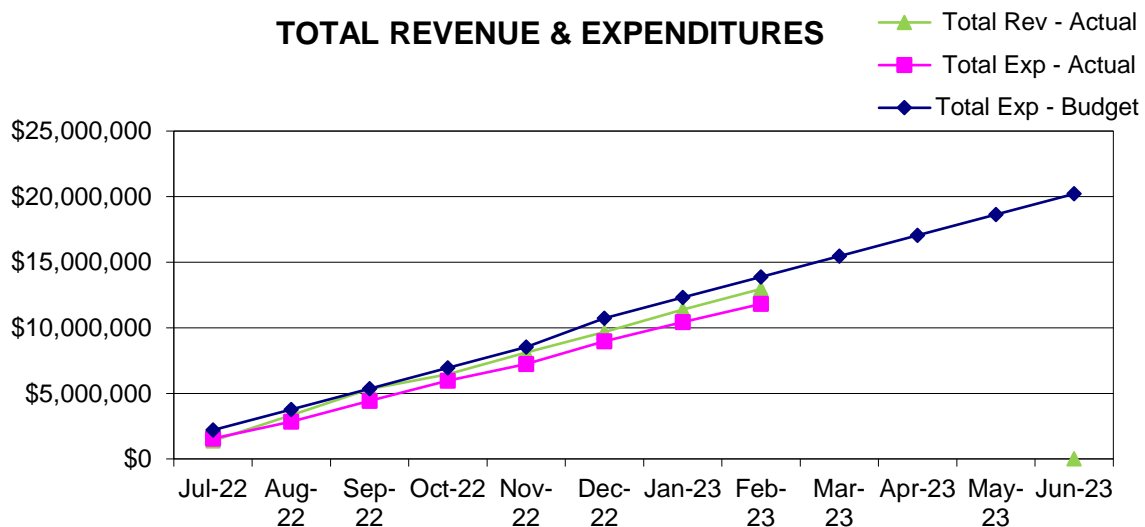
**MISCELLANEOUS EXPENDITURES**



**TOTAL EXPENDITURES**



**TOTAL REVENUE & EXPENDITURES**





## Meeting Minutes

Minutes of: Services and Evaluation Committee Date: March 22, 2023
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**Present:** John Collins, Steven Miller, Roy Witham, Dan Longo, Kyra, Cook, Linda Butler

**Absent:** Denise Kirschbaum

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1. Welcome and Call to Order  
The meeting was called to order at 4:09 pm
  2. Program Presentation
    - Rebecca Thornton and Kaitlyn Graham presented information regarding DD Case Management Services.
  3. Future Presentation Schedule
    - April – People’s Place
    - May – DD Group Home and DD Day Services
  4. Process for inviting full Board membership to Committee meetings for scheduled presentations – The Committee members request a meeting invite 10-14 days in advance of committee meeting with intention of responding and establishing a quorum will be in attendance and allowing invitation be extended to full membership of the Board 3-5 business days in advance of committee meeting.
  5. Adjournment  
The meeting was adjourned at 5:03 p.m.
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Submitted by: Linda Butler

### Next Meeting

Date: 04/26/2023

Time: 4:00pm

Location: 473 McLaw’s

Evaluation Services Committee  
CBH Service Provider Presentations

Purpose: To assist Board members in responding when asked how CBH services are benefitting the community

Date of Presentation: 3/22/23

Name of Service: DD Case Management

Nature & Scope of Service: Developmental Disability (DD) Case management is targeted to children and adults with developmental disabilities. Case management is a “medically necessary” service due to the serious impairments and functional limitations of the identified target populations. Essential to case management is assisting the individuals served with accessing supports and services necessary for meeting basic needs and facilitating community integration. It is recognized that recovery and person-centered planning are central to case management. Services and supports provided through case management are planned with the individual served in support of his/her person-centered plan. Working collaboratively with the individual and, to the degree possible, with their support system, case management seeks to support and promote positive community living. The service model combines advocacy, coordination, systems planning, monitoring, and various support functions to include supportive counseling, self-management education, crisis intervention, and family support.

Criteria	Self-Rating	Tangible (measured) Indicators	Intangible (qualitative) Indicators
1. How effective are your services at accomplishing their stated goals?	3	<p>DDCM currently serves 232 active cases. We are currently managing 274 Waiver Waitlist individuals. We have consistently billed all active cases and have made annual contacts with our Waiver Waitlist contacts throughout the pandemic until present day.</p> <p>Individuals receive much needed Waiver Services such as residential supports, day support, employment supports, crisis supports, therapeutic consultation and community engagement to name a few. These supports ensure that they reside safely and healthy in their community, build and strengthen independent living skills and find employment supports to be productive in the community.</p> <p>We support children that meet the Children in Need of Services (CHINS) for</p>	<p>DD Case Management undergoes many reviews and audits completed by CBH DBHDS, HSAG and Licensure. The following are audits we complete to ensure quality and effectiveness.</p> <ul style="list-style-type: none"> <li>- Waiver Waitlist Review (annual)</li> <li>- Support Coordinator Quality Reviews (2)</li> <li>- Support Coordinator Retrospective Review (annual)</li> <li>- SIS Verification Review (at least quarterly)</li> <li>- Licensing Audit</li> <li>- DMAS audit</li> <li>- HSAG (at least 2)</li> <li>- CBH QA review (annual)</li> <li>- Quality Improvement Data Review (quarterly)</li> <li>- Monthly Management Review</li> </ul>



		<p>FAPT services. These children are at risk of out of home placement. We currently serve 5 children, and they are currently in residential treatment facilities placed throughout the state. We complete face to face visits with them monthly and attend and advocate monthly at FAPT meetings held at the local DSS.</p> <p>Case Management also supports individuals with independent living in the community via the set aside Housing Voucher for the Settlement Agreement population. DDCM has helped 23 individuals lease their own apartment.</p>	<p>DBHDS has put into practice several tools and assessments to ensure that all risk and needs are covered in plan, individuals have their Human and HCBS rights, are as integrated into the community as they want to be and have choice of services/providers. These forms include the Onsite Visit Tool, Risk Awareness Tool and RST referral and Virginia Informed Choice form. These tools are frequently audited to ensure that they are used on every occasion necessary and that they are used appropriately and effectively.</p>
2. How efficient are your services (cost relative to scope of services provided)?	3	<p>DDCM is a Medicaid Service. If our individuals have Medicaid, then there is a monthly rate that is charged to Medicaid. We currently only have three out of the 232 individuals we serve in active CM that do not have Medicaid and those individuals have a sliding scale monthly fee based on income.</p> <p>DD Case Management is currently short staffed and has been consistently short staffed. At this time, we are budgeted to have positions available for 2 Lead CMs, 8 CM IIs and 2 CM Is. We currently employ 2 Lead CM's, 6 CM IIs and 2 CM Is. We have one CM II starting on 4/3/23 and are interviewing the for the other position. Being short staffed creates larger than normal caseload sizes. But throughout short-staffing, individual/guardian satisfaction remains high, and all CM services have been billed.</p>	<p>In 2016 the Waiver redesigned occurred which created a structure of three different waivers that provide different funding. These Waivers, Community Living, Family and Individual Supports and Building Independence are now available to ID and DD individuals. This allowed for more Waivers to be given out yearly.</p>

		Due to receiving approximately 20 waiver slots per year, DDCM is a fast-growing program.	
3. How relevant are your services (nature of services relative to current need)?	3	<p>Case Management is relative as it is meeting the need of linking the ID/DD population to providers that can help them meet their goals and outcomes.</p> <p>The individual along with a support team to include Case Manager, Substitute Decision Maker, Family, Friends, and Providers help the individual create a person-centered plan that is relevant to their life and their goals. Each plan is unique and is revised as goals/outcomes are met or new goals/outcomes are desired.</p> <p>Throughout the quarter via FTF visits and collateral contacts the CM assesses service and the plan to ensure that it remains relevant to the individual.</p>	<p>DDCM collaborates with other agencies and community partners and frequently receive referrals from the Arc of Greater Williamsburg, DARS, New Horizons and 3E Restoration.</p> <p>DDCM Coordinator and Manager have spoken at Transition Tuesdays for the York and James City County school systems to support and educate families and individuals as they age out of IDEA services.</p> <p>DDCM Coordinator has given an information session for CPMT committee regarding Waiver</p>
4. How sufficient are your services (scope of services relative to current demand)?	3	<p>Case Management services are sufficient to the individual. An intake occurs and assessments occur to determine need and goals. The case manager will then link the individual to needed services and providers and then monitor those services to ensure satisfaction and progress.</p> <p>Where this can fall short is on the provider side. Providers are often short staffed since the COVID-19 pandemic which can affect 1:1 ratio service such as community coaching or residential/day services for individuals needing extensive support through a customized rate</p>	The General Assembly determines the number of Waivers each year that the state of VA will receive and then they are divided amongst the 40 CSBs depending on the size of that CSB's waitlist. When an individual receives a waiver, services should be initiated within 30 days of receiving and accepting that Waiver.

		<p>option. Lack of providers can also be hinderance. A lot of providers are in the Newport News/Hampton or Southside area which can be a barrier for personal attendants or in home support workers to come to the Williamsburg area. Supported Living Apartments are currently not in our area at this time, but options can be offered in Mechanicsville, Newport News and Norfolk. Case Management is good at problem solving these kinds of issues and working with the Community Resource Consultant through DBHDS to find services.</p>	
5. How satisfied are consumers of your services?	3	<p>Satisfaction Surveys are collected annual at annual meetings. Satisfaction is currently at 100% through this means of collection.</p> <p>Quarterly Reviews collect satisfaction of case management and provider satisfaction. If dissatisfaction is express with provider, then a team meeting is suggested or linkage to new providers occur.</p> <p>Individuals/Guardians are provided choice of Case Manager and Choice of Case Management provider to include CBH/MPNN CSB/HNN CSB/Henrico and DD cases are also provided a private provider Catholic Charities.</p>	<p>DBHDS has created the Virginia Informed Choice form. This form is reviewed at every annual meeting to ensure that choice was given to include choice of case management agency and choice of case manager. This form is also completed when any change in service/provider occurs.</p>
Self-Rating Codes : 3 = Highly; 2=Moderately; 1=Minimally			

Obstacles that threaten optimal service provision (continue on back as necessary):

# VIRGINIA DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

NEW	BUILDING INDEPENDENCE (BI) WAIVER	FAMILY & INDIVIDUAL SUPPORT (FIS) WAIVER	COMMUNITY LIVING (CL) WAIVER
FORMERLY:	DAY SUPPORT WAIVER	INDIVIDUAL & FAMILY DEVELOPMENT DISABILITIES SUPPORT WAIVER	INTELLECTUAL DISABILITY WAIVER
<b>TARGET POPULATION:</b>	<p>Adults and Children who have a diagnosis of a <b>Developmental Disability (DD)</b>, which means a severe, chronic disability of an individual that is:</p> <ul style="list-style-type: none"> <li>(i) is attributable to a mental or physical impairment, or a combination of mental and physical impairments, other than a sole diagnosis of mental illness;</li> <li>(ii) is manifested before the individual reaches 22 years of age;</li> <li>(iii) is likely to continue indefinitely;</li> <li>(iv) results in substantial functional limitations in <i>three or more</i> of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, or economic self-sufficiency;</li> <li>(v) reflects the individual's need for a combination and sequence of special interdisciplinary or generic services, individualized supports, or other forms of assistance that are lifelong or extended duration and are individually planned and coordinated and</li> <li>(vi) an individual from birth to age nine, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in clauses (i) through (v), if the individual without services and supports, has a high probability of meeting those criteria later in life.</li> </ul>		
<b>SCREENING:</b>	<p style="text-align: center;"><b>COLONIAL BEHAVIORAL HEALTH</b>  1657 Merrimac Trail  Williamsburg, VA 23185  <b>(757) 220-3200</b></p>		
<b>ELIGIBILITY RULES:</b>	<ul style="list-style-type: none"> <li>• <b>Diagnostic Eligibility:</b> A psychological or other evaluation that affirms that the individual meets the diagnostic criteria for developmental disability as defined in § 37.2-100 of the Code of Virginia.</li> <li>• <b>Functional Eligibility:</b> All individuals requesting/receiving any of the three Developmental Disability (DD) Waivers services must meet the required level-of-care determination through the VIDES (Virginia Individual Developmental Disabilities Eligibility Survey) appropriate to the individual according to his/her age. This assessment is completed when DD Waiver services are first requested and annually after enrollment into one of the DD Waivers.</li> <li>• <b>Financial Eligibility:</b> An Eligibility Worker from the local Department of Social Services determines an individual's financial eligibility for Medicaid. Some individuals who would not ordinarily qualify financially for Medicaid may be eligible by receipt of Waiver services.</li> </ul> <p><i><b>Note: You must be willing to accept services within 30 days. This means knowing what services you would like and being open to receiving them as soon as all of the paperwork is in place.</b></i></p> <p style="text-align: center;"><b>* Important *</b></p> <ul style="list-style-type: none"> <li>• Not everyone who requests a DD waiver will be found eligible.</li> <li>• Everyone found eligible is added to a waitlist.</li> <li>• A committee that decides who receives the waiver picks the person who has the greatest need for the DD Waiver services.</li> <li>• Some people wait for many years before they receive one of the Developmental Disability (DD) Waivers.</li> </ul>		

SERVICES	BUILDING INDEPENDENCE (BI) WAIVER	FAMILY & INDIVIDUAL SUPPORT (FIS) WAIVER	COMMUNITY LIVING (CL) WAIVER
<b>Employment and Day Options</b>			
Individual Supported Employment	X	X	X
Group Supported Employment	X	X	X
Workplace Assistance		X	X
Community Engagement	X	X	X
Community Coaching	X	X	X
Group Day	X	X	X
<b>Crisis Support Options</b>			
Center-based crisis supports	X	X	X
Community-based crisis supports	X	X	X
Crisis support services	X	X	X
<b>Additional Options</b>			
Assistive technology	X	X	X
Benefits Planning	X	X	X
Community Guide	X	X	X
Electronic Home-Based Services	X	X	X
Individual and Family/Caregiver Training		X	
Environmental modifications	X	X	X
Non-Medical Transport:	X	X	X
Transition services	X	X	X
<b>Residential Options</b>			
Independent Living Supports	X		
Shared Living	X	X	X
In-Home Supports		X	X
Supported Living		X	X
Group Home Residential			X
Sponsored Residential			X
<b>Self-Directed and Agency-Directed Options</b>			
Consumer-Directed Services Facilitation		X	X
Companion		X	X
Personal Assistance Services		X	X
Respite		X	X
<b>Medical and Behavioral Support Options</b>			
Private Duty Nursing		X	X
Skilled Nursing		X	X
Therapeutic Consultation		X	X
Personal Emergency Response System	X	X	X



## Meeting Minutes

Minutes of : Executive Committee Date: 4/18/2023
---

Present: Dr. Alfred Brassel, Ryan Ashe, John Collins, Wendy Evans, Sheri Newcomb

Staff Present: David Coe, Kyra Cook, Nancy Parsons, Chaenn Thomas, and Ashleigh Cooke

Absent: Hazel Braxton

---

1. Call to Order

- The meeting was called to order at 4:26 p.m. by Dr. Brassel.

2. Old Business

- CCBHC Update:
  - We expect to submit our proposal to SAMHSA in the next two weeks. The notice of disposition will be issued in August 2023.
  - Proposal includes the development of a mobile crisis team.
- Integrated Care Update:
  - Mr. Coe and Ms. Cook are meeting with Olde Towne Medical and Dental to start developing a common understanding and framework for integrated care in the hopes that Olde Towne will want to partner.
- Eastern State Property Update:
  - CIP budget under development (includes Space Needs Analysis (\$80,000 estimate) and site works costs, if any, TBD).
  - RFP for space needs analysis is under development; please note that the analysis will be inclusive of Olde Towne Medical Center.
  - Mr. Coe and Ms. Cook have met with James City County Community Development; no new developments at this time.

3. Conclusions, Recommendations, Actions

- The committee recommends that we move forward with hosting a Board of Directors Planning Day on August 25, 2023. Location to be determined.

4. Adjournment

- Dr. Brassel motioned to adjourn the meeting at 5:10 p.m.; Mr. Ashe seconded the motion.
- 

Submitted by: Ashleigh Cooke

### Next Meeting

Date: May 16, 2023

Time: 4:00 p.m.

Location: 473 McLaws Circle, Williamsburg, VA 23185



## Meeting Minutes

Minutes of : Administration Committee Date: 4/18/2023
--

Present: Dr. Alfred Brassel, Ryan Ashe, John Collins, Wendy Evans, and Sheri Newcomb

Staff Present: David Coe, Kyra Cook, Nancy Parsons, Chaenn Thomas, and Ashleigh Cooke

Absent: Hazel Braxton

---

1. Call to Order

- The meeting was called to order at 3:59 p.m. by Dr. Brassel.

2. Financial Report:

- YTD Revenues and Expenditures as of 3/31/2023 reviewed by Ms. Parsons.

3. FY 2024 Proposed Budget:

- Ms. Parsons presented the proposed budget for FY 2024; it is to be noted that once the General Assembly finalizes their budget, we will present a revised budget.

4. Recruitment Update:

- Ms. Chaenn Thomas presented the recruitment overview, reporting there are 23 Vacancies as of 4/17/2023.

5. Conclusions, Recommendations, Actions

- Dr. Brassel motioned to advance the proposed budget to present to the Board of Directors. Ms. Evans seconded the motion.
- Dr. Brassel motioned to use up to \$80,000 from the designated fund balance to undertake a space needs study for a potential new building for CBH ; Ms. Evans seconded the motion.

6. Adjournment

- Dr. Brassel motioned to adjourn the meeting at 4:25 p.m.; Ms. Newcomb seconded the motion.
- 

Submitted by: Ashleigh Cooke

### Next Meeting

Date: May 16, 2023

Time: 4:00 p.m.

Location: 473 McLaws Circle, Williamsburg, VA 23185



**YEAR TO DATE REVENUES AND EXPENDITURES**  
as of  
**March 31, 2022**

**REVENUE**

CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 8,869,900	\$ 7,141,702	\$ 6,652,425	107%	\$ 489,277
Local	\$ 3,527,000	2,644,344	2,645,250	100%	\$ (906)
Fees	\$ 6,567,737	3,950,553	4,925,803	80%	\$ (975,250)
Grants/Other	\$ 1,247,363	703,336	935,522	75%	\$ (232,187)
Total Revenue	\$ 20,212,000	\$ 14,439,935	\$ 15,159,000	95%	\$ (719,065)

**FY23 EXPENDITURES**

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 15,946,183	\$ 10,124,018	\$ 12,266,295	83%	\$ 2,142,276
Staff Development	\$ 69,561	52,408	52,171	100%	(237)
Facility	\$ 1,068,026	620,441	801,020	77%	180,579
Equipment and Supplies	\$ 821,421	592,184	616,066	96%	23,882
Transportation	\$ 258,617	95,287	193,963	49%	98,676
Consultant and Contractual	\$ 1,856,155	1,553,191	1,392,116	112%	(161,075)
Miscellaneous	\$ 192,037	24,170	144,028	17%	119,857
Total Expenditures	\$ 20,212,000	\$ 13,061,699	\$ 15,465,657	84%	\$ 2,403,958

**CARRY FORWARD EXPENDITURES**

CATEGORY	EXPENDED YTD
Personnel	\$ 546,823
Staff Development	\$ 50,803
Facility	\$ 443
Equipment and Supplies	\$ 91,439
Transportation	\$ 5,204
Consultant and Contractual	\$ 94,139
Miscellaneous	\$ -
Total Expenditures	\$ 788,849

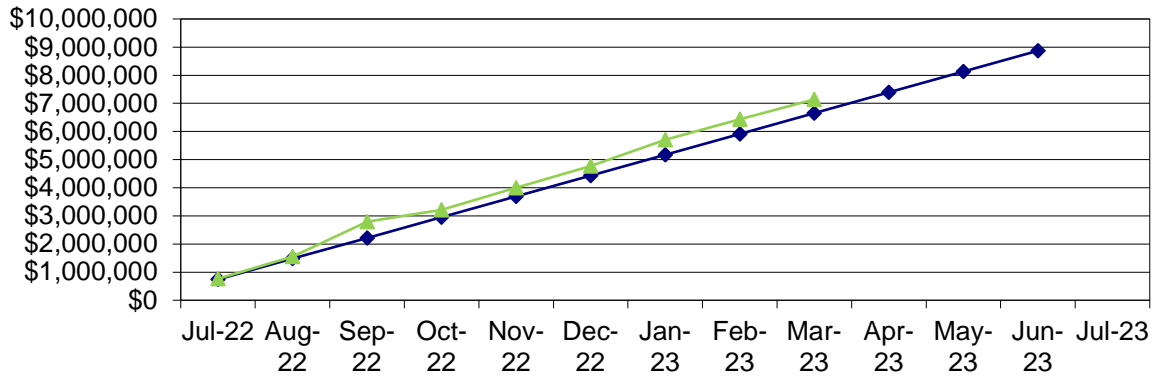
CARRYFORWARD BALANCE  
\$ 345,578.48

Operating Margin	\$ -	\$ 589,387	\$ (306,657)	4%
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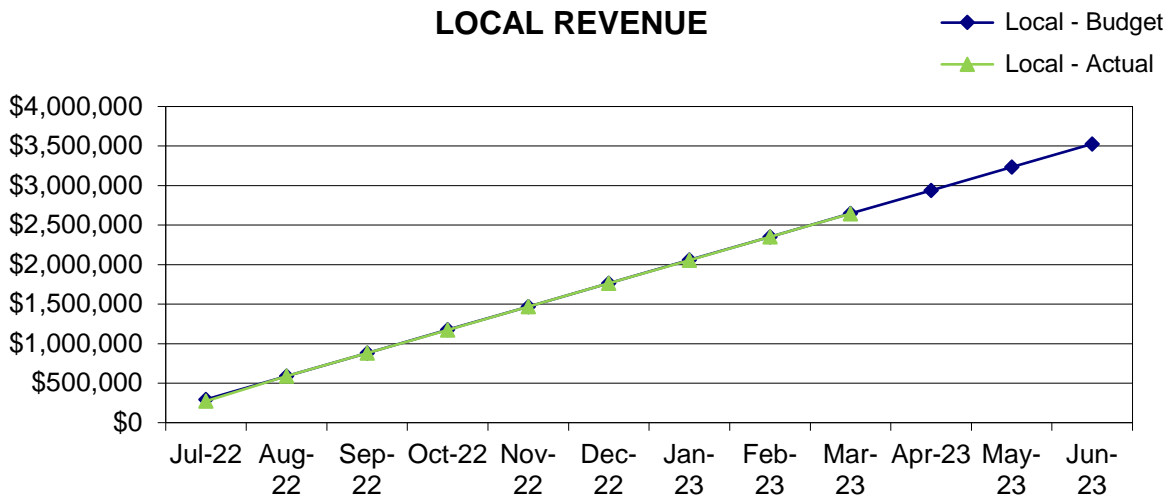
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.



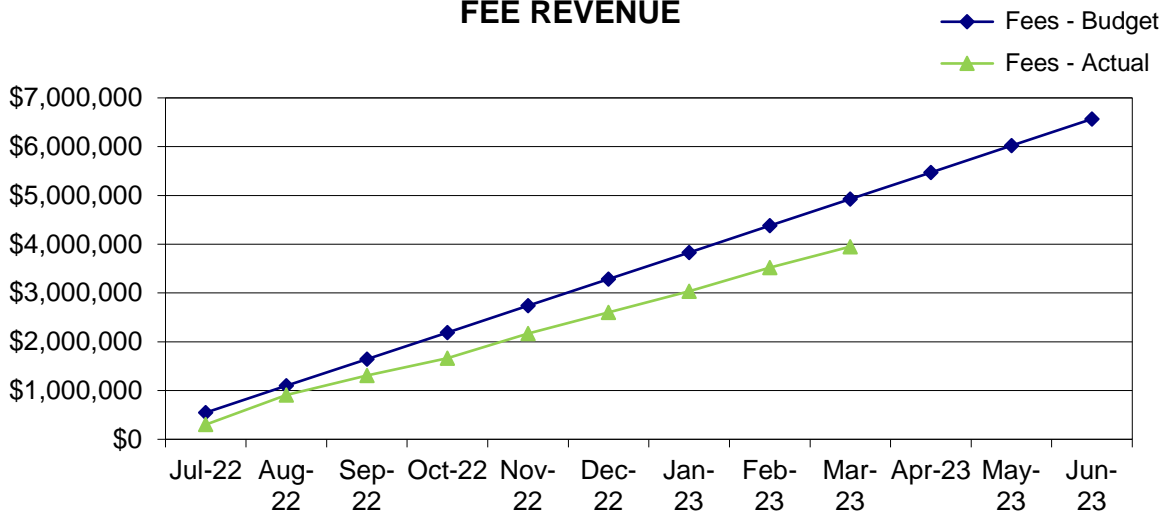
### STATE REVENUE



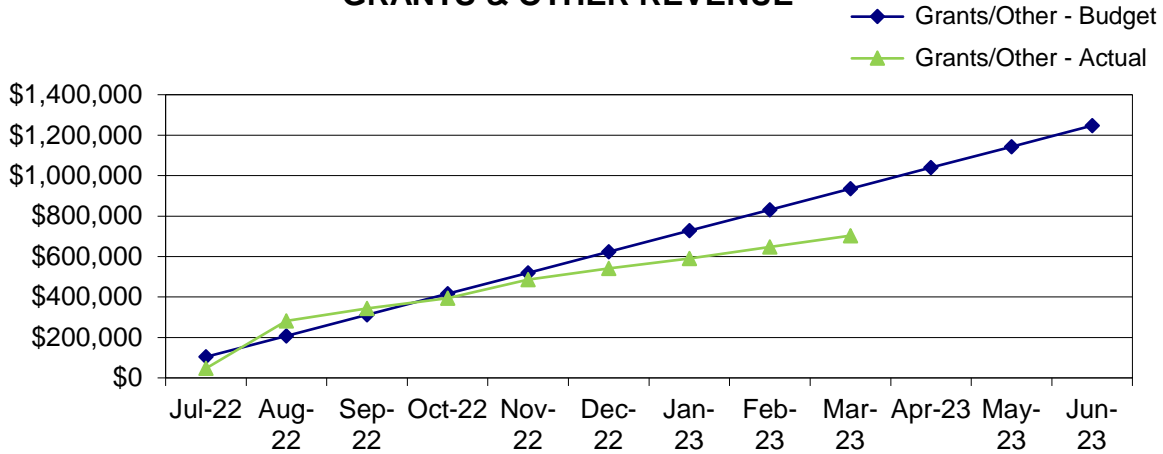
### LOCAL REVENUE



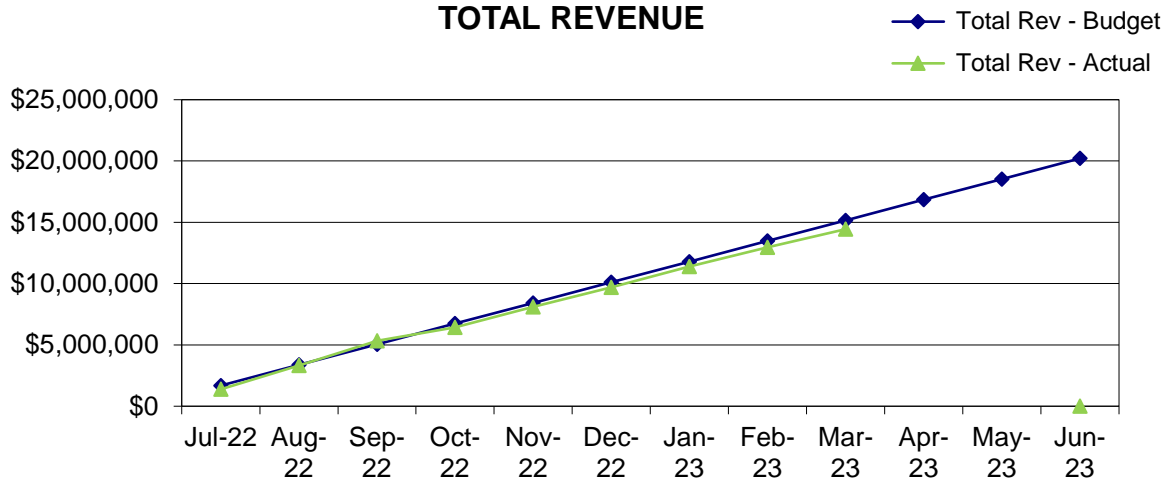
### FEE REVENUE



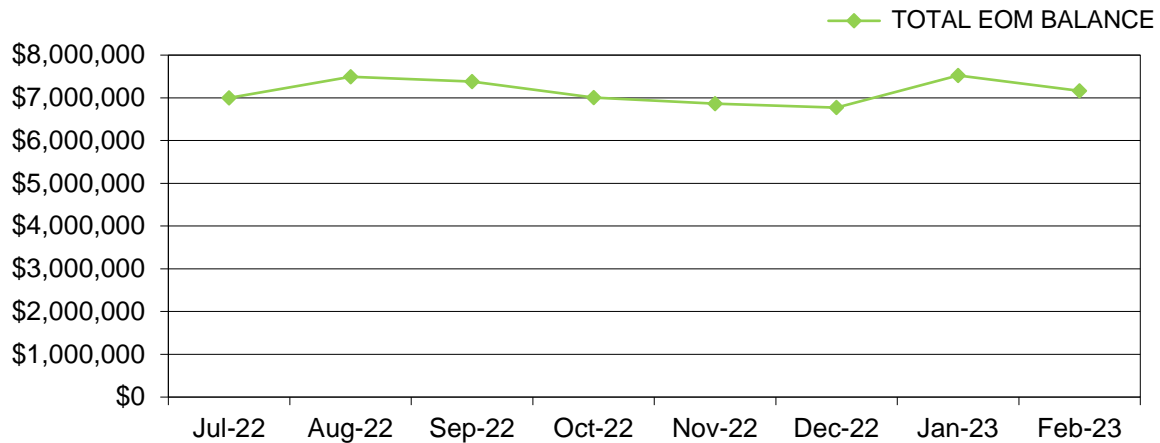
### GRANTS & OTHER REVENUE



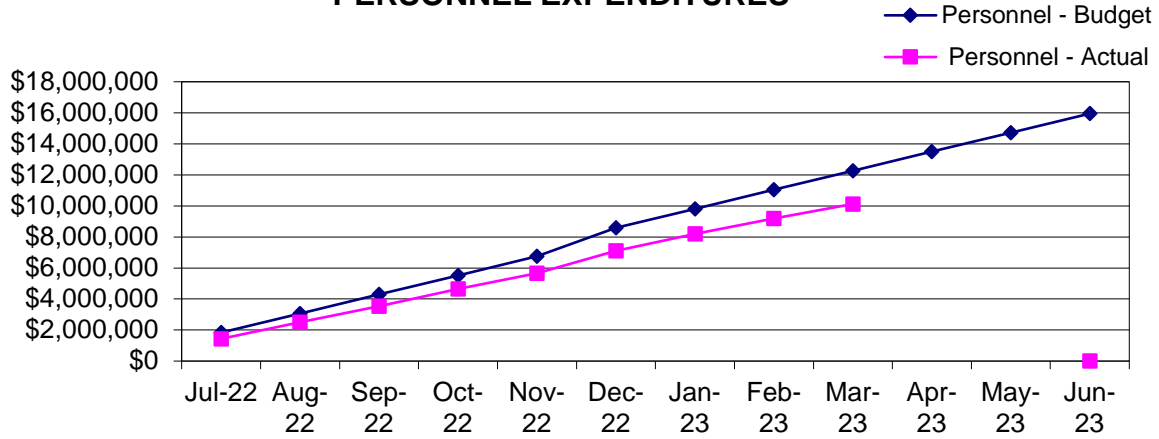
### TOTAL REVENUE



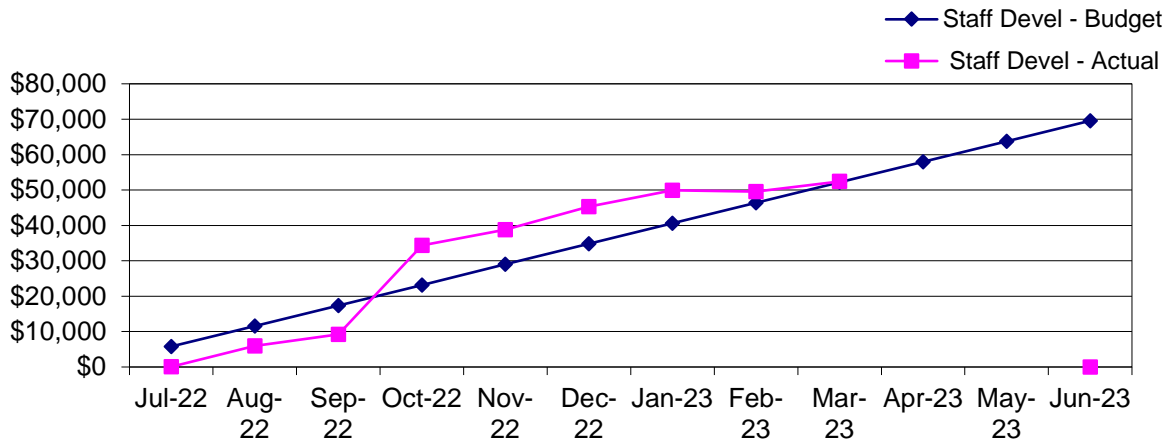
### CASH & INVESTMENTS BALANCE



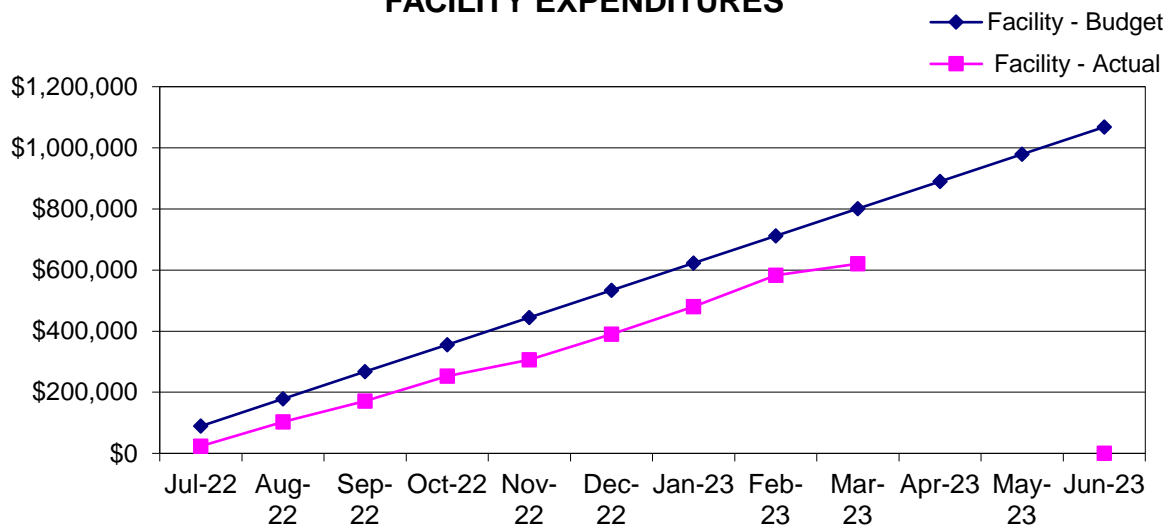
### PERSONNEL EXPENDITURES



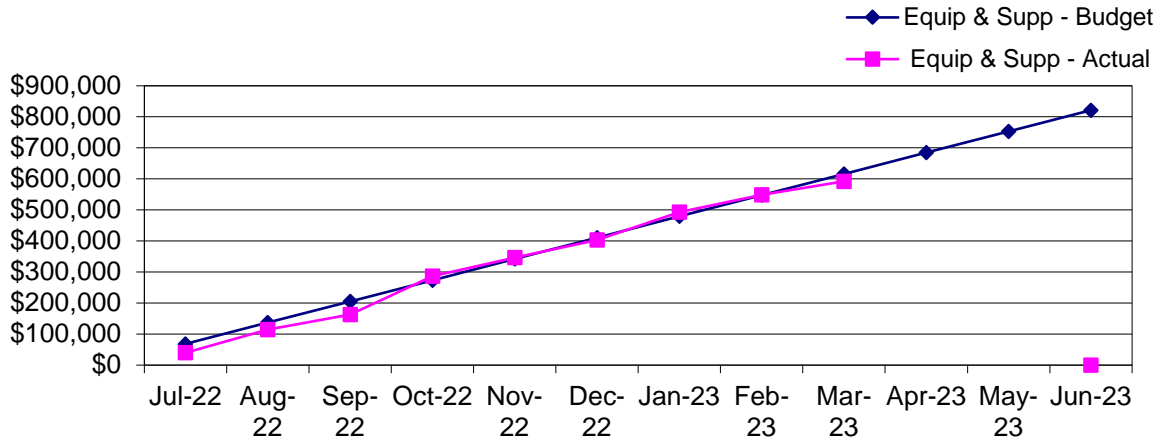
### STAFF DEVELOPMENT EXPENDITURES



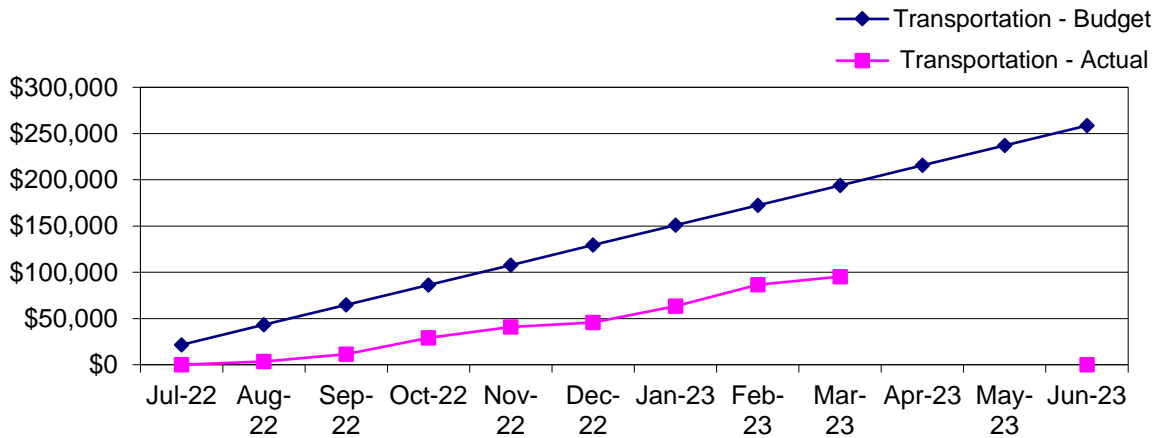
### FACILITY EXPENDITURES



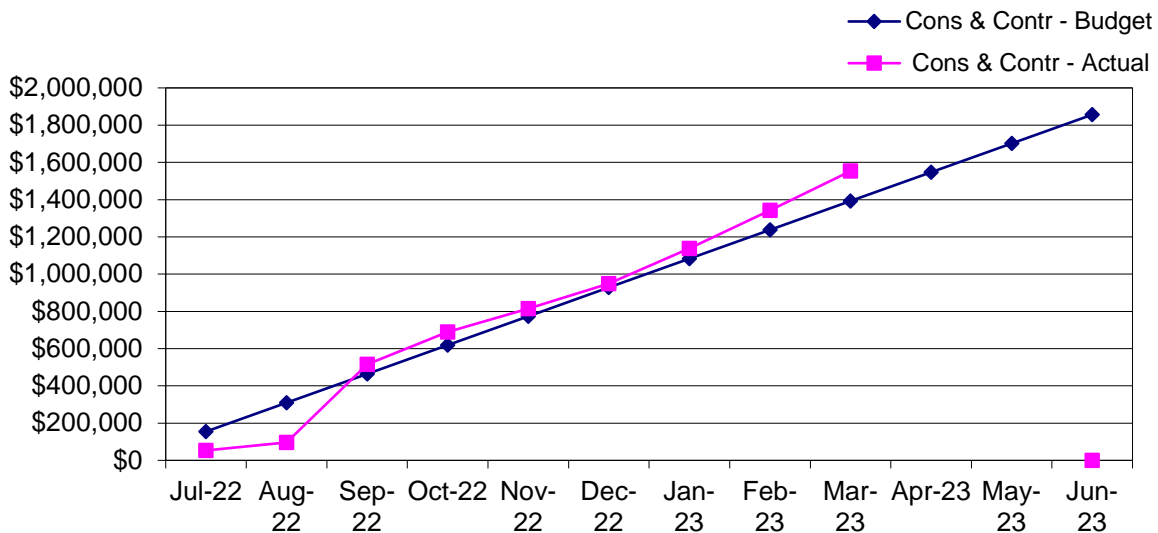
### EQUIPMENT & SUPPLIES EXPENDITURES



### TRANSPORTATION EXPENDITURES

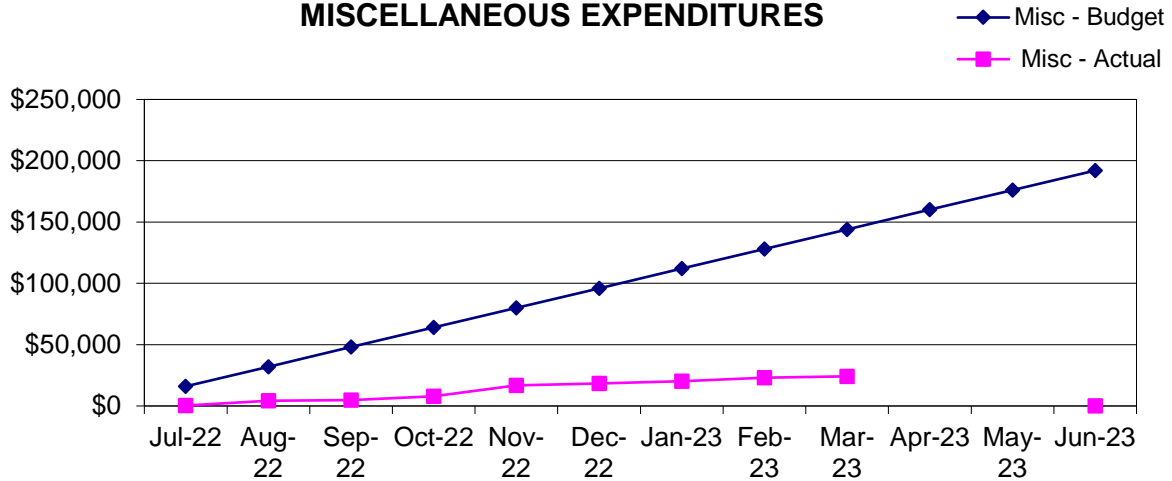


### CONSULTANT & CONTRACTUAL EXPENDITURES

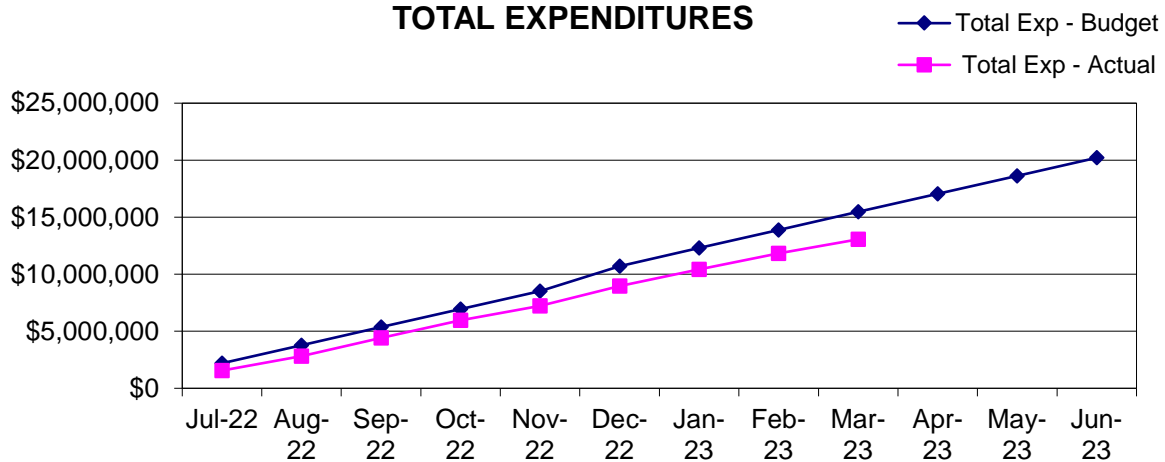


**YEAR TO DATE EXPENDITURES**  
as of  
**03/31/22**

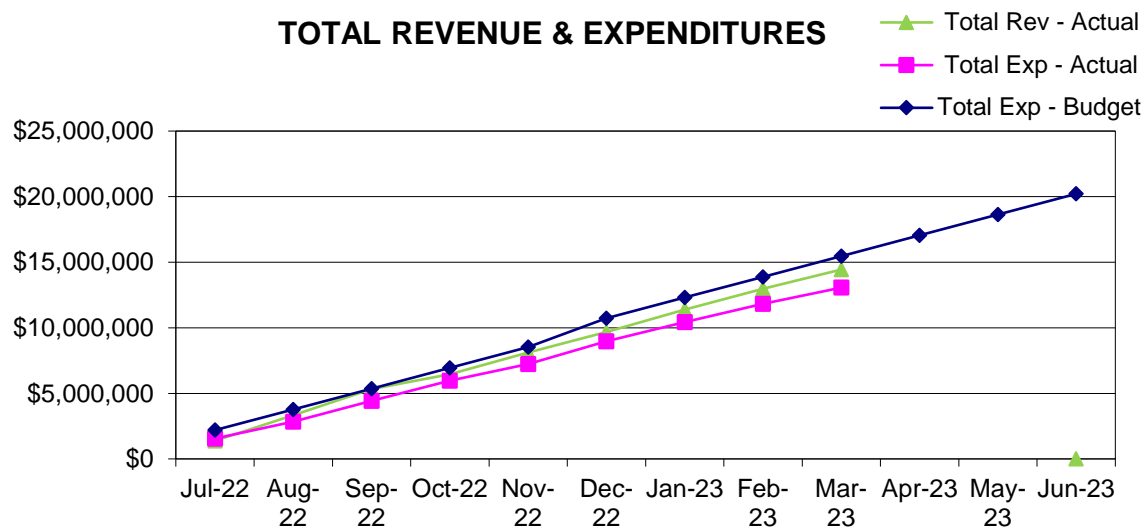
**MISCELLANEOUS EXPENDITURES**



**TOTAL EXPENDITURES**



**TOTAL REVENUE & EXPENDITURES**



## Recruiting Overview

Positions Vacant	Number of Vacancies	Positions Filled	External/Internal	Current Vacancies As of 04/24/23
AOP Coordinator	1	0		1
Case Manager II - DD	2	2	2 External	0
Central Access Coordinator	1			1
Children's Clinical Manager	1			1
Crisis Counselor- PRN	PRN Pool	2	2 External	Multiple
Direct Support Professional (DSP/CSA I)-DD Day Support	1			1
Direct Support Professional I (DSP/CSA I) Res. Svcs. (Part-time)	1			1
EHR Application Specialist	1			1
Emergency Services Coordinator	1			1
Emergency Services-Specialist	2	1	External	1
Health Information Technician	1	1	External	0
Human Resources Specialist	1			1
Information Systems Business Analyst	1			1
Information Technology Manager	1	1	External	0
Licensed Eligible Therapist - Child & Adolescent Svcs.	2			2

Positions Vacant	Number of Vacancies	Positions Filled	External/Internal	Current Vacancies As of 04/24/23
Licensed Therapist- Adult Outpatient	2			2
Licensed Eligible Therapist- Central Access	1			1
Licensed Therapist – GWCAC	1			1
Nurse III-LPN DD Svcs.	1			1
Peer Specialist- Intern	PRN Pool			Multiple
Peer Support Specialist- Relief	PRN Pool			Multiple
NP/MD- Medical - PRN	1			1
Psychiatrist- PRN	1			1
Psychosocial Services Specialist	2			2
Registered Nurse- ACT	1	1	External	0
Team Lead-DD Res. Svcs.	2	1	External	1
<b>TOTALS</b>	<b>29</b>	<b>7FT/2PRN</b>		<b>22</b>



## Meeting Minutes

Minutes of: Public Awareness Committee Date: April 19, 2023
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Present: Rey Carpio, Dr. Dawn Ide, Donyale Wells, Erin Otis, Kristen Nelson, David Coe, Marsha Obremski, Leigh Carroll-Stump

Absent: None

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1. Call to Order

The meeting was called to order at 3:30 p.m. with Rey Carpio, Dr. Dawn Ide, Erin Otis, Kristen Nelson and Donyale Wells present. The meeting was held at the York-Poquoson office.

2. New Business

*CBH Current Services Video*

Ms. Carroll-Stump shared the CBH Current Video with the committee which will be utilized for recruitment and hiring and new employee orientation.

3. *Candidates Forum*

Mr. Coe shared the idea of hosting a Candidate Forum in late summer/early fall to meet candidates who will be running for the open seats in the upcoming election. The forum will be open to the public with the focus on behavioral health and developmental disability issues. Discussion.

4. Old Business

*Awareness and Engagement Efforts*

Ms. Obremski informed the committee of the results of the data collection efforts on how individuals hear about CBH services. Discussion.

5. Ms. Carroll-Stump updated the committee on recent awareness efforts to include WATA interior bus ads (988 Suicide & Crisis Lifeline and Problem Gambling) that were installed on 20 WATA buses on April 15, and the Lock & Talk pizza box campaign (988/CBH/Lock & Talk logos), in which 6,000 boxes will be disseminated via five locality restaurants throughout the month of May – Mental Health Awareness Month. Discussion.

6. Conclusions, Recommendations, Actions

None.

7. Adjournment

The meeting was adjourned at 5:00 p.m.

Submitted by: Leigh Carroll-Stump

### Next Meeting

Date: May 17, 2023

Time: 3:30 p.m.

Location: York-Poquoson Office

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## Colonial Behavioral Health

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

### **FY 2024 BOARD PLANNING DAY** **ANNOUNCEMENT**

**The CBH Board Executive Committee has selected Friday, August 25, 2023,** as the date for our Annual Planning Day. This meeting usually takes most of a full day and includes a light breakfast and lunch (and snacks!).

Due to the proximity of that date to Labor Day, this meeting will include a scheduled regular Board meeting that will be advertised as required. That meeting will preclude the need for a September meeting.

The location is yet to be determined but will be announced in advance of the meeting date.

## **CBH NOMINATING COMMITTEE**

### **PROPOSED SLATE OF OFFICERS**

**CBH Board of Directors**

**Fiscal Year 2024**

Presented by the Nominating Committee for consideration by the CBH Board:

CHAIR:	Sheri Newcomb	(YC)
VICE CHAIR	Ryan Ashe	(JCC)
SECRETARY	Hazel Braxton	(WB)
TREASURER	John Collins	(YC)
MEMBER AT-LARGE	Erin Otis	(JCC)

Officer elections will be held at the June Board meeting per CBH Bylaws.

## Action Item A-1

### Adoption of CBH Fiscal Year 2024 Operating Budget

#### Background:

This proposed budget reflects planned revenues and expenditures based on what we know for Fiscal Year 2024. There are several outstanding questions remaining to be resolved given the delay in passing the State Budget; those questions primarily relate to targeted funding for CSB workforce, support for a Crisis Receiving Center (CRC), and to support for DD waiver services and STEP VA initiatives. Therefore, we fully anticipate the need to return to the Board for a budget revision during the summer of 2023. In the meantime, approval of a budget is necessary to authorize expenses for FY 2023 operations.

This proposed budget's effective dates are July 1, 2023, through June 30, 2024 (or until amended by the CBH Board).

Highlights of this OPERATING BUDGET primarily consist of:

- The lack of an approved state budget and subsequent dispersal of funds by DBHDS has resulted in major gaps in our budget.
  - No ability to project a staff salary increase level. *We will then be able to add salary increases to amended budget for presentation to the Board as soon as practicable afterwards.*
  - No resolution on funds necessary to develop a CRC.
  - No resolution on billing rates for Medicaid MH, SUD and/or DD waiver services.
  - No resolution on new funds to support other mandated CSB services under STEP VA.
- Removal of funds used to support a 27<sup>th</sup> pay period during FY 2023.
- Inclusion of FY23 and FY24 funds to support Permanent Supportive Housing (PSH).
- Increased local funding level.
- Additional changes in staffing reflecting operational changes made during FY 23 and carrying over to FY 24.

#### CAPITAL IMPROVEMENT PLAN (CIP)

While this CIP may be amended later in the year, only one item is included at this time. That item is to support facility planning efforts related to the surplus property at Eastern State.

#### **Motion from Administration Committee:**

That the proposed Interim Colonial Behavioral Health FY 2024 Operating Budget and Capital Improvement Plan be approved.

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# **COLONIAL BEHAVIORAL HEALTH**

## **PROPOSED BUDGET**

### **FISCAL YEAR 2024**

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## FISCAL YEAR 2024 PROPOSED BUDGET -

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LOCAL TAX ALLOCATION .....	6
FULL TIME EQUIVALENT POSITIONS .....	7
CAPITAL IMPROVEMENT PLAN .....	8

# COLONIAL BEHAVIORAL HEALTH FISCAL YEAR 2024 PROPOSED BUDGET EXECUTIVE SUMMARY

## Revenue – \$ 21,667,975

### Budgeted State & Federal Revenues - \$ 10,977,955; Increase of \$ 2,176,000 / 24.7 %

- ♦ Permanent Supported Housing - \$900,000
- ♦ STEP VA - \$292,000
- ♦ Anticipated State share of salary increase -\$237,000
- ♦ Part C - \$233,000
- ♦ State General Fund - \$188,000
- ♦ CITAC – increased hours not finalized in last year's budget \$155,000
- ♦ Prevention (including new gambling and marijuana prevention funds) - \$121,000
- ♦ Other Net – \$50,000

### Budgeted Local Tax Revenues - \$ 3,793,000; Increase of \$ 266,000 / 7.5 %

- ♦ James City County - \$ 2,237,000; Increase of \$157,000 / 7.5%
- ♦ York County - \$ 1,095,000; Increase of \$ 97,000 / 9.7%
- ♦ Williamsburg - \$ 271,000; Increase of \$ 12,000 / 4.6%
- ♦ Poquoson - \$190,000; No increase

### Budgeted Fee Revenues - \$ 6,129,885 ; Decrease of \$ 438,000 / 6.7 %

- ♦ DD Residential – (\$369,000); closure of one group home
- ♦ Other Net – (\$69,000); reflects difficulty hiring licensed staff

### Budgeted Miscellaneous Revenues - \$ 767,135 ; Decrease of \$ 548,000 / 41.7 %

- ♦ 27<sup>th</sup> payroll from reserves in FY23
- ♦ Withdrawal from Chronic Care Collaborative

## Total Revenue Increase – \$ 1,455,975 / 7.2 %

# COLONIAL BEHAVIORAL HEALTH FISCAL YEAR 2024 PROPOSED BUDGET

## EXECUTIVE SUMMARY

### Expenditures - \$ 21,667,975

#### Budgeted Personnel Expenditures - \$ 16,409,298; Increase of \$ 488,115 / 3.1 %

- ♦ General Compensation increase - \$ 628,288
- ♦ Position Changes, net – (\$140,000)

#### Budgeted Operating Expenditures - \$ 5,258,677 Increase of \$ 967,860 / 22.6 %

- ♦ Permanent Supported Housing related costs - \$621,000
- ♦ Part C - \$231,000
- ♦ Replacement of laptops - \$100,000
- ♦ Net miscellaneous – \$15,860

### Total Expenditure Increase – \$1,455,975 / 7.2 %

**COLONIAL BEHAVIORAL HEALTH**  
**FY 2024**  
**PROPOSED BUDGET**

3

REVENUE CATEGORY	FY 2022 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2023	PROPOSED FY 2024	\$	%
STATE / FED	\$ 9,730,344	\$ 8,802,166	\$ 10,977,955	\$ 2,175,789	24.7%
LOCAL	\$ 3,289,000	\$ 3,527,000	\$ 3,793,000	\$ 266,000	7.5%
FEES	\$ 4,875,324	\$ 6,567,738	\$ 6,129,885	\$ (437,853)	(6.7%)
MISCELLANEOUS	\$ 985,443	\$ 1,315,096	\$ 767,135	\$ (547,961)	(41.7%)
<b>TOTAL REVENUE</b>	<b>\$ 18,880,111</b>	<b>\$ 20,212,000</b>	<b>\$ 21,667,975</b>	<b>\$ 1,455,975</b>	<b>7.2%</b>

EXPENDITURE CATEGORY	FY 2022 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2023	PROPOSED FY 2024	\$	%
PERSONNEL	\$ 13,566,944	\$ 15,921,183	\$ 16,409,298	\$ 488,115	3.1%
OPERATING	3,912,239	4,290,817	5,258,677	\$ 967,860	22.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,479,184</b>	<b>\$ 20,212,000</b>	<b>\$ 21,667,975</b>	<b>\$ 1,455,975</b>	<b>7.2%</b>



# COLONIAL BEHAVIORAL HEALTH

4

## FY 2024 PROPOSED BUDGET

### FEE REVENUE DETAIL

PROGRAM	FY 2022 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2023	PROPOSED FY 2024	\$	%
COMMUNITY SUPPORT SERVICES	1,344,928	456,538	470,000	\$ 13,462	2.9%
MH DAY SUPPORT SERVICES	127,013	416,804	283,006	\$ (133,798)	(32.1%)
ID DAY SUPPORT SERVICES	388,810	750,608	705,950	\$ (44,658)	(5.9%)
DD CASE MANAGEMENT		794,926	1,048,000	\$ 253,074	31.8%
ID RESIDENTIAL SERVICES	836,952	1,536,991	1,167,320	\$ (369,671)	(24.1%)
MH SKILL-BUILDING SERVICES	186,310	-		\$ -	0.0%
EMERGENCY SERVICES	32,937	70,207	32,937	\$ (37,270)	(53.1%)
ADULT OUTPATIENT SERVICES	253,181	904,234	843,967	\$ (60,268)	(6.7%)
MEDICAL SERVICES	277,855	305,426	277,953	\$ (27,473)	(9.0%)
PACT	576,585	455,013	450,000	\$ (5,013)	(1.1%)
CHILDREN'S SERVICES	850,753	876,989	850,752	\$ (26,237)	(3.0%)
<b>TOTAL FEE REVENUE</b>	<b>\$ 4,875,324</b>	<b>\$ 6,567,738</b>	<b>\$ 6,129,885</b>	<b>\$ (437,853)</b>	<b>(6.7%)</b>

**COLONIAL BEHAVIORAL HEALTH  
FY 2024  
PROPOSED BUDGET**

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**EXPENDITURE DETAIL**

PROGRAM	FY 2022 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2023	PROPOSED FY 2024	\$	%
COMMUNITY SUPPORT SERVICES	2,120,603	1,162,054	985,854	\$ (176,200)	(15.2%)
MH DAY SUPPORT SERVICES	414,295	1,027,803	862,258	\$ (165,545)	(16.1%)
ID DAY SUPPORT SERVICES	972,221	1,381,212	1,509,699	\$ 128,488	9.3%
PERMANENT SUPPORTED HOUSING			1,203,715	\$ 1,203,715	-
DD CASE MANAGEMENT		1,294,041	1,464,938	\$ 170,897	13.2%
ID RESIDENTIAL SERVICES	1,762,464	2,197,221	1,632,648	\$ (564,573)	(25.7%)
MH SKILL-BUILDING SERVICES	313,278			\$ -	-
EMERGENCY SERVICES	2,108,308	2,030,010	2,443,878	\$ 413,868	20.4%
ADULT OUTPATIENT SERVICES	1,979,185	2,442,486	2,675,814	\$ 233,328	9.6%
MEDICAL SERVICES	1,573,234	1,544,634	1,496,715	\$ (47,919)	(3.1%)
PACT	1,373,596	1,427,708	1,556,658	\$ 128,951	9.0%
CHILDREN'S SERVICES	2,123,835	2,489,386	2,152,268	\$ (337,118)	(13.5%)
ID INFANT SERVICES	1,126,476	1,089,165	1,308,359	\$ 219,194	20.1%
LEADERSHIP	1,511,689	1,467,457	1,646,882	\$ 179,425	12.2%
TRANSFER TO CIP	-			\$ -	-
POSITION RECRUITMENT & RETENTION POOL		138,824	628,288	\$ 489,464	352.6%
OPEB DEPOSIT	100,000	100,000	100,000	\$ -	0.0%
27TH PAYDAY		420,000		\$ (420,000)	(100.0%)
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,479,184</b>	<b>\$ 20,212,000</b>	<b>\$ 21,667,975</b>	<b>\$ 1,455,975</b>	<b>7.2%</b>

# COLONIAL BEHAVIORAL HEALTH

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## FY 2024 PROPOSED BUDGET

### LOCAL TAX ALLOCATION

JURISDICTION	FY 2022 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2023	PROPOSED FY 2024	\$	%
JAMES CITY COUNTY	\$ 1,900,000	\$ 2,080,000	\$ 2,237,000	\$ 157,000	7.5%
YORK COUNTY	\$ 940,000	\$ 998,000	\$ 1,095,000	\$ 97,000	9.7%
WILLIAMSBURG	\$ 259,000	\$ 259,000	\$ 271,000	\$ 12,000	4.6%
POQUOSON	\$ 190,000	\$ 190,000	\$ 190,000	\$ -	0.0%
TOTAL	\$ 3,289,000	\$ 3,527,000	\$ 3,793,000	\$ 266,000	7.5%

**COLONIAL BEHAVIORAL HEALTH**  
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FULL-TIME EQUIVALENT POSITIONS

PROGRAM	BUDGETED AMOUNT		INCR / (DECR)
	ORIGINAL FY 2023	PROPOSED FY 2024	
COMMUNITY SUPPORT SERVICES	10.0	9.5	(0.5)
MH DAY SUPPORT SERVICES	9.0	8.0	(1.0)
ID DAY SUPPORT SERVICES	15.5	15.5	0.0
PERMANENT SUPPORTED HOUSING		4.5	4.5
DD CASE MANAGEMENT	14.0	14.0	-
ID RESIDENTIAL SERVICES	27.9	18.2	(9.7)
EMERGENCY SERVICES	19.5	19.0	(0.5)
ADULT OUTPATIENT SERVICES	21.1	20.0	(1.1)
MEDICAL SERVICES	9.2	7.0	(2.2)
PACT	13.0	13.0	-
CHILDREN'S SERVICES	24.0	24.0	-
PROGRAM SUPPORT	39.2	36.2	(3.0)
LEADERSHIP	8.0	9.0	1.0
<b>TOTAL</b>	<b>210.3</b>	<b>197.9</b>	<b>(12.4)</b>

**COLONIAL BEHAVIORAL HEALTH  
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CAPITAL IMPROVEMENT PLAN

Space needs analysis for Eastern State property building	\$80,000.00
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TO BE FUNDED FROM DESIGNATED FUND BALANCE

**Consideration of 2023 General Assembly Candidates' Forum  
Focused on Behavioral Health and DD Services**

**Background**

During most of the past 15+ years, CBH has attempted to educate and engage members of the General Assembly in matters related to mental health, substance use disorders and developmental disabilities. We have experienced success on numerous occasions in ways that directly benefitted our community, but sometimes have had trouble “breaking through” when legislators face so many competing challenges that demand both time and other resources.

As our nation, Commonwealth and community face unprecedented challenges that also include unprecedented openness in discussions about mental health, CBH has an opportunity to help educate our citizens AND those running for office about these topics.

We propose that CBH both sponsor and lead a forum on Behavioral Health and Developmental Services for all declared General Assembly candidates whose names are on the ballot for 11/7/2023 General Election. We will certainly have at least two (2) new legislators going into next year’s General Assembly session – possibly more.

Aside from putting a focused spotlight on issues vital to our community, the Forum will educate CBH about areas of focus needed in our relationship with each successful candidate.

**Recommendation from the Executive Committee**

That the Board agree to sponsor a post-primary forum for 2023 General Assembly candidates prior to the 11/7/2023 election, with participation in the forum limited to candidates (with names on the official ballot) seeking the following seats:

- 24<sup>th</sup> Senate District,
- 26<sup>th</sup> Senate District,
- 69<sup>th</sup> House District,
- 71<sup>st</sup> House District, or
- 86<sup>th</sup> House District.

# **COLONIAL BEHAVIORAL HEALTH**

## **Executive Director's Report – May 2023**

### **Agency Issues**

1. The process of closing our Quarterpath group home is well underway. All current residents have agreed to relocate to a currently vacant home in York County, with those moves set for mid-June. We also have a consumer moving into the sole remaining vacant bed at that time. We can now able begin consider future plans for this Williamsburg location.
2. We are very pleased to introduce Kyra Cook as our new Director of Special Projects, a new position here at CBH. She comes to CBH from her previous position as Director of Strategy for the Williamsburg Health Foundation, also bringing a wealth of community knowledge and strategic expertise. Her initial primary projects are development of integrated care and new campus planning and implementation.
3. Human Resources is nearing completion of the first module (Onboarding) in our new HRIS system. This will be a major step forward for our system, with two modules remaining.
4. Opportunities Unlimited has been able to expand the number of individuals served to 30, a high mark since the onset of COVID. Improved staffing has been a major factor.

### **Community Issues**

1. Efforts to develop the local Marcus Alert Plan were restarted on April 24<sup>th</sup> with intent to plan for our respective local governments' FY2025 budget cycles. Implementation is scheduled for FY 2026.
2. CBH is currently pursuing a federal grant for funding to achieve CCBHC status. While Virginia is discussing a broader effort down the road, CBH has been committed to the CCBHC model since its' inception. The grant application is due in May, with grant awards announced at the end of August. Marsha Obremski is lead Director for this project.
3. The HTDPC held its most recent Town Hall on April 21<sup>st</sup>. The topic was "Preparing Our Community for Marijuana Legalization" with Kevin Sabet, Ph.D. Dr. Sabet is a former advisor to three U.S. presidential administrations and co-founder (with former Congressman Patrick Kennedy) of SAM (Smart Approaches to Marijuana).

### **Regional Issues**

1. We are very pleased to announce that our amended proposal to develop 25 Permanent Supportive Housing "slots" has been approved by DBHDS with a request to develop a total of 25 units instead. Meetings are currently being held with DBHDS and others for implementation planning. Linda Butler is our lead Director for this project.
2. CBH is currently pursuing a DBHDS grant to begin provision of Forensic Discharge Planning services for SMI populations at VPRJ. The application deadline is May 12<sup>th</sup>, with award announcements set for early June. Dan Longo is our lead Director for this project.

### **Public Policy**

1. The General Assembly is not expected to approve a final FY 2024 state budget until at least late June. There is almost nothing we can do to affect the outcome at this point with the understanding that remaining disagreements are not related to MH, SUD or DD services.

Respectfully submitted,  
David A. Coe