

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

TIME: 4:00 p.m.

PLACE: Colonial Behavioral Health, 1657 Merrimac Trail, Williamsburg, VA 23185

DATE: June 7, 2022

BOARD MEMBERS PRESENT:

Dr. Alfred Brassel - York County
Ms. Rebecca Vinroot – James City County
Ms. Sheri Newcomb – York County
Mr. Ryan Ashe – James City County
Ms. Hazel Braxton – Williamsburg
Mr. John Collins – York County
Ms. Wendy Evans – Williamsburg
Ms. Crystal Howser – Poquoson
Col. Roy Witham – James City County
Ms. June Hagee – James City County
Mr. Steven Miller – York County
Mr. Reynaldo Carpio – York County

STAFF PRESENT:

Mr. David Coe
Ms. Linda Butler
Mr. Keith German
Ms. Katie Leuci
Mr. Dan Longo
Ms. Chaenn Thomas
Ms. Leigh Carroll-Stump

BOARD MEMBERS ABSENT:

Ms. Kristen Nelson – York County
Ms. Donyale Wells – James City County
Ms. Sherry Wharton – Poquoson

GUESTS:

None

PUBLIC COMMENT:

None

CONSENT CALENDAR:

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

- Services & Evaluation Committee Meeting of April 27, 2022
- Board of Directors Meeting of May 3, 2022
- Executive Committee Meeting of May 17, 2022
- Administration Committee Meeting of May 17, 2022

The May 3 - Board of Directors Meeting minutes was amended to correct Board member attendance. Ms. Braxton motioned to approve items on the Consent Calendar as amended. Motion seconded and passed unanimously.

INTRODUCTION:

Mr. Coe introduced Col. Roy Witham and Reynaldo Carpio to Board members. Col. Witham was appointed to serve on the CBH Board of Directors as a representative for James City County and Mr. Carpio was appointed to serve on the CBH Board of Directors as a representative for the County of York.

The motion was seconded by Ms. Braxton.

At 5:25 p.m., the Board entered Closed Session.

At 5:35 p.m., the Board reconvened into Open Session.

Individual Board members certified by roll call that only the annual performance evaluation of, and the Board's annual contract with, the CBH Executive Director was discussed.

CERTIFICATION OF CLOSED MEETING:

WHEREAS, the CBH Board of Directors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-37.12 of the Code of Virginia requires a certification by the Committee that such meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the CBH Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the CBH Board of Directors.

Mr. Collins motioned that the Executive Director's contract be extended for another year through Fiscal Year 2023. The motioned was seconded and passed unanimously.

There being no further business to discuss, the meeting adjourned at 5:38 p.m.


Dr. Alfred Brassel, Chair


Sheri Newcomb, Secretary

AGENDA

COLONIAL BEHAVIORAL HEALTH

BOARD MEETING

June 7, 2022

4:00 P.M.

- I. Welcome and Call to Order
- II. Public Comment
- III. Introduction of New Board Members: Reynaldo Carpio and Roy Witham
- IV. Consent Calendar
Approval of Minutes - Consider approval of the following meeting minutes:
 - Services & Evaluation Committee Meeting of April 27, 2022
 - Board of Directors Meeting of May 3, 2022
 - Administration Committee Meeting of May 17, 2022
 - Executive Committee Meeting of May 17, 2022
- V. Action Items:
 - A-1 Resolution Honoring Keith German on His Retirement - *D. Coe*
 - A-2 Resolution Honoring Rebecca Vinroot for Her Board Service - *D. Coe*
 - A-3 Resolution Honoring June Hagee for Her Board Service- *D. Coe*
 - A-4 Adoption of Amended CBH Bylaws - *D. Coe*
 - A-5 CBH Board Officer Elections for FY 2023 - *R. Vinroot*
 - A-6 CBH Fiscal Year 2023 Budget - *D. Coe*
- VI. Discussion Items:
Summer/Fall 2022 Meeting Schedule
- VII. Executive Director's Report - *D. Coe*
- VIII. Closed Session
- IX. Reconvene Open Session
- X. Adjournment

The mission of Colonial Behavioral Health, the local Community Services Board, is to facilitate opportunities for recovery, resilience and wellness to individuals and families affected by mental illness, intellectual disabilities and substance use disorders. Through an array of strategies and collaborative partnerships with local and regional providers, CBH will demonstrate a commitment to quality assessment, prevention, treatment, and habilitation through best practice methodology for the citizens of James City County, City of Poquoson, City of Williamsburg and York County.



Meeting Minutes

Minutes of: Services and Evaluation Committee Date: April 27, 2022

Present: Sheri Newcomb, Hazel Braxton, Steven Miller, John Collins, David Coe, Dan Longo, Linda Butler, Marsha Obremski
Absent: Ryan Ashe

1. Welcome and Call to Order
The meeting was called to order at 4:05 p.m.
 2. Election of a New Chair
The former chair of this committee resigned from the Board. Sheri Newcomb volunteered to chair the committee through the remainder of the fiscal year. All present agreed with her appointment.
 3. Revised Presentation Schedule
The following revised presentation schedule to the full Board was approved:
May - People's Place (Psychosocial Rehabilitation Services) and Mental Health Skilled Services
June – ACT
July – No Board Meeting
August - Historic Triangle Drug Prevention Coalition (HTDPC) & Greater Williamsburg Trauma Informed Community Network (GW-TICN)
 4. Trauma Informed Agency Self- Assessment
The Trauma Informed Agency Self-Assessment tool was distributed to all direct care staff (156) which included our front office staff. The results identified the following areas needing attention:
 - Training on the effects of trauma to staff at all levels
 - Staff supervision, support and self-care
 - Establishing a safe and supportive environment (obtaining client feedback on our facilities and displaying information on trauma in our waiting rooms
 - Cultural competence

The committee discussed the results and reviewed information on the “Ten Key Ingredients for Trauma-Informed Care”. Our results aligned with the organizational practices listed on the guidance document. The Committee asked that CBH Staff draft a plan to address the four areas identified from the assessment to present at the next meeting. It was suggested that we survey staff annually to measure progress.
 5. Adjournment
The meeting was adjourned at 4:31 p.m.
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Submitted by: Marsha Obremski

Next Meeting

Date: May 25, 2022
Time: 4:00 p.m.
Location: McLaws Board Room

COLONIAL BEHAVIORAL HEALTH BOARD MEETING

TIME: 4:36 p.m.

PLACE: Colonial Behavioral Health, 1657 Merrimac Trail, Williamsburg, VA 23185

DATE: May 3, 2022

BOARD MEMBERS PRESENT:

Dr. Alfred Brassel - York County
Ms. Rebecca Vinroot – James City County
Ms. Sheri Newcomb – York County
Mr. Ryan Ashe – James City County
Ms. Hazel Braxton – Williamsburg
Mr. John Collins – York County
Ms. Wendy Evans – Williamsburg (Remotely)
Ms. Kristen Nelson – York County
Col. Roy Witham – James City County (not voting)

STAFF PRESENT:

Mr. David Coe
Ms. Linda Butler
Ms. Marsha Obremski
Ms. Chaenn Thomas
Ms. Aileen Early
Ms. Leigh Carroll-Stump

BOARD MEMBERS ABSENT:

Ms. June Hagee – James City County
Ms. Donyale Wells – James City County
Ms. Sherry Wharton – Poquoson
Ms. Crystal Howser – Poquoson
Mr. Steven Miller – York County
Mr. Reynaldo Carpio – York County

GUESTS:

None

PUBLIC COMMENT:

None

CONSENT CALENDAR:

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

- Board of Directors Meeting of March 1, 2022
- Executive Committee Meeting of March 15, 2022
- Administration Committee Meeting of March 15, 2022
- Administrative Committee Meeting of April 19, 2022
- Executive Committee Meeting of April 19, 2022

Ms. Braxton motioned to approve items on the Consent Calendar as presented. Motion seconded and passed unanimously.

INTRODUCTION:

Dr. Brassel introduced Col. Roy Witham and Reynaldo Caprio (Absent) to Board members. Col. Witham was appointed to serve on the CBH Board of Directors as a representative for James City County and Mr. Caprio was appointed to serve on the CBH Board of Directors as a representative for the County of York.

PRESENTATION: Ms. Early, Psychosocial Services Coordinator, presented on CBH Psychosocial Rehabilitation Services, which includes People's Place and Mental Health Skill-building. Discussion.

ACTION ITEM A-1: was presented for approval of the Bylaws changes. Discussion.

Board recommended to defer approval of the Bylaw changes in order for CBH attorney, Patrick McDermont, to address the Bylaw changes as discussed in order to facilitate FY 2023 officer elections.

ACTION ITEM A-2: was presented for approval of a resolution honoring Ms. Anita Michalec, for her years of service and commitment to CBH. Discussion.

Ms. Nelson motioned to approve the resolution as presented. Motion seconded and passed unanimously.

NOMINATING COMMITTEE FOR FY 2023 EXECUTIVE COMMITTEE:

Dr. Brassel reported that Rebecca Vinroot-Chair, Kristen Nelson and Sheri Newcomb were previously appointed to lead the Nominating Committee. The Nominating Committee submitted a slate of officers for consideration; nominated officers to be approved at the June Board Meeting.

The proposed slate of CBH Board Officers for FY 2023 is:

Chair:	Vacant to date
Vice Chair:	Sheri Newcomb (YC)
Secretary:	Hazel Braxton (WB)
Treasurer:	Ryan Ashe (JCC)
Member At-Large:	John Collins (YC)

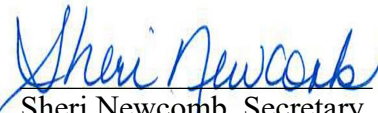
EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS: Dr. Brassel stated that Mr. Coe's Performance Evaluation is due to be reviewed for consideration of renewal in June 2022. Dr. Brassel noted that he had distributed the Performance Evaluation to Board members via e-mail requesting the form be completed and returned no later than May 20, 2022. Evaluation forms may be returned to Dr. Brassel via USPS or e-mail.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Directors Report was provided in writing and distributed to Board Members. Discussion.

There being no further business to discuss, the meeting adjourned at 5:30 p.m.


Dr. Alfred Brassel, Chair


Sheri Newcomb, Secretary



Meeting Minutes

Minutes of: Administration Committee Meeting

Date: May 17, 2022

Present: Dr. Brassel, Rebecca Vinroot, Sheri Newcomb, Hazel Braxton, Wendy Evans, David Coe,
Keith German, Anita Michalec, Chaenn Thomas

Absent: Ryan Ashe

Call to Order – The meeting was called to order at 4:00 p.m.

April 30, 2022 Financial Report: The February 28, 2022, Financial Reports were distributed and reviewed.

FY 2023 Proposed Budget: Mr. German presented the CBH FY 2023 Proposed Budget. Mr. German reviewed the budget and provided additional information. This proposed budget reflects planned revenues and expenditures based on what is known for FY 2023. There are several outstanding questions remaining to be resolved given the delay in passing the State Budget; primarily related to targeted funding for CSB workforce, support for DD waiver services and STEP VA initiatives. Therefore, the need for a budget revision during the summer of FY 22 is fully anticipated. The decision was made to move forward with the budget process.

A unanimous decision was made to endorse the FY 2023 Proposed Budget as submitted and to present it to the full Board for consideration at the next meeting.

Adjournment- The meeting adjourned at 4:34 p.m.

Submitted by: Anita Michalec

Next Meeting

Date: TBD

Time: 4:00 p.m.

Location: McLaws Board Room



Meeting Minutes

Minutes of: Executive Committee Meeting Date: May 17, 2022

Present: Dr. Brassel, Rebecca Vinroot, Sheri Newcomb, Hazel Braxton, Wendy Evans, David Coe, Keith German, Anita Michalec, Chaenn Thomas

Absent: Ryan Ashe

The meeting was called to order at 4:34 p.m.

ByLaws Revision Update: Mr. Coe reported that as discussed at the May Board meeting, ByLaw changes to facilitate FY 2023 officer elections had been forwarded to CBH attorney, Patrick McDermot for legal review. The revised Bylaws will be distributed to the full Board at the next meeting for consideration. Discussion.

Board Officer Slate Confirmation: The Nominating Committee submitted a slate of officers for consideration to be approved at the June Board Meeting. The slate of officers remains unchanged. Discussion.

June BOD Meeting Agenda: The June Board Meeting was discussed. The agenda will include CBH Revised Bylaws, Nominating Committee Report, Summer meeting schedule, Closed Session, and Board Resolutions, as well as the standard reports. Discussion

The meeting adjourned at 4:55 p.m.

Submitted by: Anita Michalec

Next Meeting

Date: TBD

Time: 4:00 p.m.

Location: McLaws Board Room

**Resolution Honoring Keith German
Upon His Retirement**

Background

After 38 years of continuous employment, CBH Director of Administrative Services Keith German has announced his retirement from Colonial Behavioral Health effective August 1, 2022.

Many Board members, CBH staff, and members of the CSB and local communities have worked closely with Keith through his years of employment. He has been a primary contributor to meeting the mission of Colonial Behavioral Health and possesses a wealth of knowledge about CBH history and operations.

Keith's contributions to CBH and our community will last long beyond his retirement date. He will be succeeded, but not replaced.

This Resolution is presented to the Board for consideration and adoption.

Requested Action

That the CBH Board of Directors adopt this Resolution honoring Keith German upon his retirement.

**Honoring
Keith German
On His Retirement**

WHEREAS, Keith German, CBH Director of Administrative Services, will retire after thirty-eight years of outstanding and meritorious service to Colonial Behavioral Health and to the community; and

WHEREAS, Keith began his career with Colonial Behavioral Health on August 4, 1984, as Director of Fiscal/Reimbursement Services, holding that title until August 1988 when his position title was changed to Director of Administrative Services; and

WHEREAS, as a result of continued diligent work and demonstrated ability, Keith was promoted to the role of Acting Executive Director in April 2005, returning to his previous position in August of the same year and remained in that role until his retirement; and

WHEREAS, during Keith's tenure and under his leadership, Colonial Behavioral Health has remained among Virginia's CSB leaders in financial and facilities management through superior planning and implementation strategies that have enabled CBH to expand the agency's budget, develop new facilities and services, maintain high professional administrative standards and innumerable other improvements in multiple areas, including but not limited to corporate management and relations, quality management and strategic planning; and

WHEREAS, in recognition of his skills, professionalism, and commitment to Colonial Behavioral Health and our community, we are proud of having served with him prior to and during his tenure on the CBH Leadership Team where he served for the entire duration of his CBH career; and

WHEREAS, throughout his many years of service, Keith has served the people of our community and across the Commonwealth of Virginia with excellence and dedication, providing exemplary leadership within his areas of responsibility with dedication and consistent support to his staff and peers;
Therefore, be it

RESOLVED, that we, the Members of the Board, do hereby extend to Keith German, Director of Administrative Services, our sincere and grateful appreciation for his dedicated service to Colonial Behavioral Health, our congratulations on his well-earned retirement, and our best wishes to for continued success, happiness, and good health in the years to come.

Approved and adopted the 7th day of June 2022. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Colonial Behavioral Health Board of Directors.

Chair, Colonial Behavioral Health Board of Directors

**Resolution Honoring Rebecca Vinroot
Upon Her Departure from the CBH Board**

Background

After 9 years of continuous service, JCC appointee Rebecca Vinroot has reached the end of her Virginia Code term limits as a member of the Colonial Behavioral Health Board effective June 30, 2022.

Rebecca has been a tireless advocate for CBH and has been instrumental in helping to consolidate the strength of local support (in every way) from our local jurisdictions. She has also been deeply involved in our efforts to develop integrated care for improved access to services in our community. She will indeed be missed.

This Resolution is presented to the Board for consideration and adoption.

Requested Action

That the CBH Board of Directors adopt this Resolution honoring Rebecca Vinroot upon reaching the end of her terms as a CBH Board member.

BOARD RESOLUTION
Honoring Rebecca P. Vinroot

WHEREAS, Rebecca P. Vinroot was appointed to Colonial Behavioral Health's Board of Directors by the James City County Board of Supervisors on June 25, 2013; and

WHEREAS, since being appointed to the Board, Rebecca Vinroot has established and built a reputation as a well-respected advocate for community-based services and the consumers served by Community Services Boards within the County of James City, and

WHEREAS, committed to continually improving Colonial Behavioral Health's service system, Rebecca Vinroot has served on internal and local committees and work groups related to public awareness, local government relations, service needs, and other areas; and

WHEREAS, Rebecca Vinroot provided leadership from 2013-2016 as a member of the Colonial Behavioral Health Services & Evaluation Committee; and

WHEREAS, Rebecca Vinroot also provided leadership from 2015-2022 as a member of the Colonial Behavioral Health Administration and Executive Committees, filling the offices of Secretary, Treasurer and Vice-Chair during her tenure; and

WHEREAS, Rebecca Vinroot assumed a leadership role in working to move Colonial Behavioral Health toward a vision of recovery and self-empowerment for consumers in all service areas; and

WHEREAS, Rebecca Vinroot worked tirelessly and effectively to raise public awareness and understanding of Colonial Behavioral Health within James City County; and

WHEREAS, Rebecca Vinroot has given her time and immense talent as a member of Colonial Behavioral Health's Board of Directors; now, therefore, be it

RESOLVED by the Colonial Behavioral Health Board of Directors, That Colonial Behavioral Health commend and thank Rebecca Vinroot for her distinguished service as an honored member of the Board of Directors; and, be it

RESOLVED FURTHER, That the Executive Director of Colonial Behavioral Health prepare a copy of this resolution for presentation to Rebecca P. Vinroot, as an expression of the Board of Directors' gratitude for her commitment to the residents of the Williamsburg, York County, Poquoson, and especially the County of James City.

Approved and adopted the 7th day of June 2022. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Colonial Behavioral Health's Board of Directors.

Chair, Colonial Behavioral Health Board of Directors

**Resolution Honoring June Hagee
Upon Her Departure from the CBH Board**

Background

After 9 years of continuous service, JCC appointee June Hagee has reached the end of her Virginia Code term limits as a member of the Colonial Behavioral Health Board effective June 30, 2022.

This has been June's second turn as a Board member, having to resign previously before her full allotment of terms were completed. However, we have been very happy that June came back to complete three (3) full terms.

June has been a tireless advocate for CBH and has effectively spoken to represent the needs of consumers and families. She has also been deeply involved in our efforts to advocate for CBH and our system of care, as well as plans for celebrating our 50th anniversary (in spite of the pandemic). She will indeed be missed.

This Resolution is presented to the Board for consideration and adoption.

Requested Action

That the CBH Board of Directors adopt this Resolution honoring June Hagee upon reaching the end of her terms as a CBH Board member.

BOARD RESOLUTION
Honoring June M. Hagee

WHEREAS, June M. Hagee was appointed to Colonial Behavioral Health's Board of Directors by the James City County Board of Supervisors on July 9, 2013; and

WHEREAS, since being appointed to the Board, June Hagee has established and built a reputation as a well-respected advocate for community-based services and the consumers served by Community Services Boards within the County of James City, and

WHEREAS, committed to continually improving Colonial Behavioral Health's service system, June Hagee has served on internal and local committees and work groups related to public awareness, local government relations, service needs, and other areas; and

WHEREAS, June Hagee provided leadership from 2013-2022 as a member of the Colonial Behavioral Health Public Awareness Committee, serving as Committee Chair from 2018-2022; and

WHEREAS, June Hagee assumed a leadership role in working to move Colonial Behavioral Health toward a vision of recovery and self-empowerment for consumers in all service areas; and

WHEREAS, June Hagee worked tirelessly and effectively to raise public awareness and understanding of Colonial Behavioral Health within James City County; and

WHEREAS, June Hagee has given her time and immense talent as a member of Colonial Behavioral Health's Board of Directors; and

WHEREAS, June Hagee is one of only two Board members in the history of Colonial Behavioral Health to serve twice on its' Board of Directors; now, therefore, be it

RESOLVED by the Colonial Behavioral Health Board of Directors, That Colonial Behavioral Health commend and thank June Hagee for her distinguished service as an honored member of the Board of Directors; and, be it

RESOLVED FURTHER, That the Executive Director of Colonial Behavioral Health prepare a copy of this resolution for presentation to June M. Hagee, as an expression of the Board of Directors' gratitude for her commitment to the residents of the Williamsburg, York County, Poquoson, and especially the County of James City.

Approved and adopted the 7th day of June 2022. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Colonial Behavioral Health's Board of Directors.

Chair, Colonial Behavioral Health Board of Directors

Proposed Revisions to CBH Bylaws

Background

It is necessary and prudent that we periodically review and amend (as needed) our Bylaws. These Bylaws were reviewed in 2019 with no amendments requested or needed.

Our Board Attorney (Mr. McDermott) has reviewed our Bylaws, and made a small number of technical amendments:

1. Adjusted references to the Code of Virginia where contents had been moved by the General Assembly;
2. Article VII, Section 2, the Board is granted one-time permission to extend the term limit of any officer by one year under unusual circumstances (upon request by the Board in the May 2022 meeting); and
3. Added page numbers.

The Board's Executive Committee also made a few amendments:

1. Added the date of latest review or revision to the bottom of each page;
2. On page 3, changed "his" to "his or her" when referring to the CBH Executive Director;
3. On page 6, Article X, the word "shall" was changed to "should" to allow for contingencies such as have been present at times during CBH's history;
4. On page 7, Article XI, "the Board" has been replaced with "CBH" to better differentiate between Board and staff responsibilities; and
5. The "Revised" dates at the end of the document are now the dates "Revised/Reviewed" to better document the Board's exercise of its' fiduciary responsibility.

All proposed amendments to the Bylaws are highlighted.

Proposed Motion

It is moved that the CBH Board of Directors adopt the amended Bylaws as amended by the CBH Attorney and Board Executive Committee.

CBH Bylaws

Colonial Behavioral Health and its Board of Directors are constituted legally and are governed by the following Bylaws.

ARTICLE I – NAME, DEFINITIONS AND OFFICES

1. **Name**. The name of this Organization shall be Colonial Behavioral Health.
2. **Definitions**. As used in these Bylaws.
 - a. “Board” shall mean the Board of Directors of CBH and
 - b. “CBH” shall mean this organization, Colonial Behavioral Health and
 - c. “Code” shall mean the Code of Virginia of 1950, as amended, and
 - d. “Department” shall mean the Commonwealth of Virginia Department of Behavioral Health and Developmental Services.
 - e. “Establishing Localities” shall mean the Cities of Williamsburg and Poquoson and the Counties of James City County and York County, all in the Commonwealth of Virginia, and
 - f. Capitalized terms not otherwise defined in these Bylaws shall have the meanings given to such terms by Chapter 1 of Title 37.2 of the Code of Virginia of 1950, as amended.
3. **Location of Offices**. The offices of the Board shall be located in one or more of the Established Localities.

ARTICLE II - PURPOSE

Section 1. Pursuant to Chapter 5 of Title 37.2 of the Code, CBH is established by the Establishing Localities. Accordingly, the purpose of CBH is to provide a system of comprehensive community mental health, intellectual/developmental disability, and substance use disorder services through its own staff, or through contracts with other providers, which relate to and are integrated with existing and planned programs within the Establishing Localities. The Board is an operating Community Services Board that is accountable to the local governing bodies Establishing Localities in the provision of these services.

Section 2. CBH is formed and will be operated exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III - MEMBERSHIP

Section 1. The membership of the Board shall consist of fifteen (15) persons. Appointments to the Board of Directors shall be broadly representative of the community encompassed by the Establishing Localities.

Section 2. The process of appointments of membership to the Board of Directors shall be in accordance with Section 37.2-501 of the Code. The City Councils of Williamsburg and Poquoson, and the Boards of Supervisors of James City County and York County shall appoint members to the Board in the following manner: two members each from the Cities of Williamsburg and Poquoson; five members from James City County; and six members from York County.

Section 3. The term of office, filling of vacancies, and removal of Board members shall be governed by Section 37.2-502 of the Code. The term of office of each member of the Board shall be for three years beginning July 1 of the year of appointment. Vacancies shall be filled for unexpired terms in the same manner as original appointments. No person shall be eligible to serve more than three full three-year terms except as permitted by Section 37.2-502 of the Code; persons heretofore or hereafter appointed to fill vacancies may serve three additional full three-year terms in addition to the remainder of the vacant term being filled.

Section 4. Ex-officio members may be appointed to the Board of Directors. Past Board members may be appointed as ex-officio members of Board's standing or ad-hoc Committees. An ex-officio member of either the Board of Directors or one of its Committees shall serve at the pleasure of the Board in an advisory capacity, with no voting privileges. Such ex-officio members may be nominated by any current Board member and be approved by a majority vote of the Board members present at a duly called Board meeting at which there is a quorum. The length of each term of an ex-officio member will be for one year from the date of appointment. No more than two ex-officio members shall serve on any one Committee at the same time.

Section 5. Members of the Board will not be compensated for attendance at meetings of the Board. Members will be reimbursed for reasonable expenditures incurred for attendance at Board related training or business, subject to the reasonable review of CBH Fiscal staff.

ARTICLE IV - POWERS AND DUTIES

Section 1. The Board shall have the general powers, duties, and responsibilities of an operating Community Services Board as outlined in Section 37.2-504, Code. The Board of Directors has the responsibility to entrust duties to CBH staff, and to ensure that all reasonable actions to fulfill the purposes of CBH are carried out consistent with the approved budget of CBH. Accordingly, the powers and duties of the Board include but are not limited to the following:

1. Review and evaluate all existing and proposed public community mental health, intellectual/developmental disabilities and substance use disorders services and facilities available to serve the community within the Establishing Localities and such private services and facilities as receive funds through it and advise the local governing body or bodies of the Establishing Communities as to the Board's findings.
2. Pursuant to §37.2-508 of the Code, submit to the governing body of each Establishing Community an annual performance contract for community mental health,

intellectual/developmental disability and substance use disorder services for its approval prior to submission of the contract to the Department.

3. Within amounts appropriated therefore, provide such services as may be authorized under such performance contract.

4. In accordance with the approved performance contract, enter into contracts with other providers for the rendition or operation of services or facilities in order to accomplish the CBH purposes.

5. Make rules, policies, or regulations concerning the rendition or operation of services and facilities under its direction or supervision, subject to applicable standards, policies, or regulations promulgated by the State Board of Behavioral Health and Developmental Services, hereinafter referred to as the "State Board".

6. Appoint an Executive Director of community mental health, intellectual/developmental disability and substance use disorder services, according to minimum qualifications established by the Department and prescribe his or her duties. The compensation of the Executive Director shall be fixed by the Board within the amounts made available by appropriation therefore. The Executive Director shall serve at the pleasure of the Board and be employed under an annually renewable contract that contains performance objectives and evaluation criteria. The selection of the Executive Director for adherence to minimum qualifications established by the Department and the salary ranges of the Executive Director and senior management staff shall be subject to approval by the Department.

7. Prescribe a reasonable schedule of fees for services provided by personnel or facilities under the jurisdiction or supervision of the Board and establish procedures for the collection of the same. All fees collected shall be included in the performance contract submitted to the Establishing Localities pursuant to subdivision 2 hereof and Section 37.2-508 of the Code and shall be used only for community mental health, intellectual/developmental disability and substance use disorder purposes. The Board shall institute a reimbursement system to maximize the collection of fees from persons receiving services under their jurisdiction or supervision consistent with the provisions of § 37.2-511 of the Code and from responsible third-party payors.

8. Accept or refuse gifts, donations, bequests or grants of money or property from any source and utilize the same as authorized by the governing body or bodies of the Establishing Localities.

9. Seek and accept funds through federal grants. In accepting such grants the Board shall not bind the governing bodies of the Establishing Localities to any expenditures or conditions of acceptance without the prior approval of such governing body or bodies.

10. Have authority, notwithstanding any provision of law to the contrary, to disburse funds appropriated to it in accordance with such regulations as may be established by the governing bodies of the Establishing Localities.

11. Apply for and accept loans as authorized by the governing bodies of the political Establishing Localities. This provision is not intended to affect the validity of loans so authorized and accepted prior to July 1, 1984.

12. Develop joint written agreements, consistent with policies adopted by the Board, with local school divisions; health departments; boards of social services; housing agencies, where they exist; courts; sheriffs; area agencies on aging; and regional Department of Rehabilitative Services offices. The agreements shall specify the services to be provided to consumers. All participating agencies shall develop and implement the agreements and shall review the agreements annually.

13. Develop and submit to the Department the necessary information for the preparation of the Comprehensive State Plan pursuant to 37.2-315 of the Code.

14. Take all necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and services planning, delivery, and evaluation.

15. Institute, singly or in combination with other community service boards or behavioral health authorities, a dispute resolution mechanism that is approved by the Department and enables consumers and family members of consumers to resolve concerns, issues, or disagreements about services without adversely affecting their access to or receipt of appropriate types and amounts of current or future services from the community services board.

16. Notwithstanding the provisions of 37.2-400 of the Code or any regulations promulgated hereunder, release data and information about individual consumers to the Department so long as the Department implements procedures to protect the confidentiality of such information.

Section 2. The powers, duties, and responsibilities of the Board are to be expanded or reduced in accordance with any amendments enacted by the Virginia General Assembly to Sections 37.2-504 and 37.2-505 of the Code.

ARTICLE V - OFFICERS OF THE BOARD AND THEIR DUTIES

Section 1. The officers of the Board shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer and Member-At-Large, who shall be elected by the Board and serve at the pleasure of the Board. All officers shall be members of the Board.

Section 2. The duties of the Chairperson shall be:

- (a) To preside at all meetings of the Board and Executive Committee.
- (b) To develop and set the agenda of Board meetings.
- (c) To appoint members to all standing committees and to appoint members to any ad hoc committees created by the Board.
- (d) To work closely with the Executive Director of the Board.
- (e) To perform any other duties determined by the Board.

Section 3. The Vice-Chairperson shall in the Chairperson's absence perform his/her duties.

Section 4. The Secretary shall ensure that accurate records of the Board are maintained. The Secretary shall assure the Board that proper notices of Board and Executive Committee meetings are provided and shall perform other duties as requested by the Board.

Section 5. The Treasurer shall chair the Board's Administration Committee and perform such other duties as the Board may direct relating to its financial affairs.

Section 6. The Member-At-Large shall serve as a voting member.

ARTICLE VI – EXECUTIVE DIRECTOR

Section 1. The Executive Director of the CBH is responsible for carrying out the prescribed duties of the Board, which include planning, developing and executing the comprehensive policies, services and operations of CBH.

Section 2. The Executive Director is responsible for employing all personnel essential to the Mission of CBH. The Executive Director will hire such Directors as are needed to effectively manage the direction and operations of the agency. Under the direction of the Executive Director these positions are responsible for carrying out the policies and procedures of CBH.

ARTICLE VII - NOMINATIONS, ELECTIONS, TERMS, AND REMOVAL OF OFFICERS

Section 1. The Board shall elect its officers by a majority vote at the regular June monthly meeting of each year provided that a quorum is present. If a quorum is not present the election shall be postponed until the next monthly meeting that a quorum is present and the existing officers shall remain in office until that time. The Nominating Committee shall compile a slate of nominees with at least one nominee per office and notify Board members of the slate of nominees at the May meeting.

Section 2. The term of office for each officer shall be for one year. The election shall be by ballot if there is more than one nominee for the same office. No officer may serve more than three consecutive terms in a single office. Said limitation of three consecutive terms may be extended by one year only by majority vote of the Board.

Section 3. Any vacancy occurring in the officers shall be filled by appointment by the Chairperson.

ARTICLE VIII – REMOVAL OF OFFICERS

Any officer may be removed from office by a two-thirds majority vote of the members present at a duly called meeting, provided that a quorum is present. Upon removal the Chairperson shall appoint a successor to fill the unexpired term. If the Chairperson is removed from office, the Vice-Chairperson shall immediately become the Chairperson and he/she shall appoint a successor to fill the unexpired term of the Vice Chairperson.

ARTICLE IX - MEETINGS

Section 1. Meetings shall be held at a time and place to be determined by the Board. There will be at least six meetings a year. All meetings of the Board and Board Committees shall be publicly announced, to include the meeting dates, times and locations, at least three days in advance of all meetings. Closed meetings will be convened in accordance with the Virginia Freedom of Information Act, Title 2.2, Sections 3700 – 3715 of the Code.

Section 2. Special or emergency meetings of the Board and of Board Committees may be called by the Chairperson or upon written request of three members of the Board or of such Committee, specifying the purpose of the meeting. Public announcement of the meeting, reasonable under the circumstance of the call, but no less than 24 hours prior to such meeting, shall be made. No business may be transacted at such a special or emergency meeting except that which is specified in the call.

Section 3. The quorum for all Board of Directors meetings shall be the majority of the actual current membership of the Board.

Section 4. Subject to the requirements of this Article for notice and public announcement, the Executive Committee shall meet at the discretion of the Chairperson.

Section 5. The quorum for all Executive Committee meetings shall be a majority of filled Committee positions.

ARTICLE X - EXECUTIVE COMMITTEE

1. Executive Committee. The Executive Committee shall consist of the elected officers of the Board. There should be at least one new member elected to this Committee annually whenever possible.

2. It shall be the duty of this Committee to conduct the necessary business between meetings of the Board and any other issue that is directed by resolution of the Board to conduct. All actions are to be reported at the next meeting of the Board. The Board may override any previous actions taken by the Executive Committee. Executive meetings shall be held in accordance with the Virginia Freedom of Information Act Title 2.2, Sections 3700-3715 of the Code.

ARTICLE XI – STANDING COMMITTEES

Notwithstanding anything in these Bylaws to the contrary, Committees are only empowered to make recommendations to the Board, and any action taken by a Committee shall not bind the Board in any manner. The Board shall be free to approve, disapprove or disregard any action and/or any Committee recommendation in its sole discretion.

There shall be the following Standing Committees:

1. Administration Committee. This Committee shall be chaired by the Treasurer of the Board. It shall aid in the preparation, review and presentation of budgets and audits over which the Board has authority, and review of the annual audit. This Committee shall also aid in the preparation, review and presentation of CBH governance policies. This Committee shall be comprised of at least one Board member from each jurisdiction (Williamsburg, James City County, York County and Poquoson) whenever possible, and such ex-officio members as may be appointed. Staff members may be designated as ex-officio members.
2. Nominating Committee. This Committee is required to compile a slate of nominees for the election of officers as spelled out in Article VII of these Bylaws. The slate shall contain at least one nominee for each office. This Committee shall be composed of three members of the Board appointed by the Chairperson no later than the April regular monthly meeting each year.
3. Services and Evaluation Committee. This Committee shall be responsible to aid in the planning, review and evaluation of all direct services provided by CBH, directly or by contract.
4. Public Awareness Committee. This Committee shall be responsible to aid in the planning, review and evaluation of all public awareness and advocacy initiatives provided by CBH, directly or by contract.
5. Strategic Planning Committee. This Committee shall consist of the chairs of the Executive Committee and of the Board's Standing Committees. This Committee shall be responsible to aid in the development, review, and evaluation of the Board's Strategic Plan.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The latest edition of Roberts Rules of Order, revised, shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. The Chairperson shall be the final arbiter of whether or not a procedure used in any given circumstance is consistent with the provisions of this Article. A challenge to the procedure used may only be made by a member and only during the meeting at which the questioned procedure is utilized and only in accordance with Robert's Rules of Order. After the termination of such meeting, the procedure may no longer be challenged and the matter involving the questioned procedure is conclusively resolved as determined in such meeting.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended at any regular monthly meeting of the Board by two-thirds vote of member present, provided (i) any proposed amendments to the Bylaws have been submitted to all Board members in writing at least two weeks prior to such meeting and (ii) a quorum is present at such meeting.

ARTICLE XIV - DISSOLUTION

Upon the dissolution of the Board and after paying or making provisions for the payment of all the liabilities of the Board, the remaining assets of CBH will be transferred:

- (i) to the Federal, State, or applicable local governments, or
- (ii) to an organization(s) chosen by the Board which is exempt from Federal Income taxation under 501(C) (3) of the Internal Revenue Code, exclusively for the purposes of the Board and in such a manner as to be used exclusively for public purposes.

Approved: 04-16-74

Revised/Reviewed:	08-11-78	02-05-91	09-07-10
	02-02-79	09-10-96	02-05-13
	12-04-79	10-05-99	03-05-19
	06-02-87	09-14-04	06-07-22
	09-27-88	06-07-05	
	10-03-89	03-06-07	

PROPOSED SLATE OF OFFICERS
CBH Board of Directors
Fiscal Year 2023

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

CHAIR:	Al Brassel, MD	(YC)
VICE CHAIR	Sheri Newcomb	(YC)
SECRETARY	Hazel Braxton	(WB)
TREASURER	Ryan Ashe	(JCC)
MEMBER AT-LARGE	John Collins	(YC)

Adoption of CBH Fiscal Year 2023 Operating Budget

Background:

This proposed budget reflects planned revenues and expenditures based on what we know for Fiscal Year 2023. 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, 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 2022. 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, 2022 through June 30, 2023.

Highlights of this OPERATING BUDGET primarily consist of:

- A 5% General Increase for regular full-time, part-time, and hourly CBH staff to be effective with the 7/1/22 paycheck. Additional targeted adjustments are anticipated once the final state budget is approved
- Inclusion of funding to cover the costs of a 27th payday for staff (recurs each 11th year);
- Increased health insurance cost;
- Increased local funding revenue;
- Incomplete adjustments in funding due to a lack of an approved state budget when this budget was drafted
- Minor adjustments to a very small number of operational line items

CAPITAL IMPROVEMENT PLAN

- Normally this budget is accompanied by the Capital Improvement Plan (CIP), but there are once again variables that make these numbers uncertain for budgeting. We anticipate bringing forward the Capital Improvement Plan later in the summer with the amended Operating Budget (once we receive final state budget numbers).

DBHDS PERFORMANCE CONTRACT

- As our "veteran" Board members remember, the Performance Contract with DBHDS is developed in coordination with CSB budgets. While it requires CSB Board and local government approval, it is a "moot" point; there is no negotiation when it reaches this stage, and localities must approve the Contract before the CSB can receive either state or federal funding. Local governments primarily choose to assign the item to consent agendas.
- We have not yet even received a draft document from the state for consideration, so we must defer this item to a later date as well.

Motion from Administration Committee:

That the proposed Colonial Behavioral Health FY 2023 Operating Budget be approved.

COLONIAL BEHAVIORAL HEALTH

PROPOSED BUDGET

FISCAL YEAR 2023



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LOCAL TAX ALLOCATION	6
FULL TIME EQUIVALENT POSITIONS	7

COLONIAL BEHAVIORAL HEALTH FISCAL YEAR 2023 PROPOSED BUDGET

EXECUTIVE SUMMARY

Revenue – \$ 20,212,000

Budgeted State & Federal Revenues - \$ 8,869,900; Increase of \$ 121,134 / 1.4 %

- ♦ FY 23 COLA

Budgeted Local Tax Revenues - \$ 3,527,000; Increase of \$ 238,000 / 7.2 %

- ♦ James City County - \$ 2,080,000; Increase of \$180,000 / 9.5%
- ♦ York County - \$ 998,000; Increase of \$ 58,000 / 6.2%
- ♦ Williamsburg - \$ 259,000; No Increase
- ♦ Poquoson - \$190,000; No increase

Budgeted Fee Revenues - \$ 6,567,737 ; Increase of \$ 378,520 / 6.1 %

- ♦ DD Residential - \$550,000; budgeted at full capacity for expense and revenue
- ♦ Crisis Services – (\$43,000); competency evals
- ♦ PACT – (\$26,000)
- ♦ Other Net – (\$104,000)

Budgeted Miscellaneous Revenues - \$ 1,247,363 ; Increase of \$ 610,036 / 95.7 %

- ♦ Accumulated reserves (27th Payroll) - \$ 420,000

Total Revenue Increase – \$ 1,347,690 / 7.1 %

COLONIAL BEHAVIORAL HEALTH FISCAL YEAR 2023 PROPOSED BUDGET

EXECUTIVE SUMMARY

Expenditures - \$ 20,212,000

Budgeted Personnel Expenditures - \$ 16,046,190; Increase of \$ 1,324,292 / 8.3 %

- ♦ 5% General Compensation and related fringe increase - \$ 722,000
- ♦ Position Changes, net – (\$258,000)
- ♦ Salary adjustments TBD - \$140,000
- ♦ Employer share health insurance rate increase – \$ 200,000
- ♦ 27th payroll (Accumulated Reserves) - \$ 420,000
- ♦ OPEB Contribution - \$ 100,000

Budgeted Operating Expenditures - \$ 4,165,810 Increase of \$ 23,398 / .6 %

- ♦ Mileage expense – (\$ 28,000)
- ♦ IT equipment & software - \$59,000
- ♦ Net miscellaneous – (\$7,000)

Total Expenditure Increase – \$ 1,347,690 / 7.1 %

COLONIAL BEHAVIORAL HEALTH
FY 2023
PROPOSED BUDGET

3

REVENUE & EXPENDITURE SUMMARY

REVENUE CATEGORY	FY 2021 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2022	PROPOSED FY 2023	\$	%
STATE / FED	\$ 8,813,550	\$ 8,748,766	\$ 8,869,900	\$ 121,134	1.4%
LOCAL	\$ 3,081,000	\$ 3,289,000	\$ 3,527,000	\$ 238,000	7.2%
FEES	\$ 4,797,520	\$ 6,189,217	\$ 6,567,737	\$ 378,520	6.1%
MISCELLANEOUS	\$ 624,687	\$ 637,327	\$ 1,247,363	\$ 610,036	95.7%
TOTAL REVENUE	\$ 17,316,757	\$ 18,864,310	\$ 20,212,000	\$ 1,347,690	7.1%

EXPENDITURE CATEGORY	FY 2021 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2022	PROPOSED FY 2023	\$	%
PERSONNEL	\$ 13,149,684	\$ 14,721,898	\$ 15,626,190	\$ 904,292	6.1%
PAYROLL #27			\$ 420,000	\$ 420,000	
OPERATING	3,582,279	4,142,412	4,165,810	\$ 23,398	0.6%
TOTAL EXPENDITURES	\$ 16,731,963	\$ 18,864,310	\$ 20,212,000	\$ 1,347,690	7.1%

COLONIAL BEHAVIORAL HEALTH

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FY 2023 PROPOSED BUDGET

FEE REVENUE DETAIL

PROGRAM	FY 2021 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2022	PROPOSED FY 2023	\$	%
COMMUNITY SUPPORT SERVICES	1,153,356	1,225,551	456,538	\$ (769,013)	(62.7%)
MH DAY SUPPORT SERVICES	126,782	229,187	416,804	\$ 187,617	81.9%
ID DAY SUPPORT SERVICES	229,103	683,185	750,608	\$ 67,423	9.9%
DD CASE MANAGEMENT		-	794,926	\$ 794,926	0.0%
ID RESIDENTIAL SERVICES	930,538	986,859	1,536,991	\$ 550,132	55.7%
MH SKILL-BUILDING SERVICES	290,022	151,424	-	\$ (151,424)	(100.0%)
EMERGENCY SERVICES	70,207	112,439	70,207	\$ (42,232)	(37.6%)
ADULT OUTPATIENT SERVICES	608,228	995,673	904,234	\$ (91,439)	(9.2%)
MEDICAL SERVICES	275,426	360,315	305,426	\$ (54,889)	(15.2%)
PACT	341,054	480,519	455,013	\$ (25,506)	(5.3%)
CHILDREN'S SERVICES	772,804	964,065	876,988	\$ (87,077)	(9.0%)
ID INFANT SERVICES	-	-	-	\$ -	0.0%
LEADERSHIP	-	-	-	\$ -	0.0%
TOTAL FEE REVENUE	\$ 4,797,520	\$ 6,189,217	\$ 6,567,737	\$ 378,520	6.1%

COLONIAL BEHAVIORAL HEALTH

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FY 2023 PROPOSED BUDGET

EXPENDITURE DETAIL

PROGRAM	FY 2021 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2022	PROPOSED FY 2023	\$	%
COMMUNITY SUPPORT SERVICES	1,943,368	2,217,151	1,170,027	\$ (1,047,124)	(47.2%)
MH DAY SUPPORT SERVICES	459,110	484,701	1,034,856	\$ 550,155	113.5%
ID DAY SUPPORT SERVICES	957,578	1,256,028	1,390,688	\$ 134,660	10.7%
DD CASE MANAGEMENT			1,302,920	\$ 1,302,920	-
ID RESIDENTIAL SERVICES	1,970,231	2,258,501	2,212,297	\$ (46,204)	(2.0%)
MH SKILL-BUILDING SERVICES	295,236	350,910		\$ (350,910)	(100.0%)
EMERGENCY SERVICES	1,914,030	1,951,855	2,043,939	\$ 92,084	4.7%
ADULT OUTPATIENT SERVICES	1,907,385	2,418,595	2,459,246	\$ 40,651	1.7%
MEDICAL SERVICES	1,422,685	1,610,634	1,555,232	\$ (55,402)	(3.4%)
PACT	1,245,329	1,374,165	1,437,504	\$ 63,339	4.6%
CHILDREN'S SERVICES	1,935,197	2,315,277	2,506,469	\$ 191,192	8.3%
ID INFANT SERVICES	1,116,400	1,076,367	1,089,165	\$ 12,798	1.2%
LEADERSHIP	1,465,415	1,550,126	1,350,833	\$ (199,293)	(12.9%)
POSITION RECRUITMENT & RETENTION POOL			138,824	\$ 138,824	-
OPEB DEPOSIT	100,000		100,000	\$ 100,000	-
27TH PAYDAY			420,000	\$ 420,000	-
TOTAL EXPENDITURES	\$ 16,731,963	\$ 18,864,310	\$ 20,212,000	\$ 1,347,690	7.1%

COLONIAL BEHAVIORAL HEALTH

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FY 2023 PROPOSED BUDGET

LOCAL TAX ALLOCATION

JURISDICTION	FY 2021 ACTUAL	BUDGETED AMOUNT		INCR / (DECR)	
		ORIGINAL FY 2022	PROPOSED FY 2023	\$	%
JAMES CITY COUNTY	\$ 1,732,000	\$ 1,900,000	\$ 2,080,000	\$ 180,000	9.5%
YORK COUNTY	\$ 900,000	\$ 940,000	\$ 998,000	\$ 58,000	6.2%
WILLIAMSBURG	\$ 259,000	\$ 259,000	\$ 259,000	\$ -	0.0%
POQUOSON	\$ 190,000	\$ 190,000	\$ 190,000	\$ -	0.0%
TOTAL	\$ 3,081,000	\$ 3,289,000	\$ 3,527,000	\$ 238,000	7.2%

COLONIAL BEHAVIORAL HEALTH
FY 2023
PROPOSED BUDGET

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FULL-TIME EQUIVALENT POSITIONS

PROGRAM	BUDGETED AMOUNT		INCR / (DECR)
	ORIGINAL FY 2022	PROPOSED FY 2023	
COMMUNITY SUPPORT SERVICES	11.0	10.0	(1.0)
MH DAY SUPPORT SERVICES	7.5	9.0	1.5
ID DAY SUPPORT SERVICES	16.2	15.5	(0.7)
DD CASE MANAGEMENT	14.0	14.0	-
ID RESIDENTIAL SERVICES	30.9	27.9	(3.0)
MH SKILL-BUILDING SERVICES		-	-
EMERGENCY SERVICES	19.5	19.5	-
ADULT OUTPATIENT SERVICES	24.6	21.1	(3.5)
MEDICAL SERVICES	10.0	9.2	(0.9)
PACT	13.0	13.0	-
CHILDREN'S SERVICES	24.5	24.0	(0.5)
PROGRAM SUPPORT	37.2	39.2	2.0
LEADERSHIP	9.0	8.0	(1.0)
TOTAL	217.4	210.3	(7.1)

COLONIAL BEHAVIORAL HEALTH

Executive Director's Report – June 2022

Agency Issues

1. We are pleased to report that Katie Leuci has been selected as CBH's new Director of Information Services, filling the role vacated due to Kari Traver's retirement. Katie moves into this role from her previous position as CBH's Information Services Manager.
2. We are pleased to report that Ashleigh Cooke will move into the position of Executive Administrative Assistant effective 6/26/2022. This is the role previously held by Anita Michalec.
3. The temporary consolidation of our DD group home population took place in mid-May with the hope that staff shortages can be addressed sufficiently to resume operations in all 3 locations. No real progress has yet been made on that front, however.
4. CBH has been invited to develop a proposal for a significant expansion of our Crisis Services continuum. This proposal (if funded) would create a Crisis Receiving Center, 23-hour crisis stabilization beds, and lay the foundation for a Mobile Crisis Team. The expansion would then reduce reliance on our CITAC partnership and reduce stress on the Riverside emergency room. We are in the process of developing an initial proposal. If approved, implementation would begin relatively quickly with a full implementation timeframe of multiple years.
5. DBHDS has requested a meeting with us to discuss Permanent Supportive Housing (PSH). We have been interested in implementing this at CBH for several years now.

Community Issues

1. The Williamsburg Health Foundation has provided a one-year planning grant to the Community Access Network (CAN - based in Lynchburg VA) to determine if their community model is workable locally. My first meeting with CAN's Director is scheduled for June 2nd.
2. We are learning of movement in the state's process related to the surplus property that was formerly Eastern State Hospital. I am told to expect very positive news in the next few weeks that will then become public information.
3. We are exploring opportunities to expand and deepen our relationship with the United Way of the Virginia Peninsula. The conversations have just begun, but we are hopeful that a strong partnership can be developed over the next few months.

Regional Issues

1. Eastern State Hospital is currently seeking a new Facility Director.
2. It has become necessary for CBH to contract with someone in our area to facilitate the Marcus Alert planning process over the next few months. We are still in need of a willing person to provide this service for our community.

Public Policy

1. We understand that a state budget deal may be in place prior to this meeting, but we will not have the necessary details to understand the specific impact on CBH.
2. The 2022 proposed Marcus Alert legislation resulted in localities with populations under 40,000 being given the right to "opt out" of law enforcement involvement in response protocols.

Respectfully submitted,
David A. Coe



YEAR TO DATE REVENUES AND EXPENDITURES
as of
April 30, 2022

REVENUE

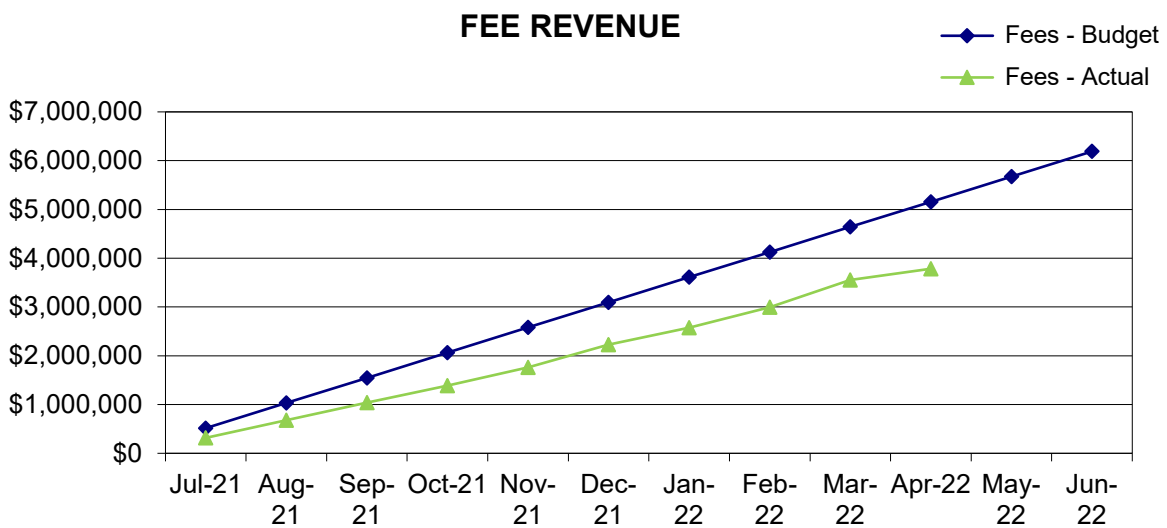
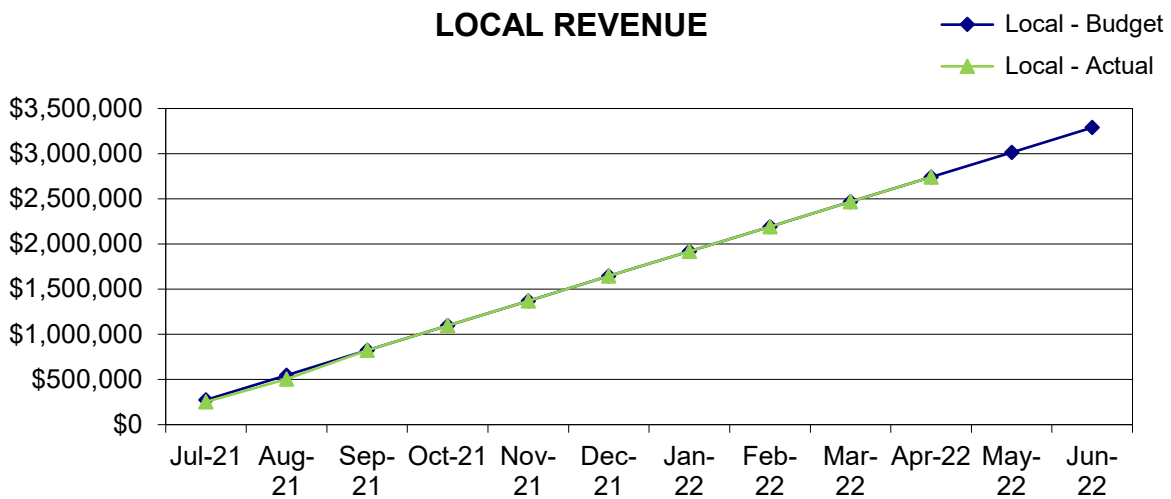
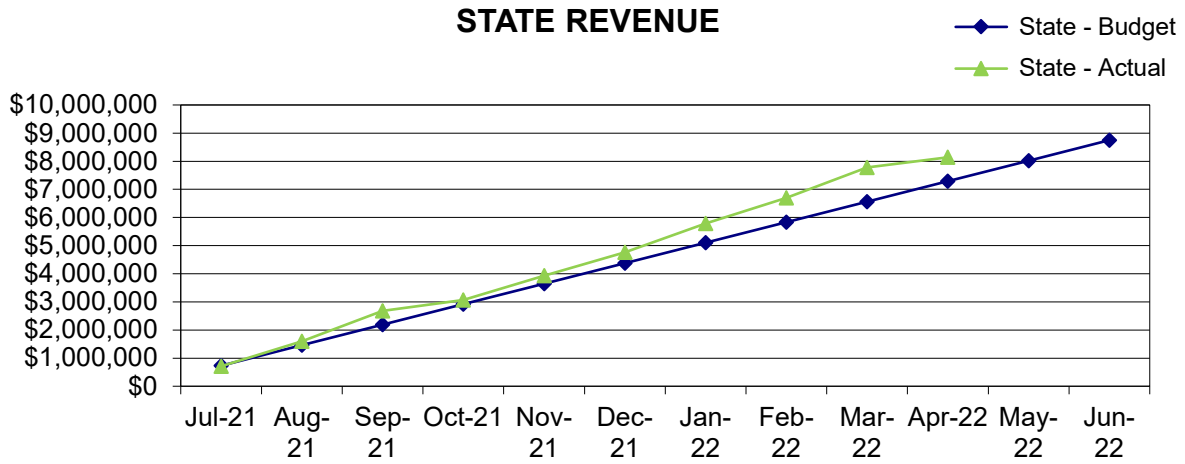
CATEGORY	TOTAL BUDGET	RECEIVED YTD	BUDGET YTD	% RECEIVED	BALANCE
State	\$ 8,748,766	\$ 8,138,929	\$ 7,290,638	112%	\$ 848,291
Local	\$ 3,289,000	2,740,831	2,740,833	100%	\$ (2)
Fees	\$ 6,189,217	3,784,016	5,157,681	73%	\$ (1,373,665)
Grants/Other	\$ 637,327	532,764	531,106	100%	\$ 1,658
Total Revenue	\$ 18,864,310	\$ 15,196,540	\$ 15,720,258	97%	\$ (523,718)

EXPENDITURES

CATEGORY	TOTAL BUDGET	EXPENDED YTD	BUDGET YTD	% EXPENDED	BALANCE
Personnel	\$ 14,741,898	\$ 11,535,371	\$ 12,473,914	92%	\$ 938,543
Staff Development	\$ 76,661	59,842	63,884	94%	4,042
Facility	\$ 1,107,940	651,346	923,283	71%	271,937
Equipment and Supplies	\$ 743,434	520,151	619,528	84%	99,377
Transportation	\$ 258,787	52,286	215,656	24%	163,370
Consultant and Contractual	\$ 1,829,900	1,376,680	1,524,917	90%	148,237
Miscellaneous	\$ 105,690	29,761	88,075	34%	58,314
Total Expenditures	\$ 18,864,310	\$ 14,225,437	\$ 15,909,257	89%	\$ 1,683,820
Operating Margin	\$ -	\$ 971,103	\$ (188,999)	6%	\$ 1,160,102

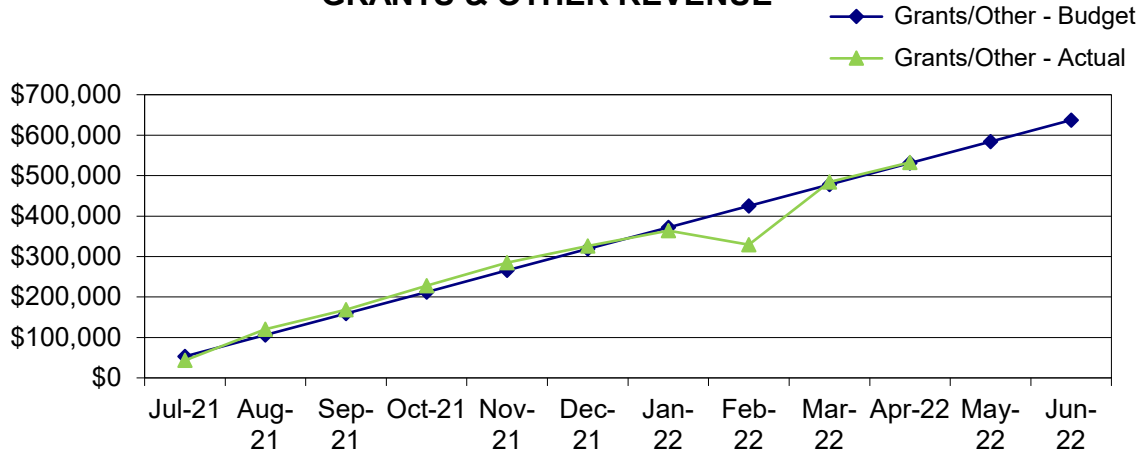
Unless noted otherwise, all amounts are modified cash basis: revenues recognized when earned and received; expenditures upon disbursement, subject to final settlement with fiscal agent.

YEAR TO DATE REVENUES
as of
02/28/22

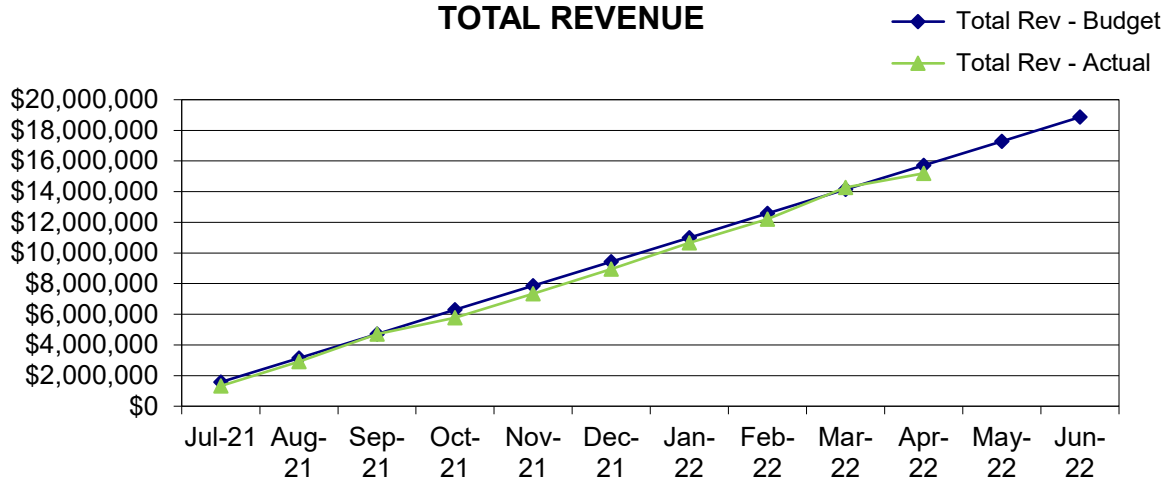


YEAR TO DATE REVENUES
as of
02/28/22

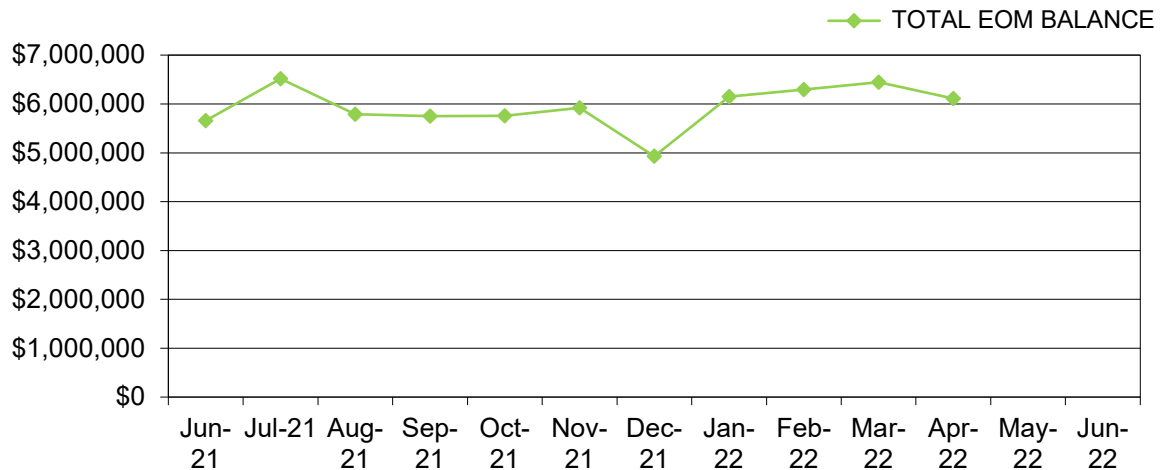
GRANTS & OTHER REVENUE



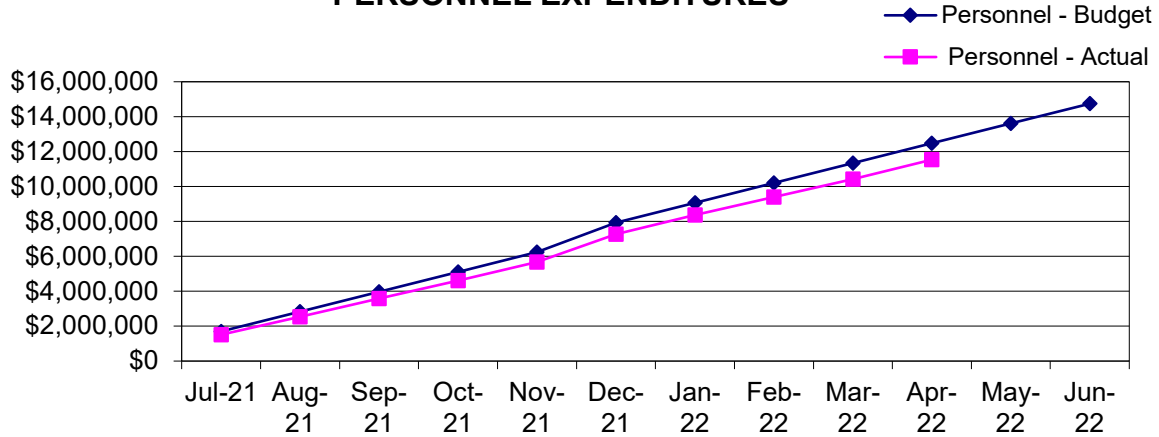
TOTAL REVENUE



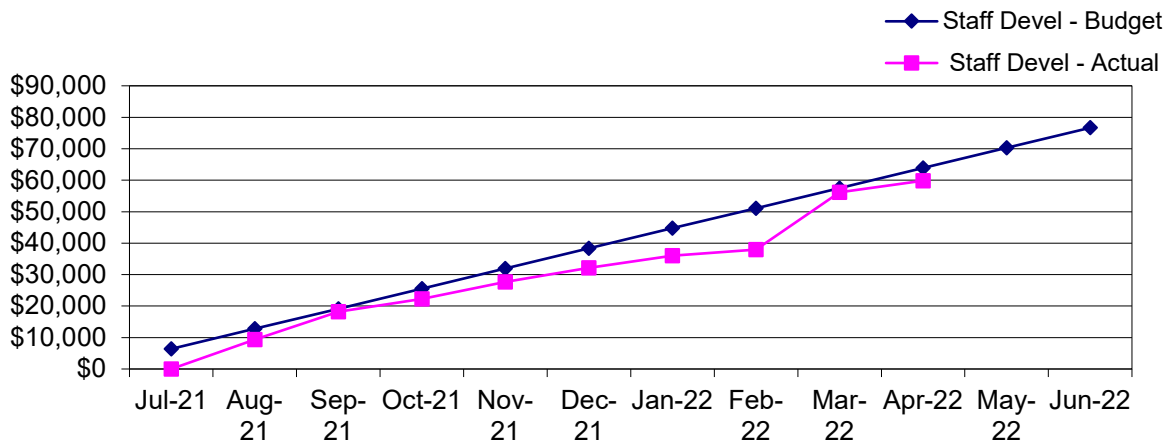
CASH & INVESTMENTS BALANCE



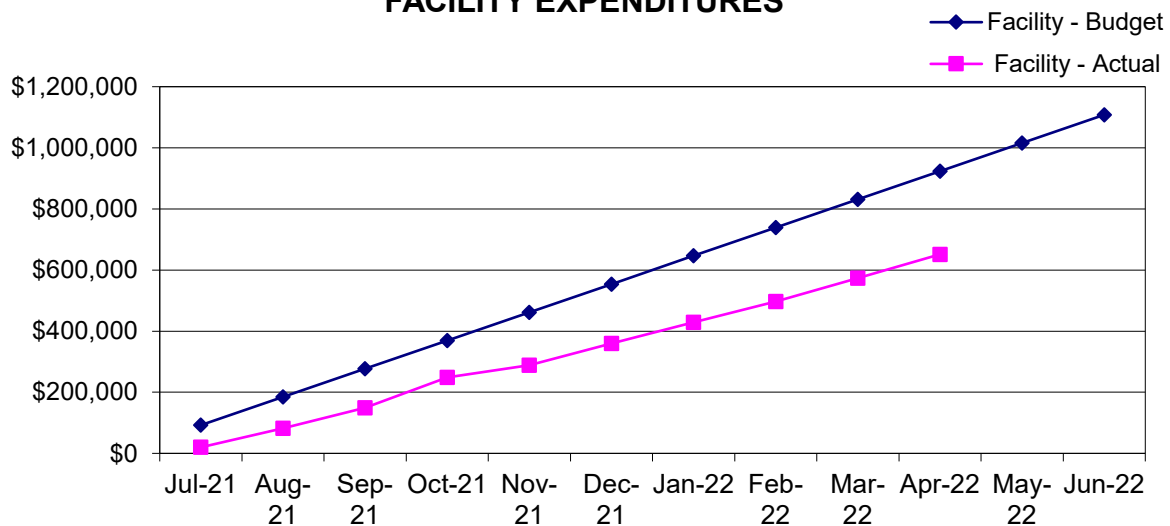
PERSONNEL EXPENDITURES



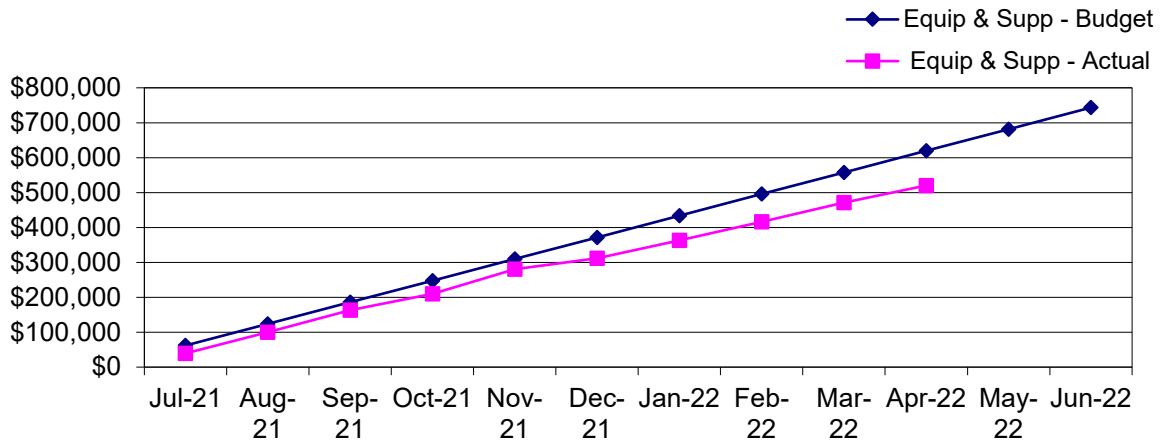
STAFF DEVELOPMENT EXPENDITURES



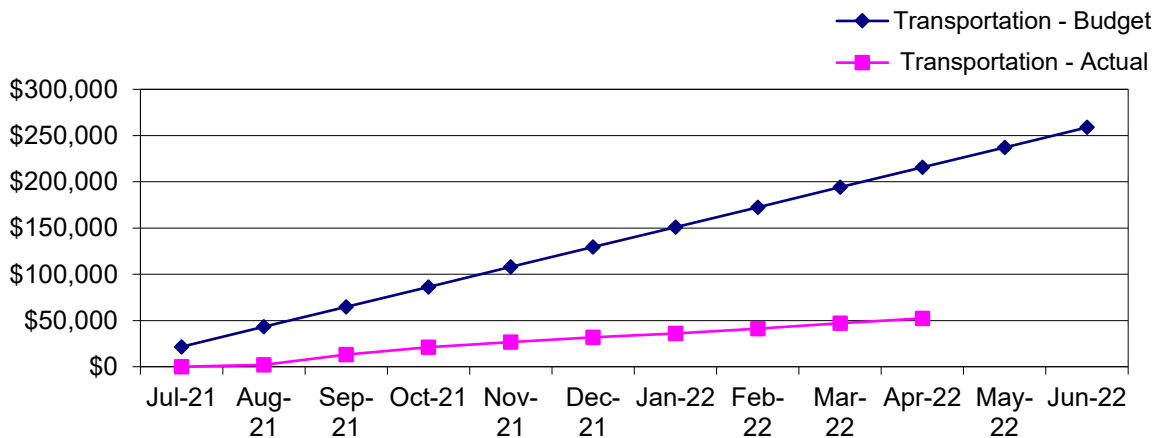
FACILITY EXPENDITURES



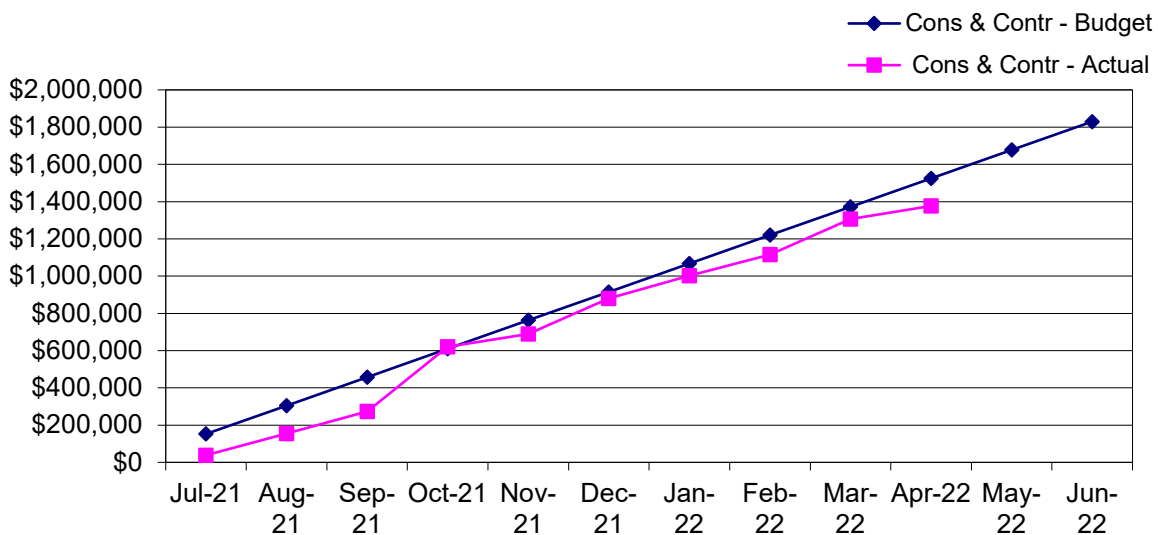
EQUIPMENT & SUPPLIES EXPENDITURES



TRANSPORTATION EXPENDITURES

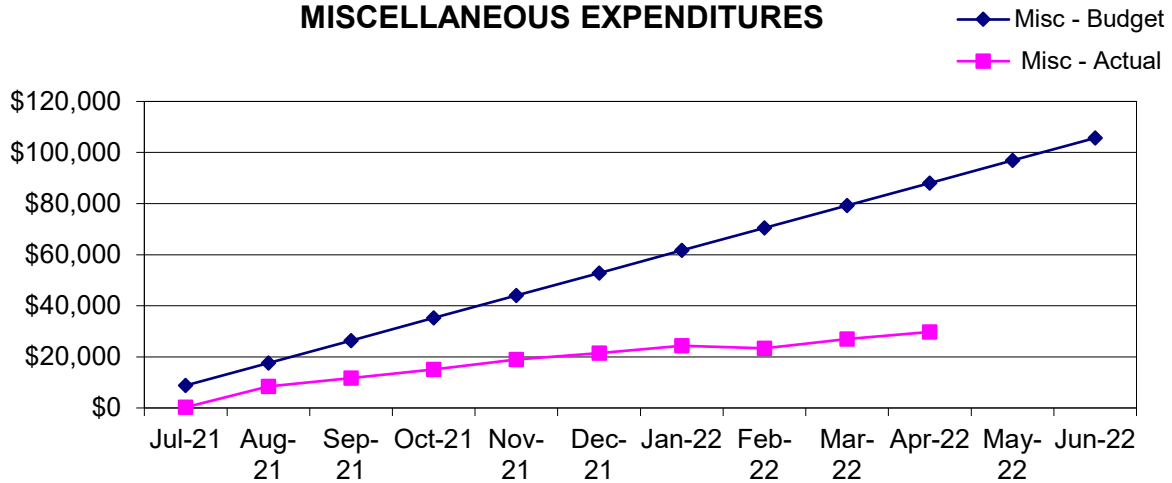


CONSULTANT & CONTRACTUAL EXPENDITURES

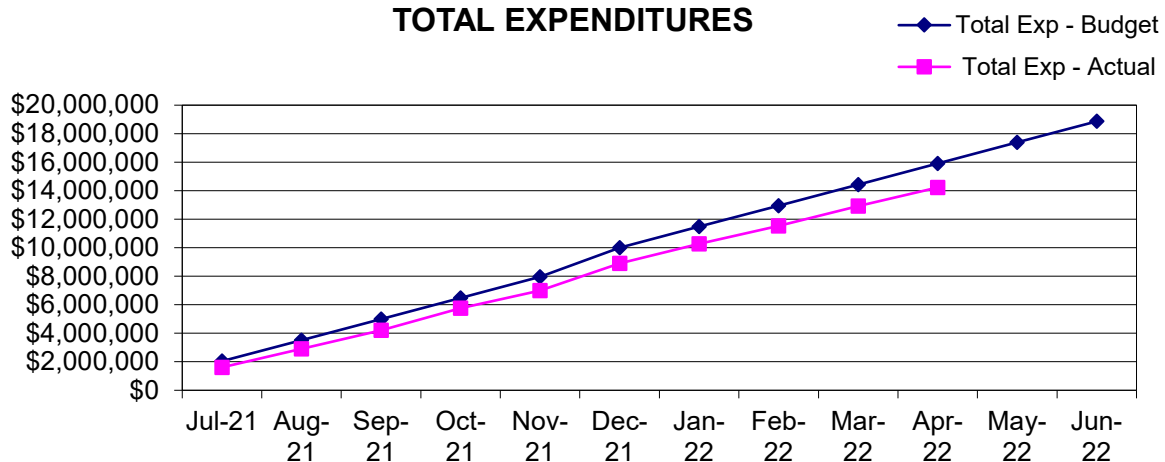


YEAR TO DATE EXPENDITURES
as of
02/28/22

MISCELLANEOUS EXPENDITURES



TOTAL EXPENDITURES



TOTAL REVENUE & EXPENDITURES

