

BOARD OF DIRECTORS MEETING MINUTES
October 11, 2022

Richmond Behavioral Health Authority (RBHA) Board Members, the CEO and Executive Assistant assembled for this meeting in the RBHA Board Room at 107 S. 5th Street in Richmond, Virginia 23219.

This meeting was also held through electronic communication means due to safety concerns stemming from the coronavirus pandemic.

The public was provided the option to attend in person or by teleconference/videoconference via Zoom. Other staff attended by teleconference/videoconference via Zoom.

RBHA Board members present: Jenny Aghomo; Kristi Babenko; Scott Cannady; Irvin Dallas, **Chair**; Karah Gunther, **Vice Chair**; Dr. Brian Maiden; Dr. Cynthia Newbille; Rev. Dana Sally-Allen; Malesia "Nikki" Taylor, **Secretary/Treasurer**; Eduardo Vidal and Stephen Willoughby.

RBHA Board members absent: Tameisha Archer; Dr. Joy Bressler; Sarah Mines and Shauntelle Hammonds.

Staff present: Dr. John Lindstrom, **CEO**; Amy Erb via Zoom; Bill Fellows via Zoom; Susan Hoover via Zoom; Shenee McCray via Zoom; Dierdre Pearson via Zoom; Carolyn Seaman via Zoom; Michael Tutt via Zoom; Scott Ward via Zoom; Cristi Zedd via Zoom; Matt Gordon and Meleese Evans, Executive Assistant.

RBHA's Legal Counsel: Jon Joseph of Christian & Barton, LLP, via Zoom.

Guests: None.

Proceedings:

- The meeting was called to order at 3:05 p.m. by Irvin Dallas, Board Chair.
- **Public Comment:** None.
- **The Board meeting minutes for September 6, 2022, were approved with a motion by Stephen Willoughby, seconded by Scott Cannady and unanimously approved by all members present.**

Employee Recognitions

- Madeline Grey, Quality and Training Coordinator in Developmental Services, was recognized as employee of the month.

Board Chair Report – Irvin Dallas

- Irvin Dallas reminded board members to review the list of Board Committees assignments, included in today's board meeting packet, and asked board members to let him know if they have any concerns or suggestions.
- Irvin Dallas recently attended the Virginia Association of Community Services Boards (VACSB) Public Policy Conference and encouraged other board members to attend the conferences as well. The next VACSB conference will take place in January 2023.

Chief Executive Officer's Report - Dr. John Lindstrom

- The CEO Report was discussed and is included in today's board meeting packet and with today's meeting minutes.

RBH Foundation Report – Carolyn Seaman

- The Foundation Development Report was discussed and is included in today's board meeting packet and with today's meeting minutes. Draft minutes from the last Foundation meeting are also included in today's meeting packet.

Committee Reports:**Access & Service Delivery Committee – Malesia “Nikki” Taylor**

- The Access & Service Delivery Committee report will be provided at the next Board meeting.

Advocacy & Community Education Committee – Scott Cannady

- The Advocacy & Community Education Committee has not met since the last Board meeting.

Executive Committee – Irvin Dallas

- The Executive Committee has not met since the last Board meeting.

Finance Committee Report – Malesia “Nikki” Taylor

- Total cash in the bank on July 31st was \$29.6 million, and RBHA's share of that cash is \$10.1 million.
- RBHA's current operating reserve ratio for July was 1.98 or more than 3 months of expenses.
- RBHA's net worth is \$12.2 million and FY23 was showing a net loss on July 31st of \$709,000. This is due to funds carried over from FY22 remaining in deferred revenue and the shift by the Department of Behavioral Health and Developmental Services (DBHDS) to a federal fund reimbursement process instead of 24 equal up-front payments. Deferred revenue on July 31st was \$18.7 million.
- Gross Accounts Receivable (AR) is \$23.2 million and net AR, after the allowance for doubtful accounts, is \$3.9 million due from the Managed Care Organizations (MCOs).
- The note payable balance at July 31st was \$2.8 million.
- The allowance for doubtful accounts is \$19.3 million at July 31st.
- The Finance Committee voted to authorize Dr. John Lindstrom to enter negotiations with Pilgrim Baptist Church to purchase the property located at 2000 Mecklenburg Street in Richmond, VA.

Motion from the Finance Committee that the RBHA Board authorize the RBHA CEO to submit a letter of intent to purchase the property at 2000 Mecklenburg Street, not to exceed \$750,000; seconded by Dr. Cynthia Newbille and unanimously approved by all board members present.

Human Resources Committee –Karah Gunther

- The Human Resources Committee has not met since the last Board meeting.

Nominating & By-Laws Committee – Dr. Joy Bressler

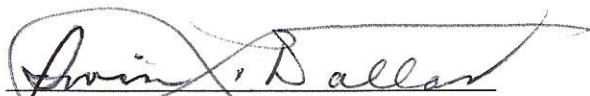
- The Nominating and By-Laws Committee has not met since the last Board meeting.

Presentation: Richmond Behavioral Health Organizational Charts, was presented by RBHA's Executive Leadership Team. The presentation is included with today's meeting minutes.

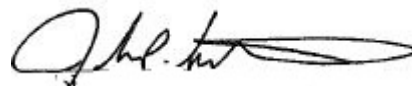
The meeting adjourned at 5:01 p.m. with a motion by Dr. Brian Maiden, seconded by Scott Cannady.

The next Board of Director's meeting will take place on **Tuesday, November 1, 2022, at 3:00 p.m., at RBHA, 107 S. 5th Street in Richmond, VA 23219.**

Respectfully Submitted:



Irvin Dallas
RBHA Board Chair



Dr. John P. Lindstrom
Chief Executive Officer

Richmond Behavioral Health Authority
Board of Directors
Chief Executive Officer's Report
October 11, 2022

Operations for FY 23 are in full swing. The first quarter is in the books so to speak. The fall VACSB conference just concluded on Friday and there is a definite feeling of fall in the air.

Staffing remains perhaps one of our greatest challenges as position vacancies **exceed the 14% level** accounted for in our FY 23 budget planning. **Residential, medical, and emergency services areas** remain the most critical, but vacancies cut across all areas of RBHA operations. Our HR department is planning a series of agency-wide job fairs as one strategy for attracting higher numbers of qualified applicants.

School operations are also in full swing. Now one full month into the new school year, our plans for vastly expanding RBHA's presence in the **Richmond Public Schools** are on track. As of last week, **181 students** have been assessed and enrolled in school-based Therapeutic Day Treatment.

RBHA is **wrapping up our second CCBHC grant**. As you might recall, we are in our second year of two consecutive two-year grants from SAMHSA. Each grant was for two million dollars per year. Our current grant will end in February, though we expect an extended time period to use any remaining funds.

We received particularly **good news** in September that RBHA will receive an **additional CCBHC grant, this time one million per year over a four-year period**. This news came on the heels of a site visit by **SAMHSA** during which a videography team recorded some of our key service areas and interviews were conducted with a variety of staff. The video segments and interviews will become a part of a public information and media

package that SAMHSA is preparing for national release related to the CCBHC initiative. Of course, we are proud that SAMHSA visited RBHA for that purpose.

The **deadline for receiving EHR proposals was September 29**. I am happy to report that **six proposals** were received. The process of reviewing and scoring the proposals is underway. We will then decide which vendors to bring in for two day demonstrations.

After the expected back-and-forth in negotiations, **RBHA will proceed with the purchase of the house on Parker Lane** in Chester for ultimate use as office space for the REACH program. The final agreement is for an "as is" purchase price of \$285,000. One critical issue was the condition of the septic system, however, the owner agreed to provide a certification, including any needed repairs, at his/her cost. We should close on or about October 10.

When RBHA assumed the assets and liabilities of Rubicon, Inc. (think North Campus), we assumed the lease they held on the old juvenile courts building located at **2000 Mecklenburg Street**. We extended the lease, but it will expire the end of this year. For the last several years we have discussed with the owners (Pilgrim Baptist Church) their willingness to extend the lease at its maturity or sell the building to us. Recently Pilgrim withdrew the possibility of lease extension, giving us the option to move or negotiate purchase. We are proceeding with possible purchase. Last week plans were reviewed with the Finance Committee. The idea of providing an **Intent to Purchase letter**, with any final action being subject to building inspection and approval of the RBHA Board of Directors. Building condition and an appraisal obtained by the church will be the basis of negotiated price.

Program and HR staff continue to work on staffing up in support of RBHA's **Region 4 crisis expansion**. At the same time, our Crisis Task Force works to resolve operating issues across various parts of the crisis system. Our team has been careful to monitor

any developments with DMAS and/or DBHDS as each agency works through some of the technical and policy issues identified which requires fixes or clarification.

RBHA remains highly involved with and supportive of the **Mental Health and Behavioral Health Dockets** operating at the District and Circuit Court levels, respectively. We were recently awarded a three-year **\$550,000 grant** from the Department of Justice that will help sustain these efforts.

In the last month our Executive Leadership team received and approved a report and recommendations from **RBHA's Equity Council**. The initial focus will be on employee relations and personal development.

We are in the process of **revising formal telework agreements and implementing changes in partial and agency-wide emergency closing procedures and closing-related work expectations**. Our COVID experience has led to more permanent work solutions, with more staff moving to partial and/or full-time telework. However, the opportunity to work from home or other alternate locations has brought about a change in the way we view closings. Many of our staff must report to deliver critical services even under inclement weather conditions. Staff able to telework, then, also may be expected to work despite the closure of offices or other program sites. These changes will include implementation of **last minute or liberal leave for non-designated staff (formerly non-essential)** when power or internet disruptions make it impossible for them to work.

Respectfully submitted,



John P. Lindstrom, Ph.D., LCP
Chief Executive Officer

RBHA Board Meeting Development Report – October 11, 2022

Richmond Behavioral Health Foundation

YTD Unrestricted to RBHF: \$26,449.84 (as of 08/30/22)

YTD Restricted Funds (outside of grants) to RBHF: \$235.00 (as of 08/30/22)

YTD grants awarded: \$70,000

YTD gifts-in-kind: \$17,720.00

YTD Total Revenue: \$114,404.84

	Current Year (FY23)	Past Year (FY22)	2 years ago (FY21)
	Total Grants/Requests Submitted in FY23 (July 1, 2022 – June 30, 2023)	Total Grants/Requests Submitted in FY21 (July 1, 2021 – June 30, 2022)	Total Grants/Requests Submitted in FY21 (July 1, 2020 – June 30, 2021)
Number of Submitted Grants/Requests	3 carried over from FY22 \$178,000 6	14 Total: \$667,500.00	7 Total: \$108,820
Number of Funded Grants/Requests	3	7	3
Dollar Value of Awarded Grants/Requests	\$70,000	\$86,000.00	\$51,320
Number of Pending Grants/Requests	3	2	1
Dollar Value of Pending Grants/Requests	\$17,000	\$178,000.00	\$15,000
Number of Denied Grants/Requests/Postponed	4	3	3
Dollar Value of Denied or Partially Funded Grants/Requests	\$140,500	\$403,500	\$57,500
Gifts in Kind - Monetary Value (Includes Value of Volunteer Hours and Value of donated items)	\$17,720.00	\$65,242.44 (Volunteer Hours Value) \$43,330.00 (Donated Items Value) TOTAL: \$108,572.44	\$68,357.20

RBHA Board Meeting Development Report – October 11, 2022

Volunteer Hours	454	2306	1551
------------------------	-----	------	------

Update on Grants and Gifts: See attached chart

Volunteer Projects:

- Hands On Greater Richmond – coordinating a DIY Project on our behalf – Children’s Personal Care Kits – July 2022 – **Received 272 Kits**
- Hands On/ Altria Event – July 20th 1pm – 5pm – North Campus WRTC, 100+ volunteers – **Project completed**
- Hands On/Altria – submitted 3 proposals for fall 2022 projects (see chart)
Phase 2 of the WRTC Project – project completed September 21st
- 3 DIY Volunteer Projects for the Fall
 - Snack Kits
 - Personal Care Kits
 - Cold Weather Item Kits
 - Drop Off Dates are Nov 3rd, Nov 15th, and Dec 9th
- Hand On Fairfax/CarMax Volunteer Event – November 17th – North Campus – weeding, mulching and putting to bed all the garden spaces for the winter; building raised bed planters for Chelsea Hill Campus; Nourishment Kits

Community Engagement:

- American Horticulture Society Conference – Tour of North Campus Greenspace – July 14th, 11am
- Marshall Center Exercise Room Ribbon Cutting – August 2, 1pm – Exercise Room funded by Aetna

Events:

- Marshall Center Exercise Room Ribbon Cutting – August 2, 1pm – Exercise Room funded by Aetna

Appeals:

- *Refresh for Recovery* Campaign – RBHF Board of Trustees Campaign - \$5,000 match to paint the entry, dining room, and common areas on the 1st Floor at 1700 Front St.
- Giving Tuesday – November 29th – focusing on Homeless Services for this appeal
- Year-end Appeal – will begin around Thanksgiving – social media, email, and direct mail components

Mini Grants:

We awarded the first 3 \$5,000 grants to:

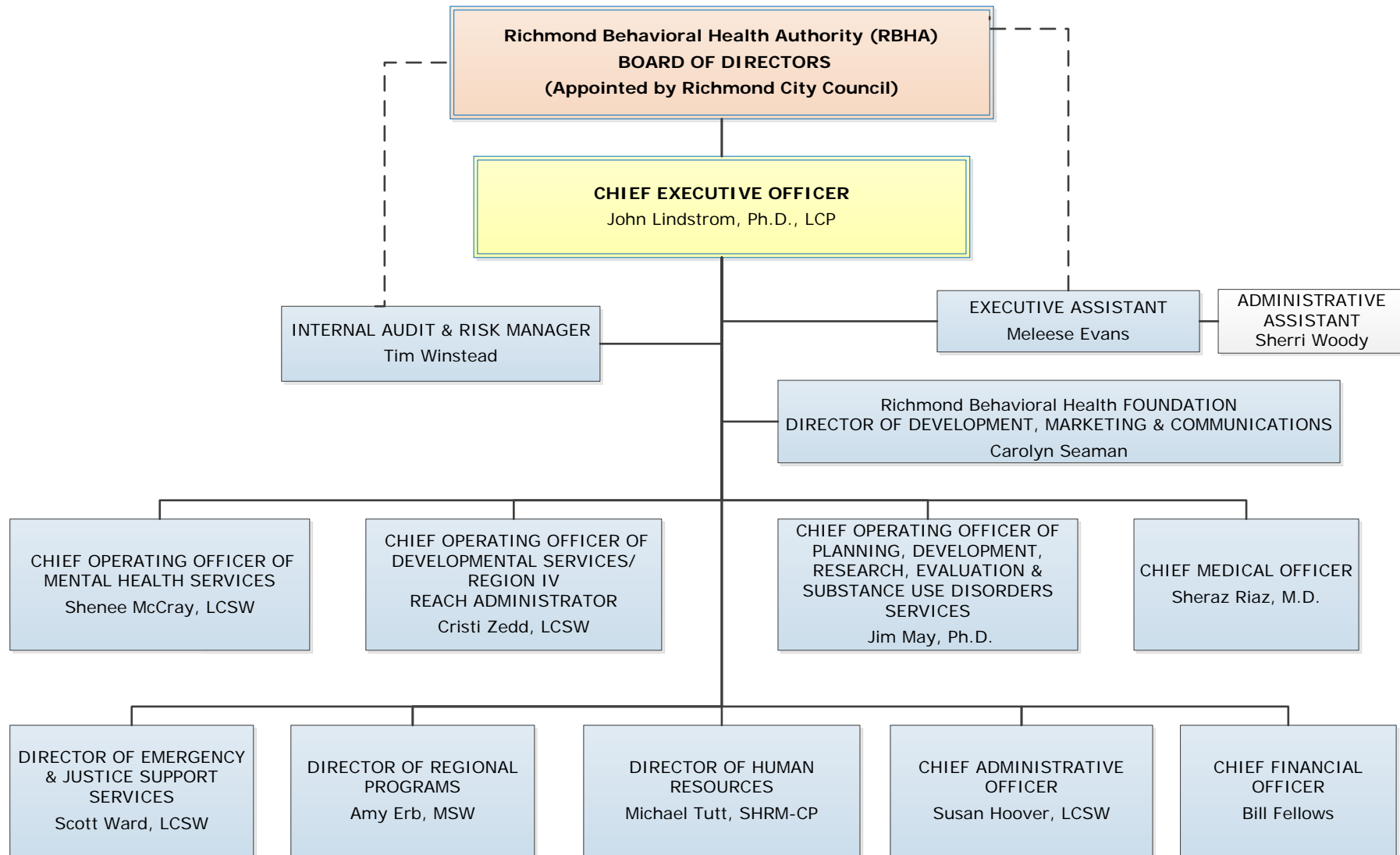
- ACT – develop a Vocational/Educational group to assist individuals with developing job skills and furthering their education
- DS Children’s Services – community inclusion events and activities for children and families
- WRTC Children’s Services – Welcome Bags for children accompanying their mothers in treatment, community inclusion activities

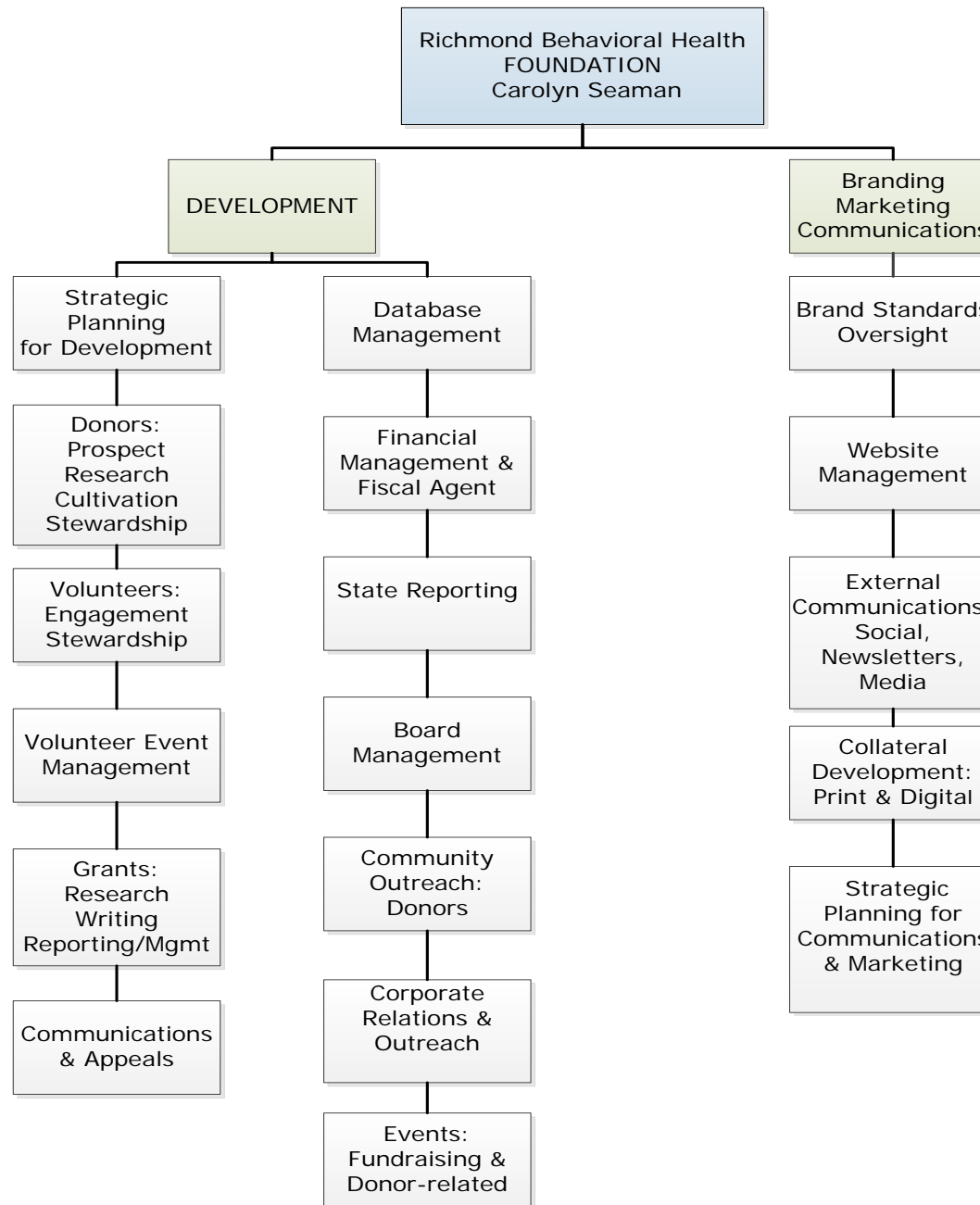
Next 3 Mini Grant will be awarded in December/January

Richmond Behavioral Health Organizational Charts

Presentation for the RBHA Board of Directors

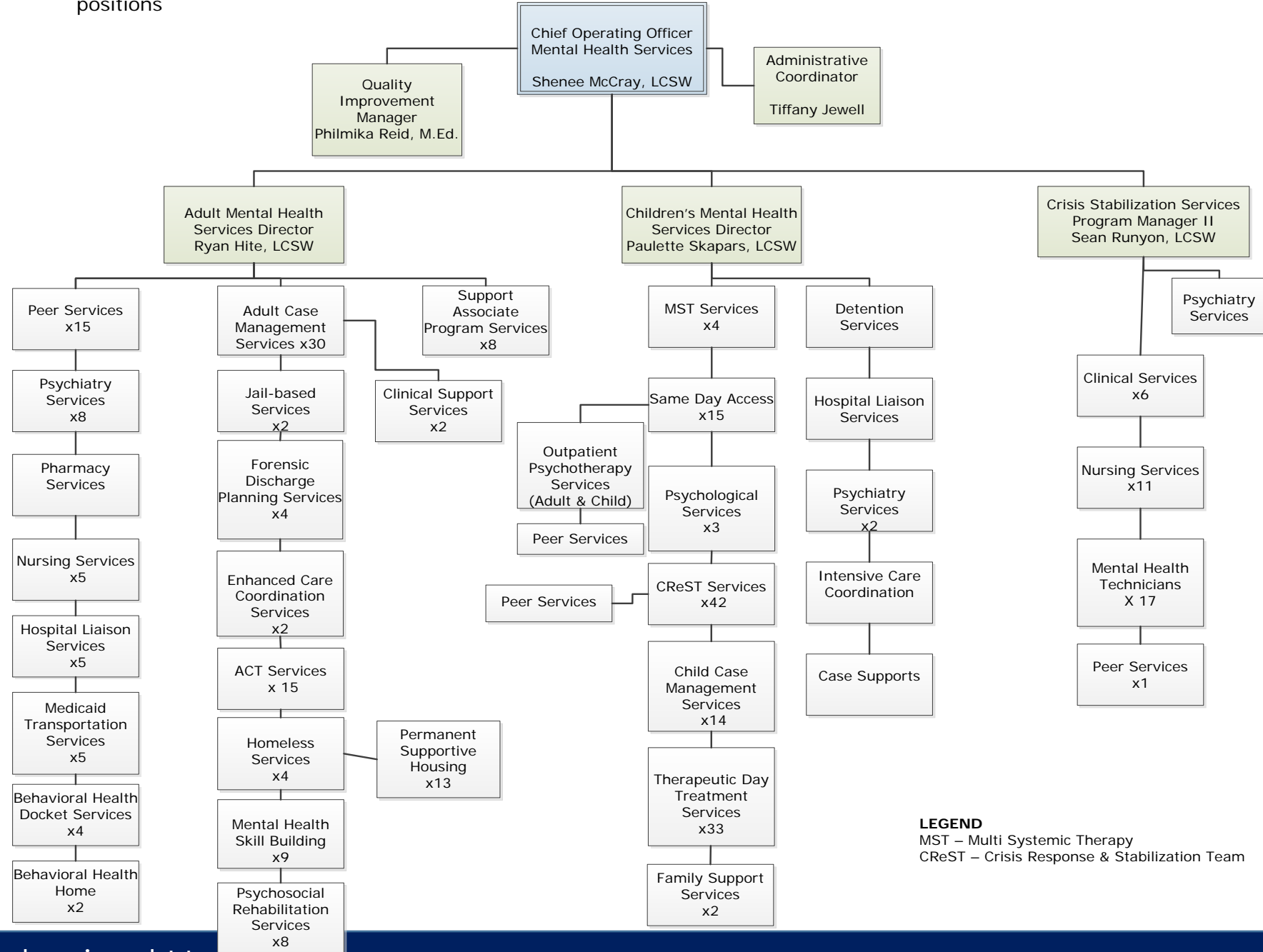
October 11, 2022





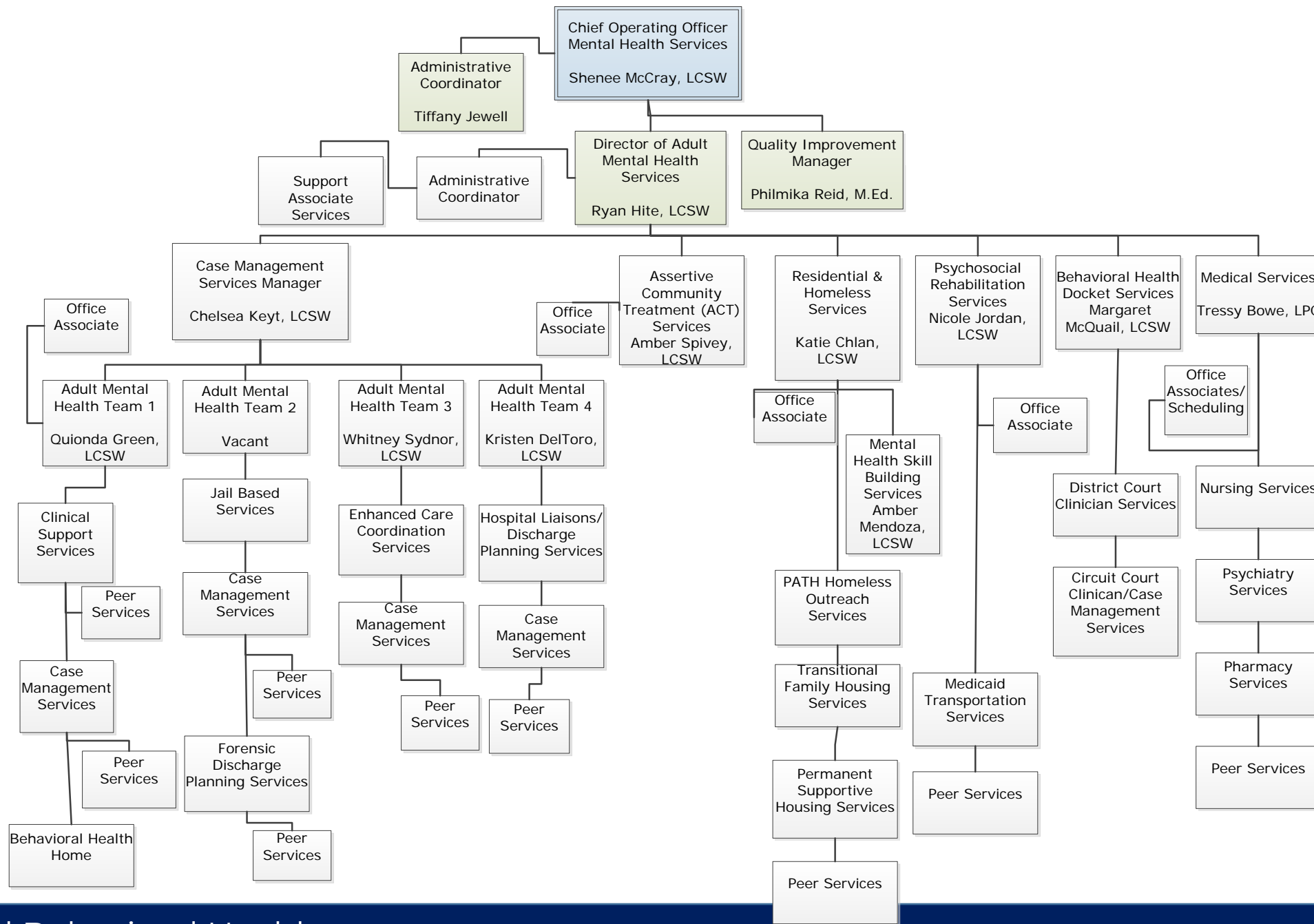
indicates number of positions

MENTAL HEALTH DIVISION

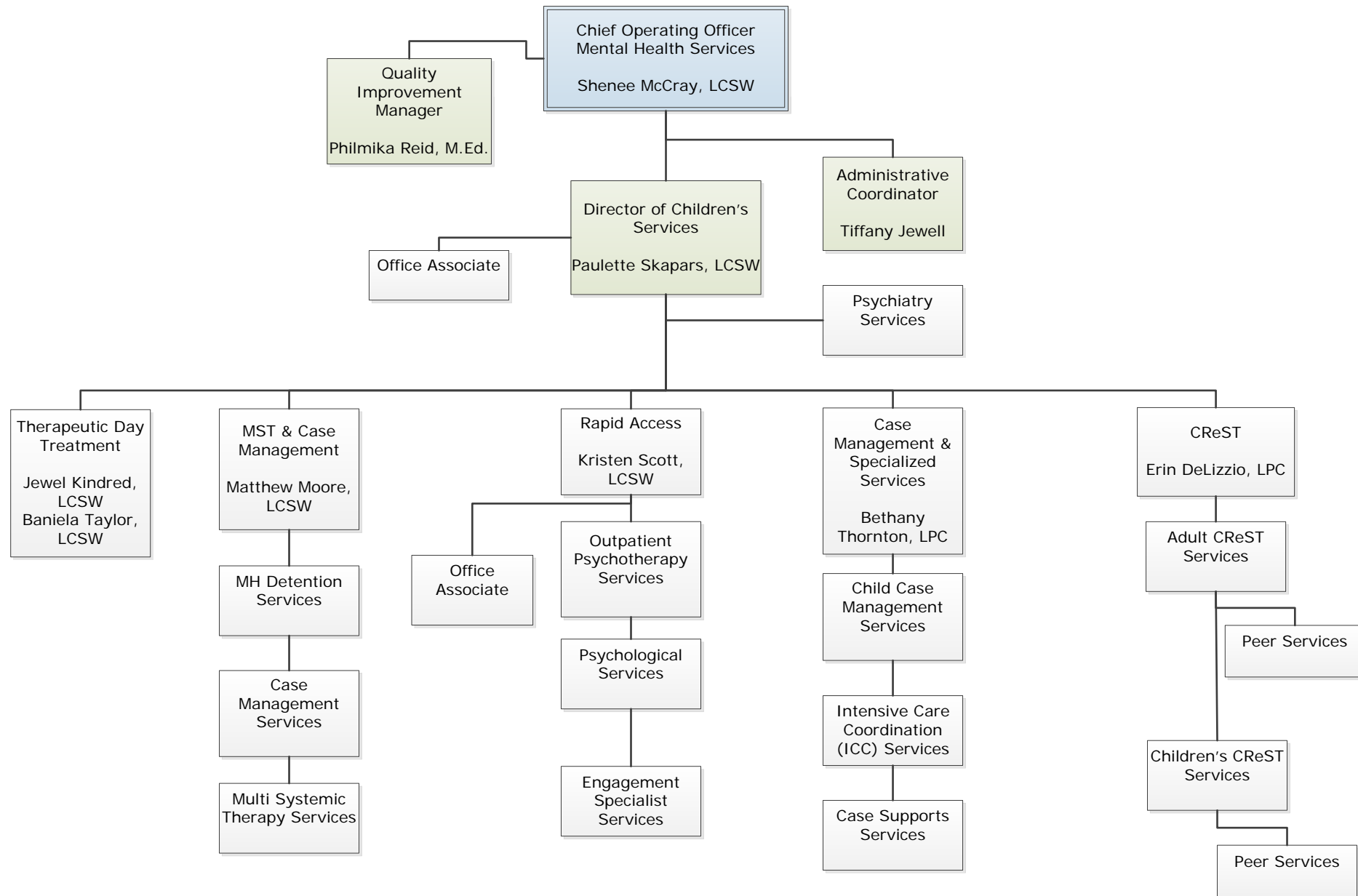


LEGEND
 MST – Multi Systemic Therapy
 CReST – Crisis Response & Stabilization Team

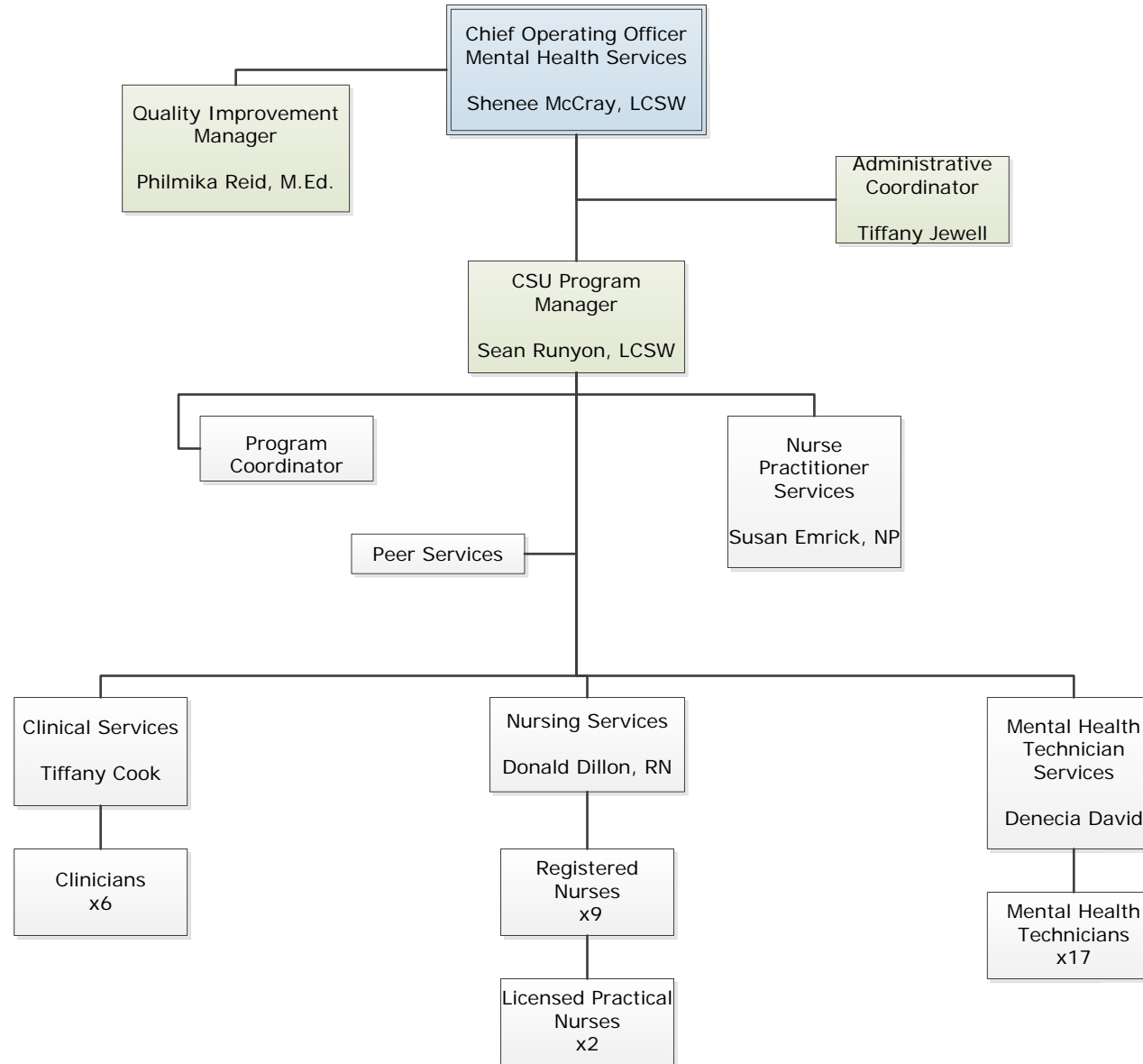
Mental Health Division: Adult Mental Health



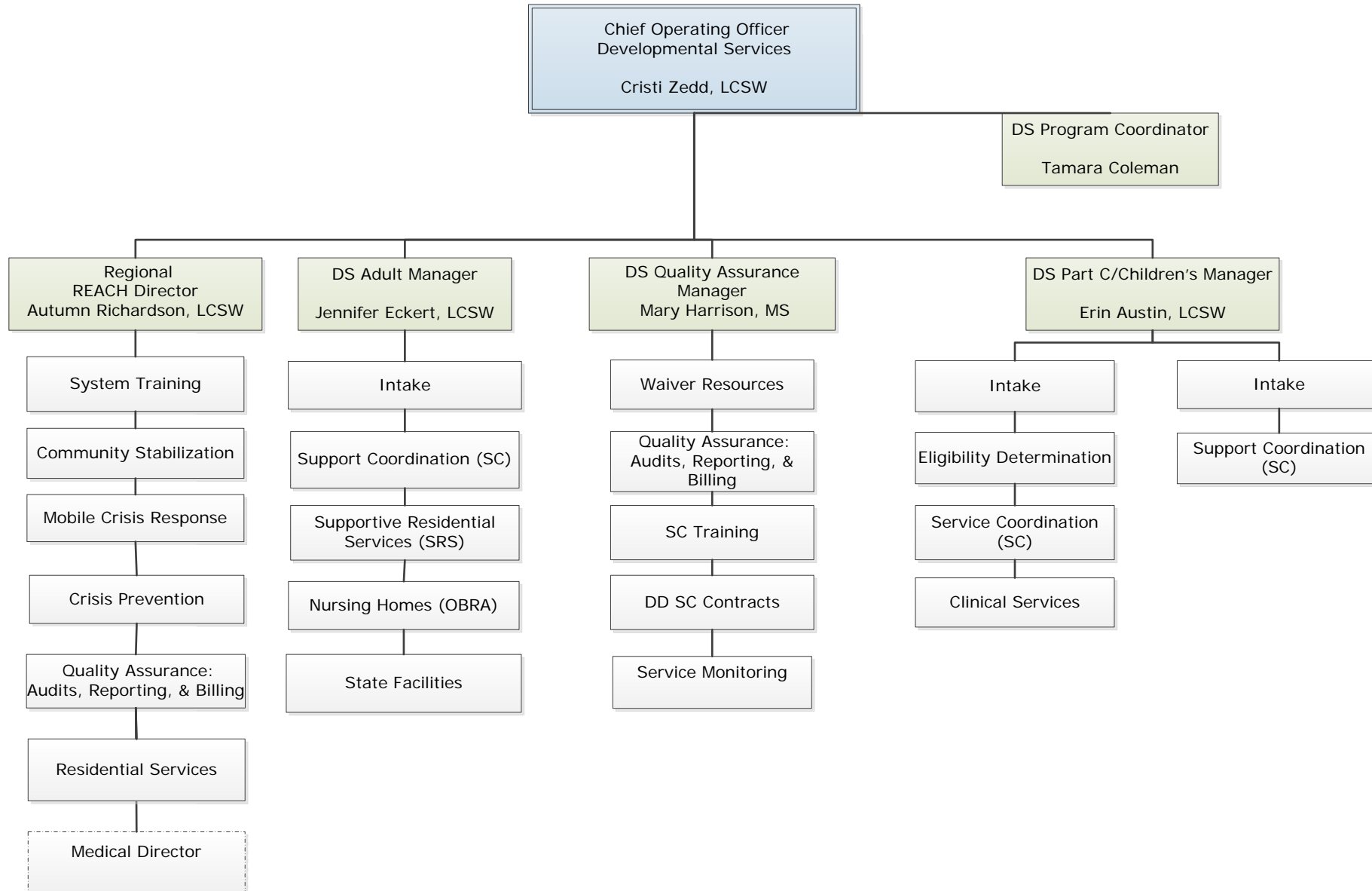
Mental Health Division: Children's Mental Health



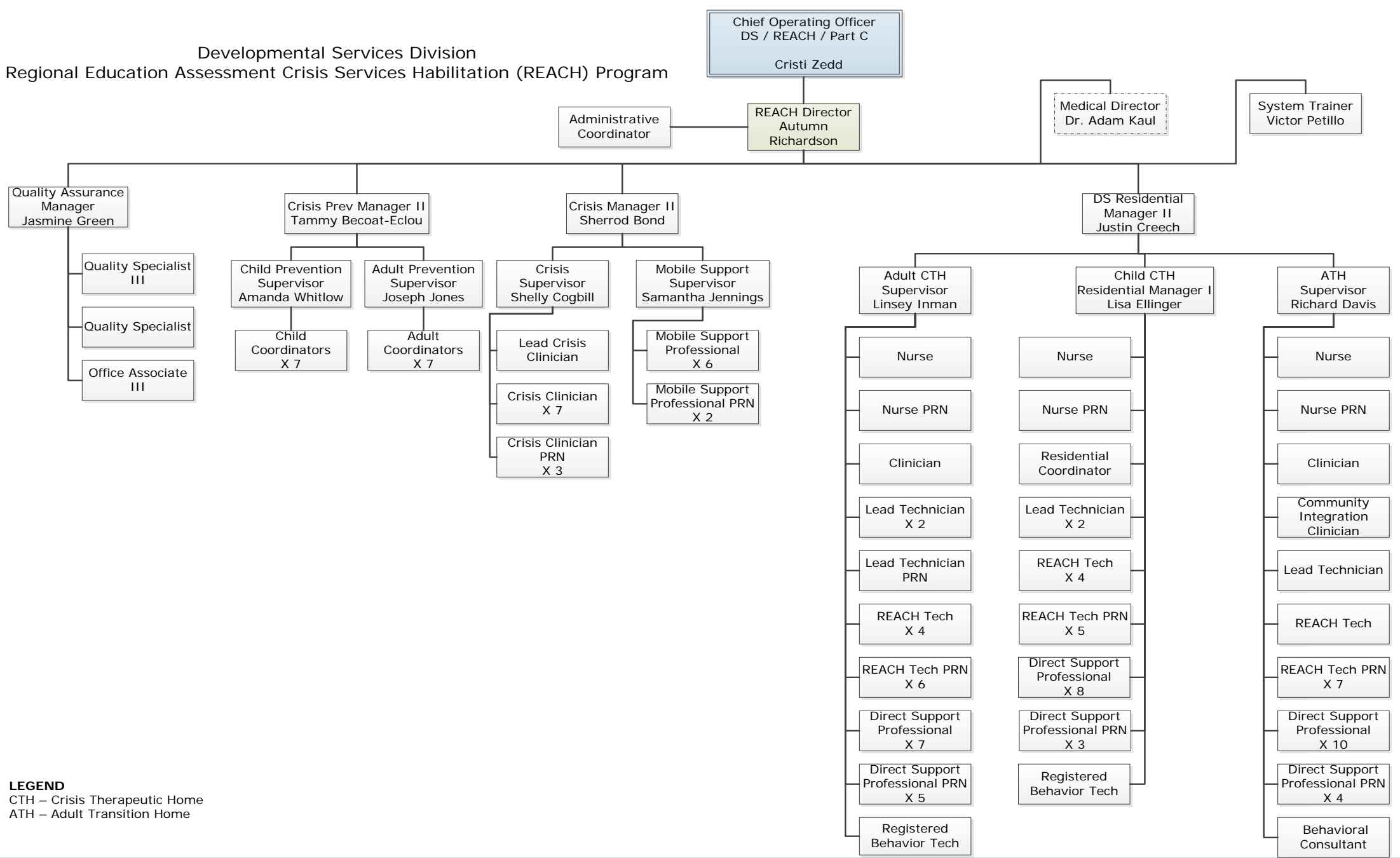
Mental Health Division: Residential Crisis Stabilization Unit



Developmental Services (DS) Division Administration

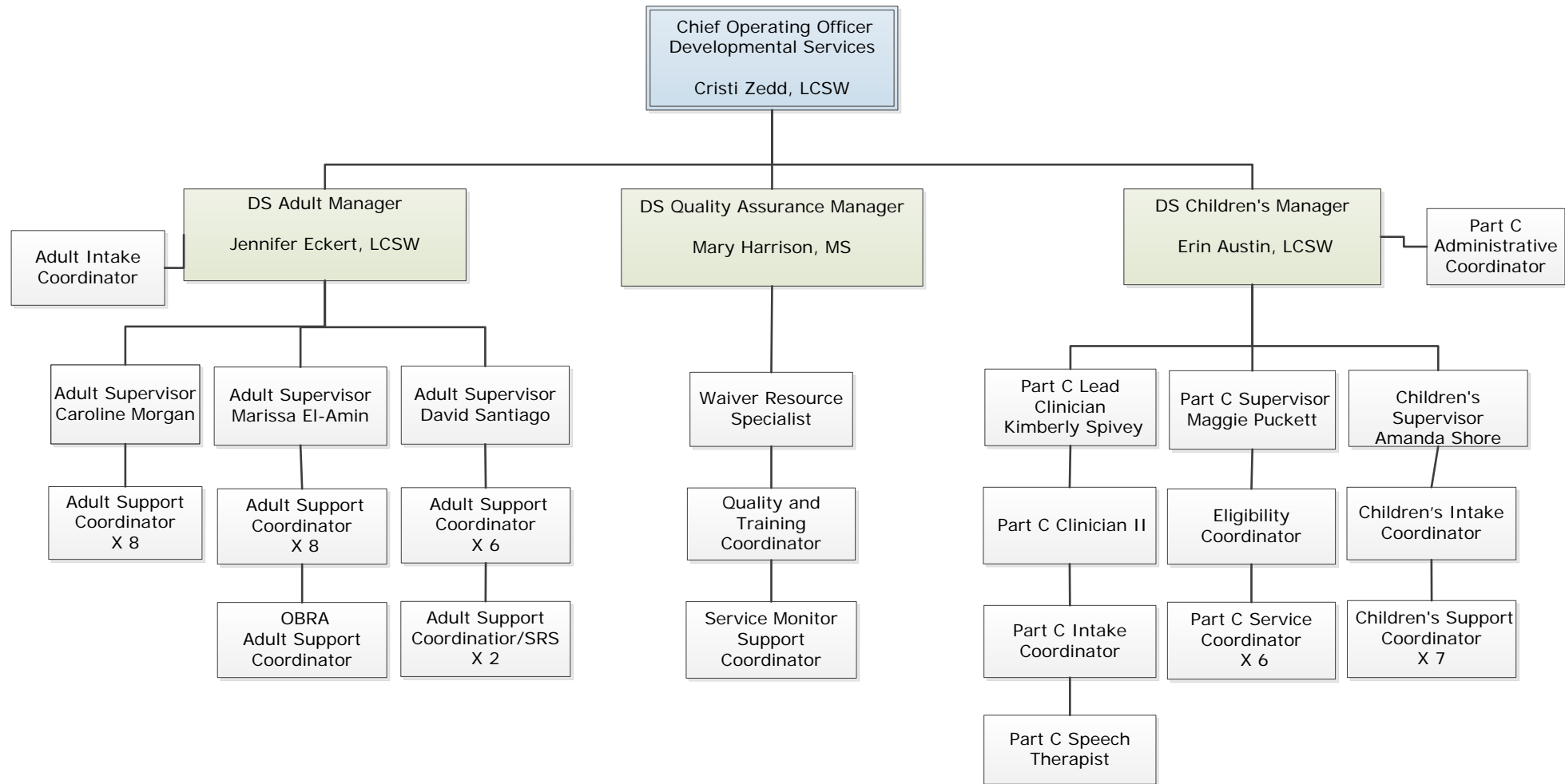


Developmental Services Division
 Regional Education Assessment Crisis Services Habilitation (REACH) Program

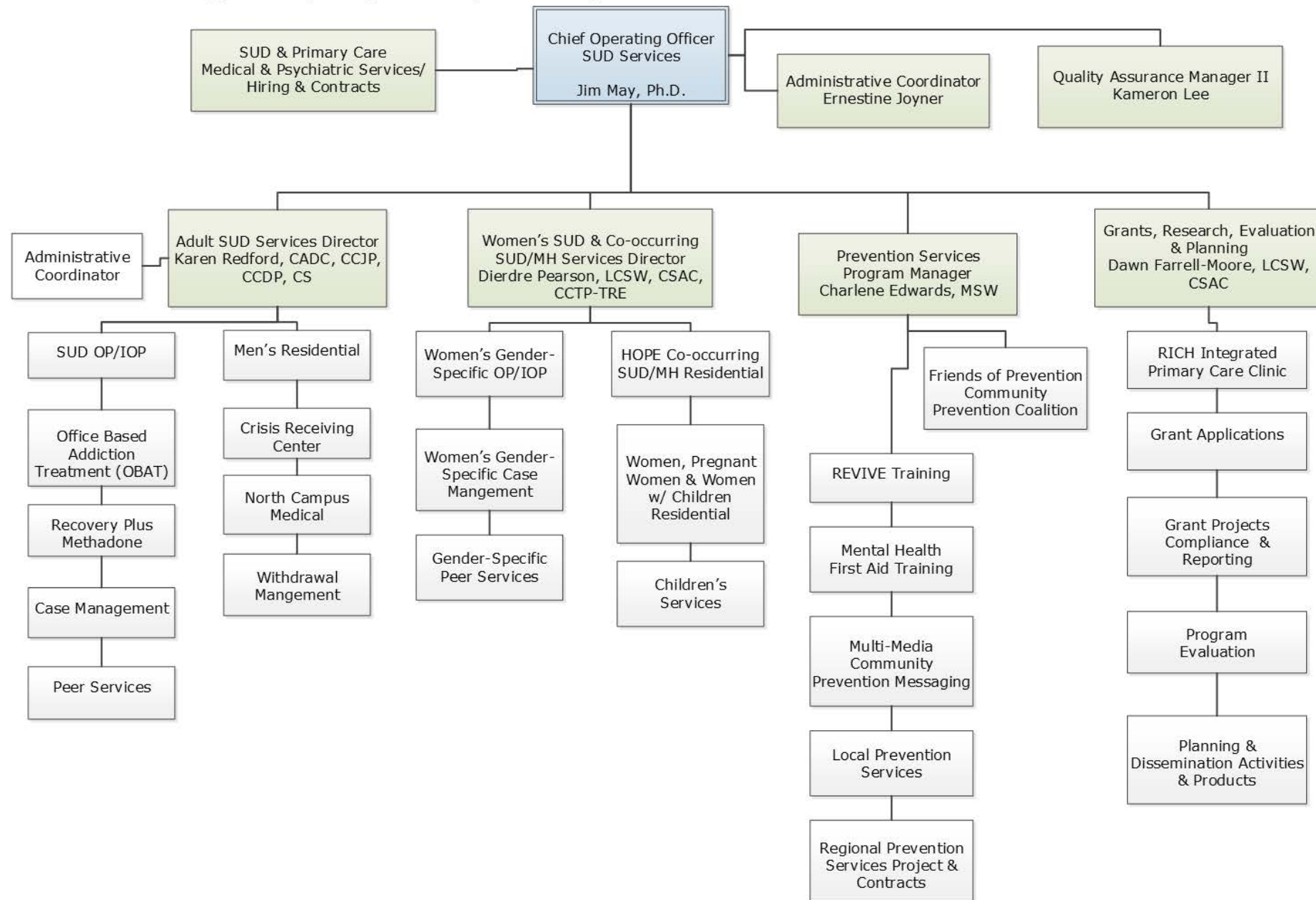


LEGEND
 CTH – Crisis Therapeutic Home
 ATH – Adult Transition Home

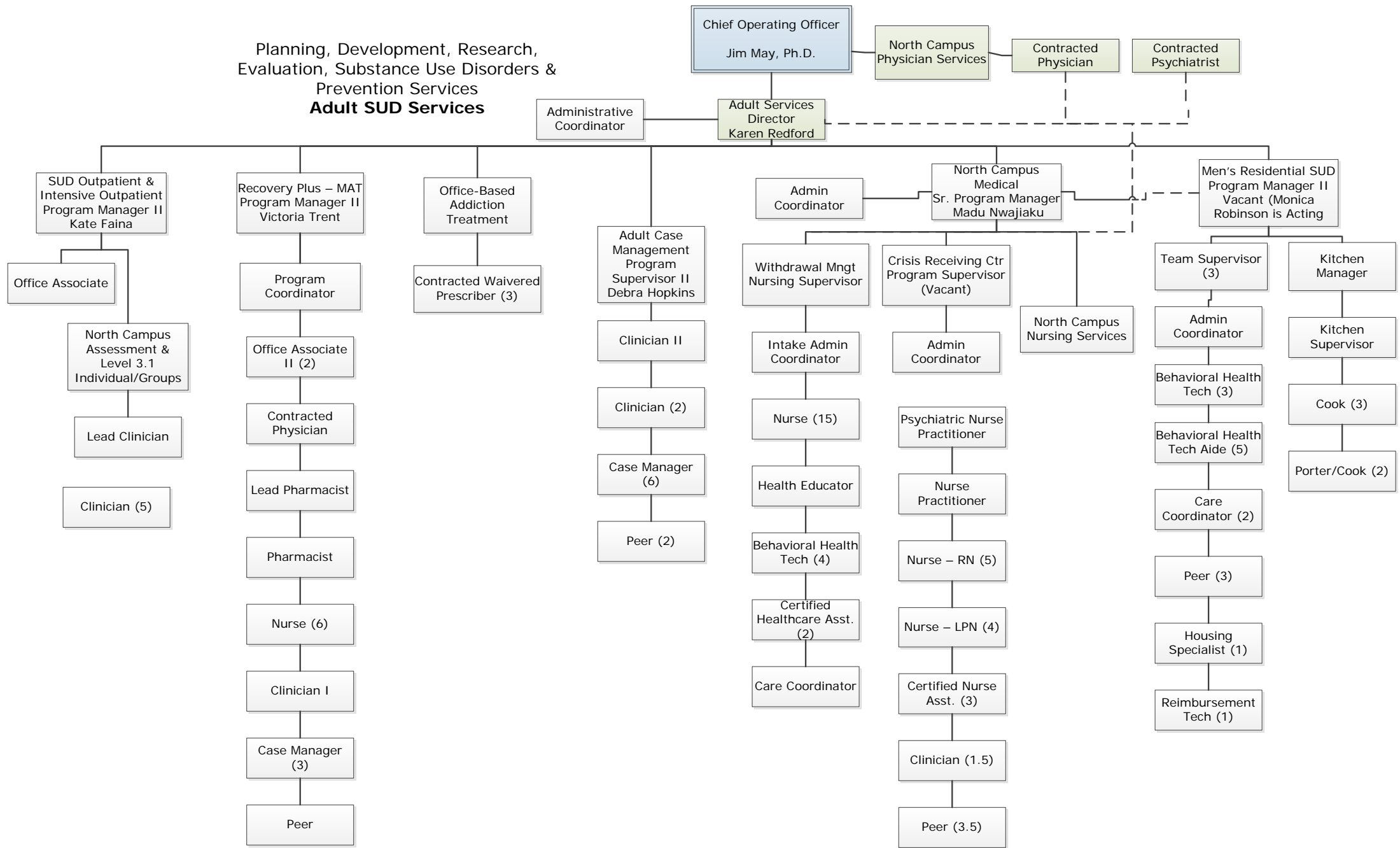
Developmental Services
 Adult & Child Case Management
 Early Intervention



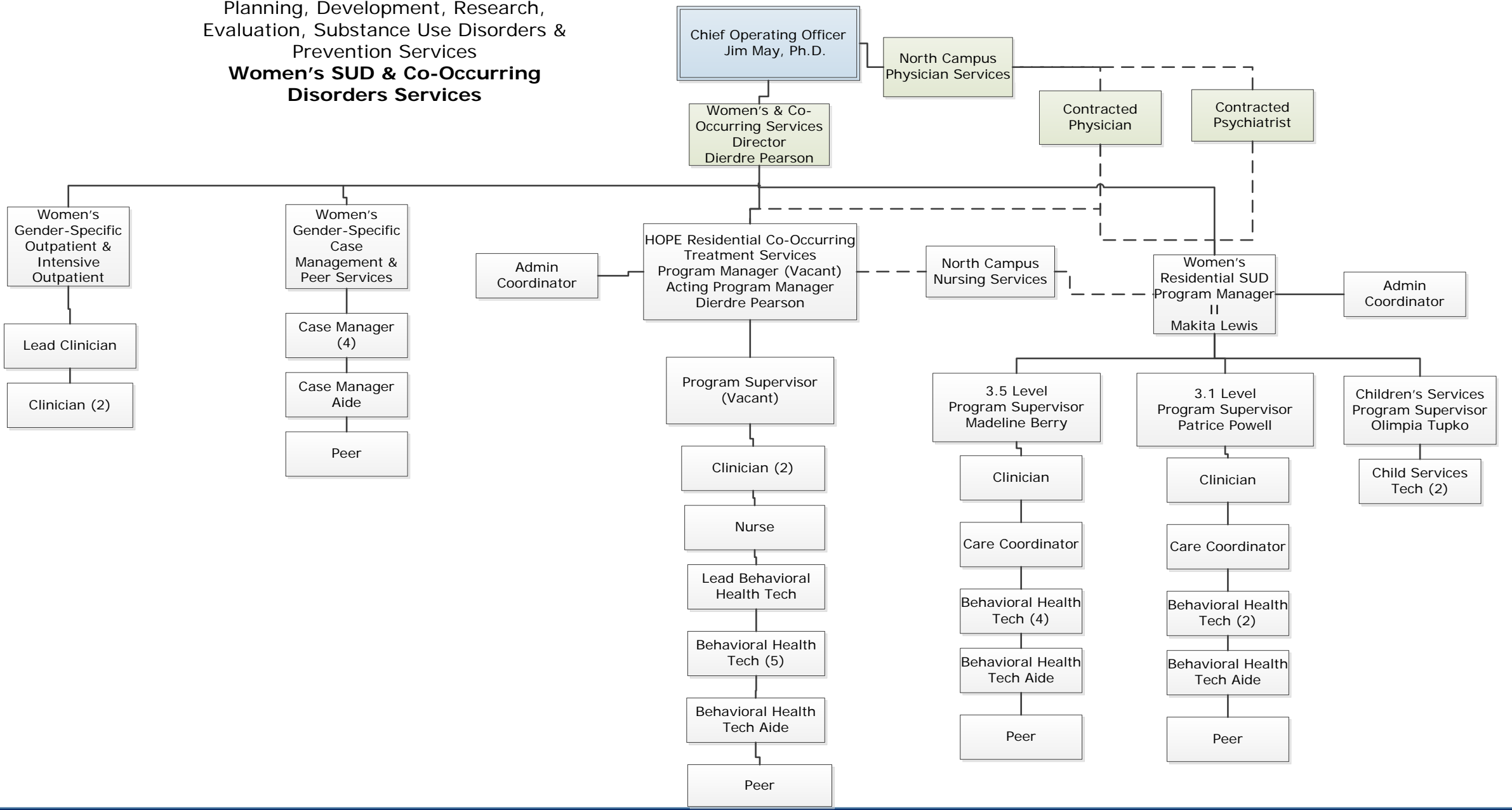
Planning, Development, Research, Evaluation, Substance Use Disorders and Prevention Services Division



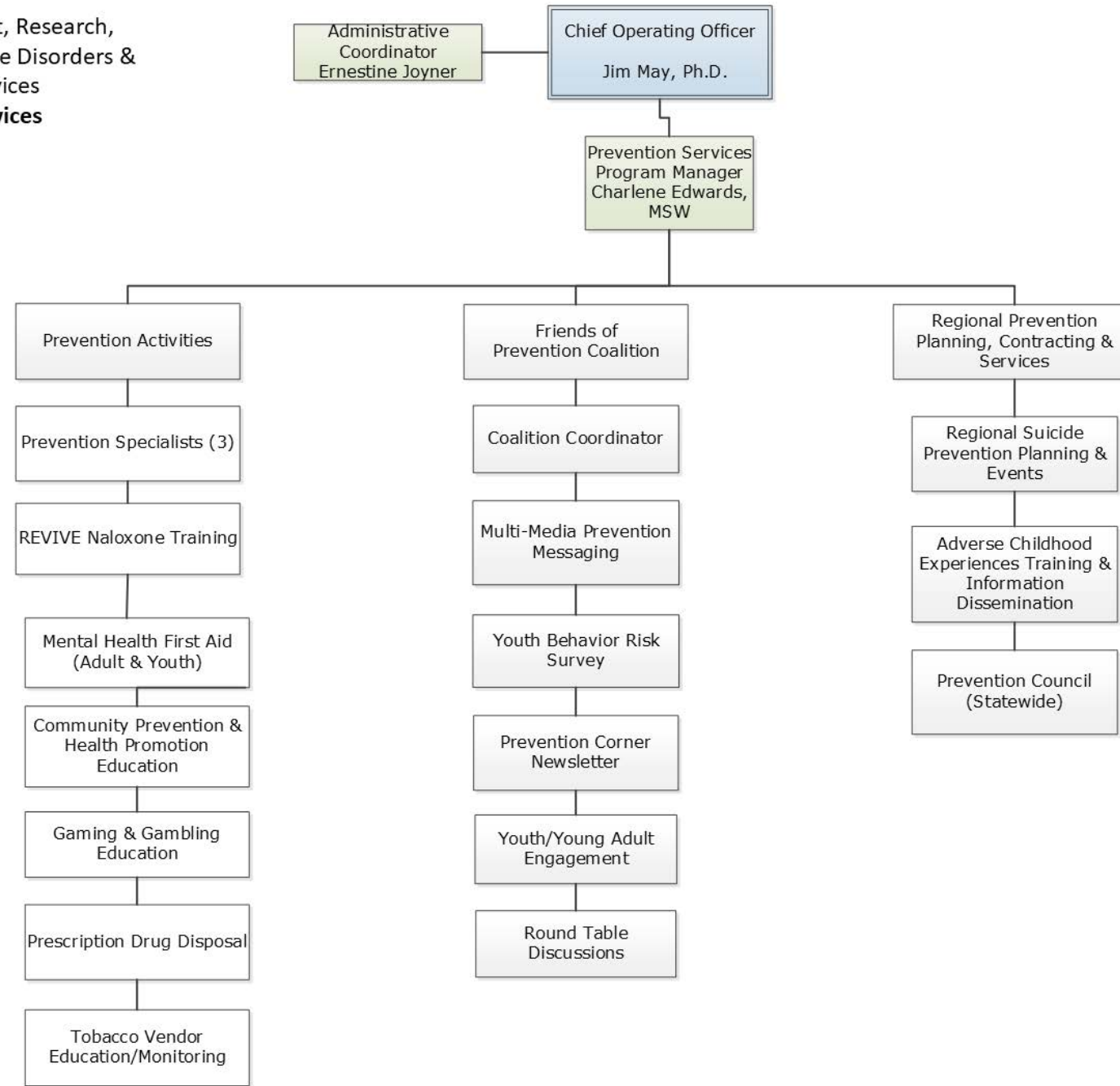
Planning, Development, Research,
Evaluation, Substance Use Disorders &
Prevention Services
Adult SUD Services



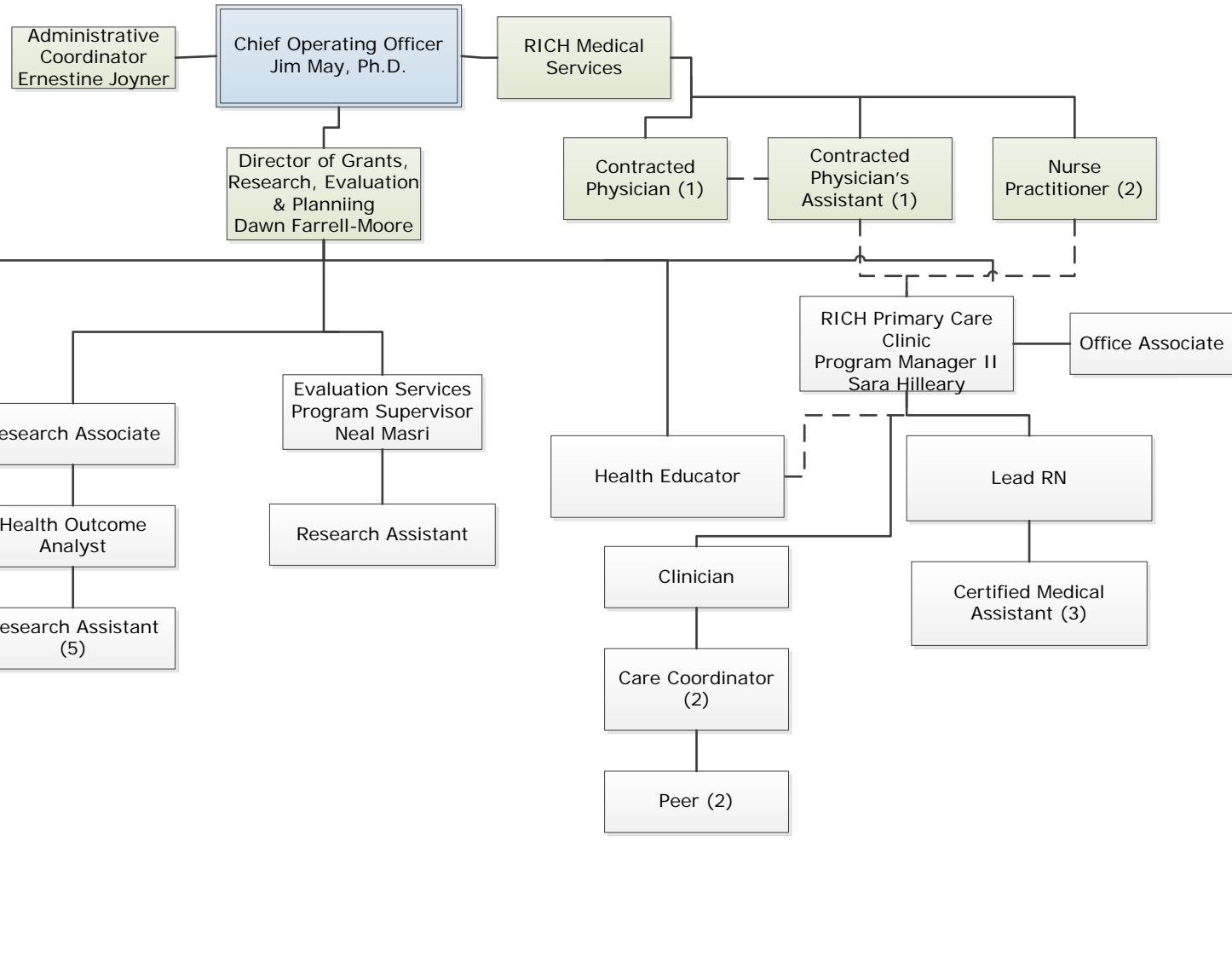
Planning, Development, Research,
Evaluation, Substance Use Disorders &
Prevention Services
**Women's SUD & Co-Occurring
Disorders Services**

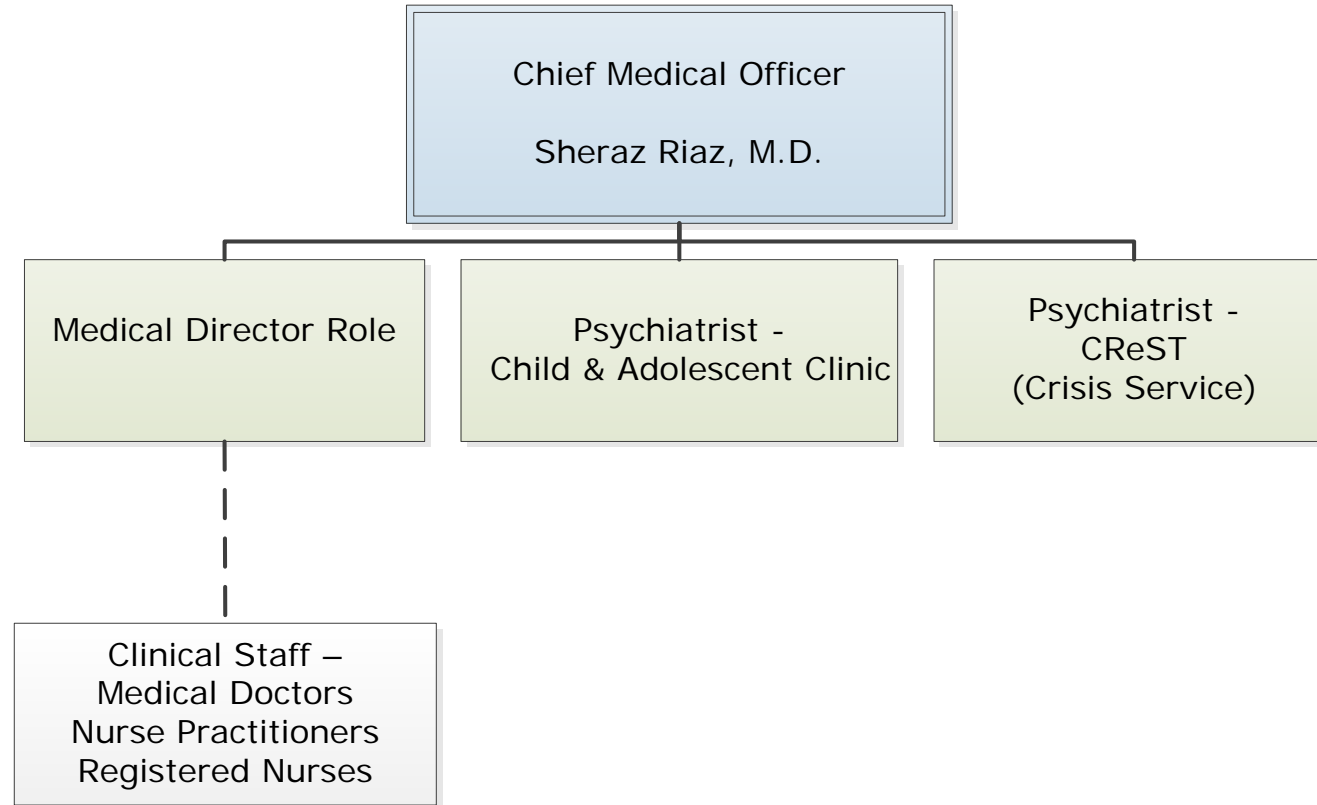


Planning, Development, Research,
Evaluation, Substance Use Disorders &
Prevention Services
Prevention Services

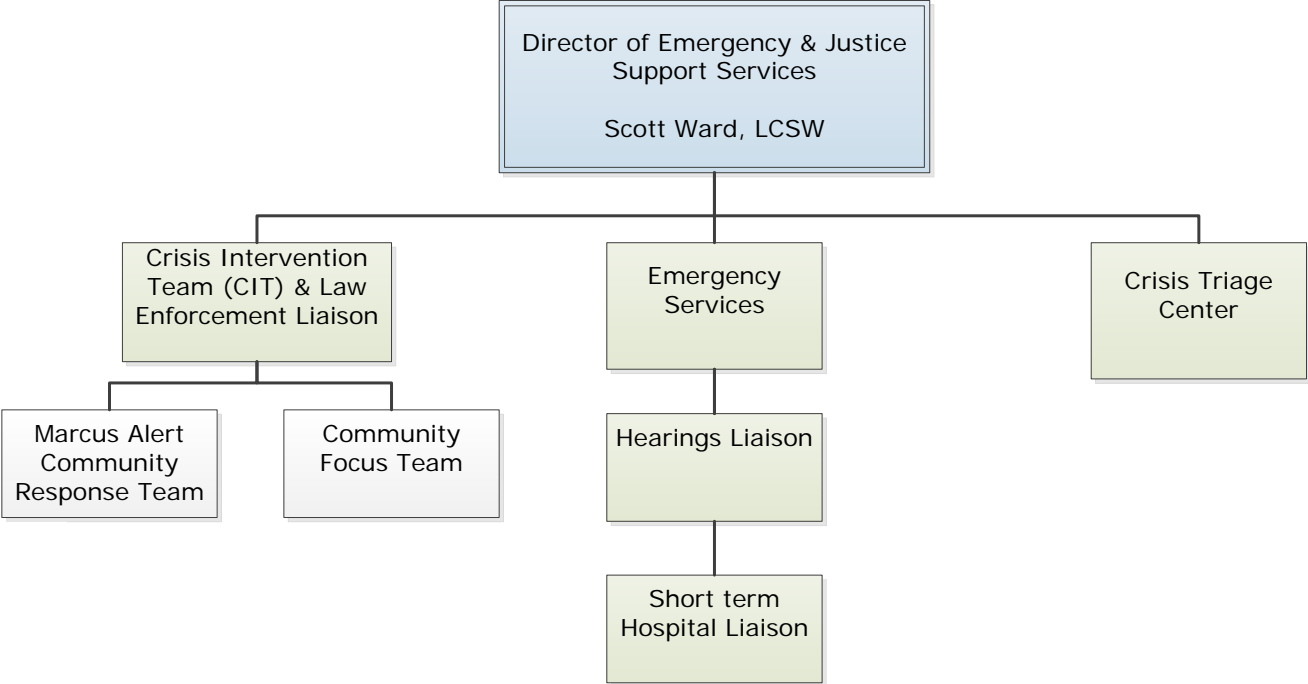


Planning, Development, Research,
Evaluation, Substance Use Disorders &
Prevention Services
**Grants, Research, Evaluation
& Planning**

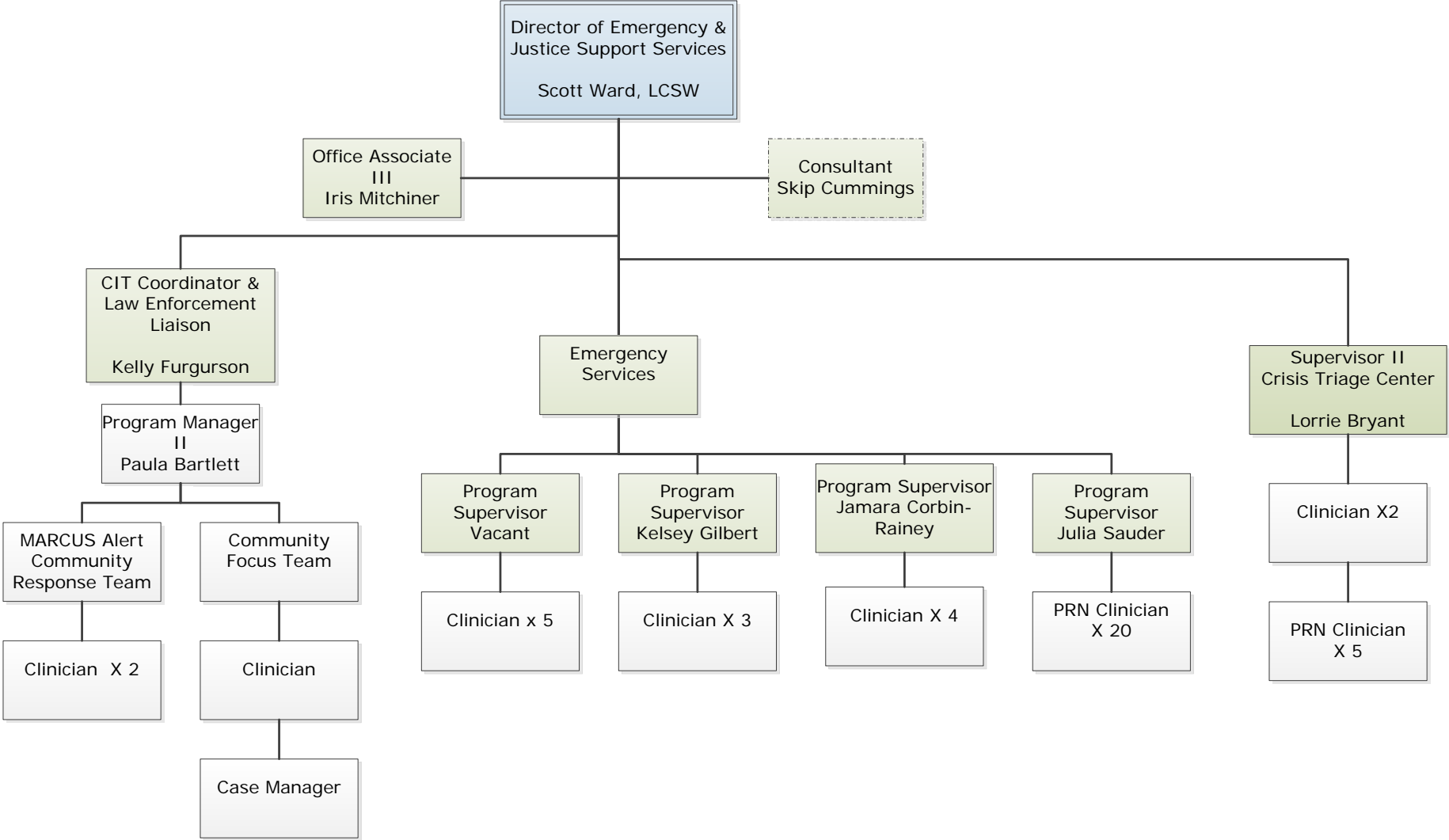




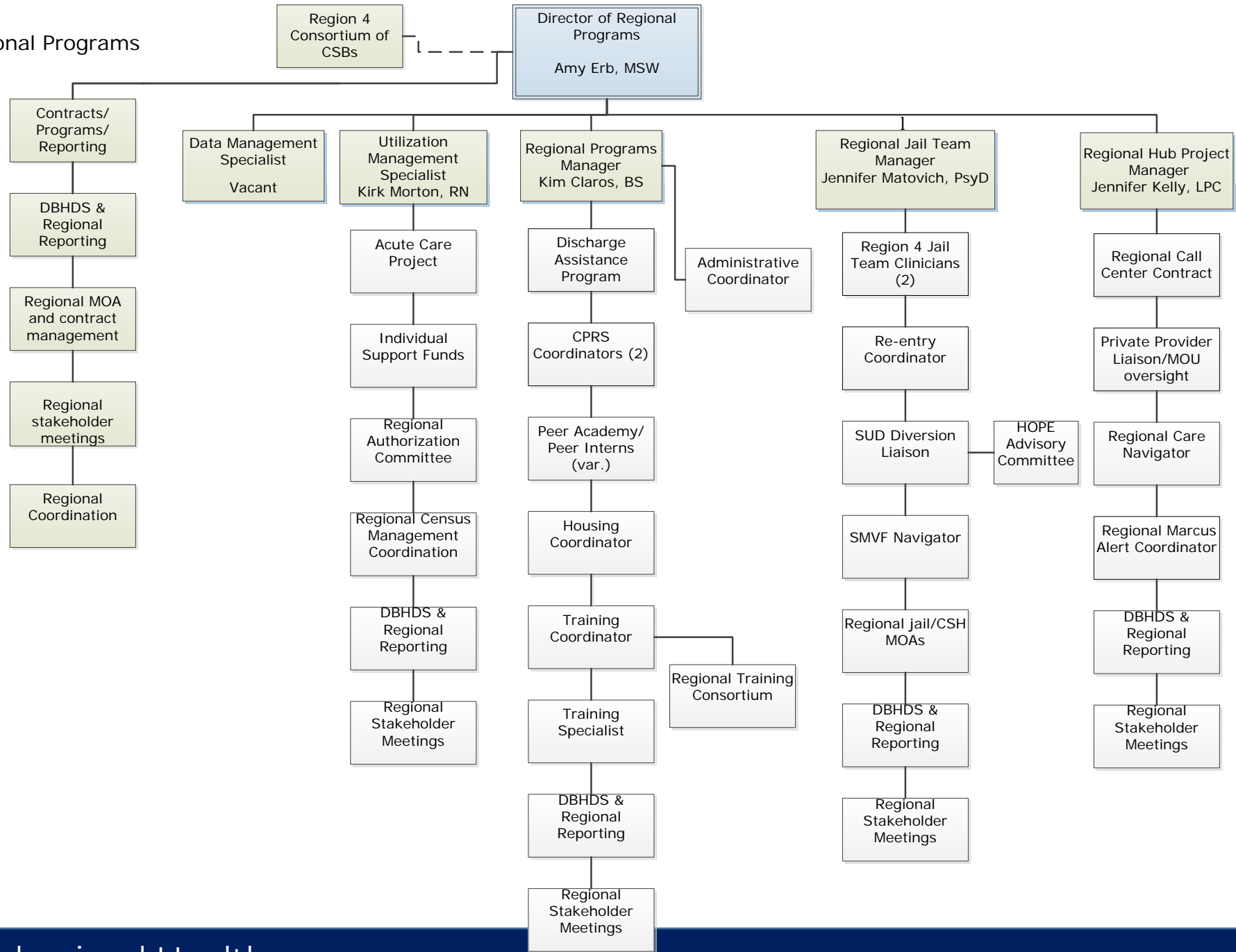
Emergency & Justice Support Services



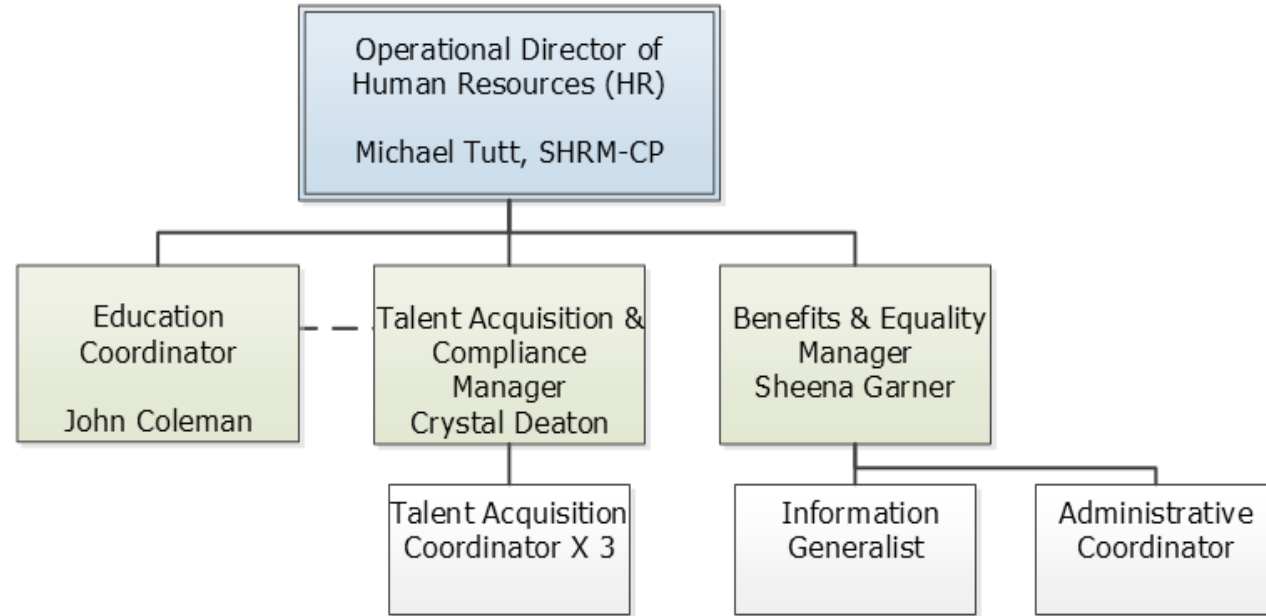
Emergency & Justice Support Services



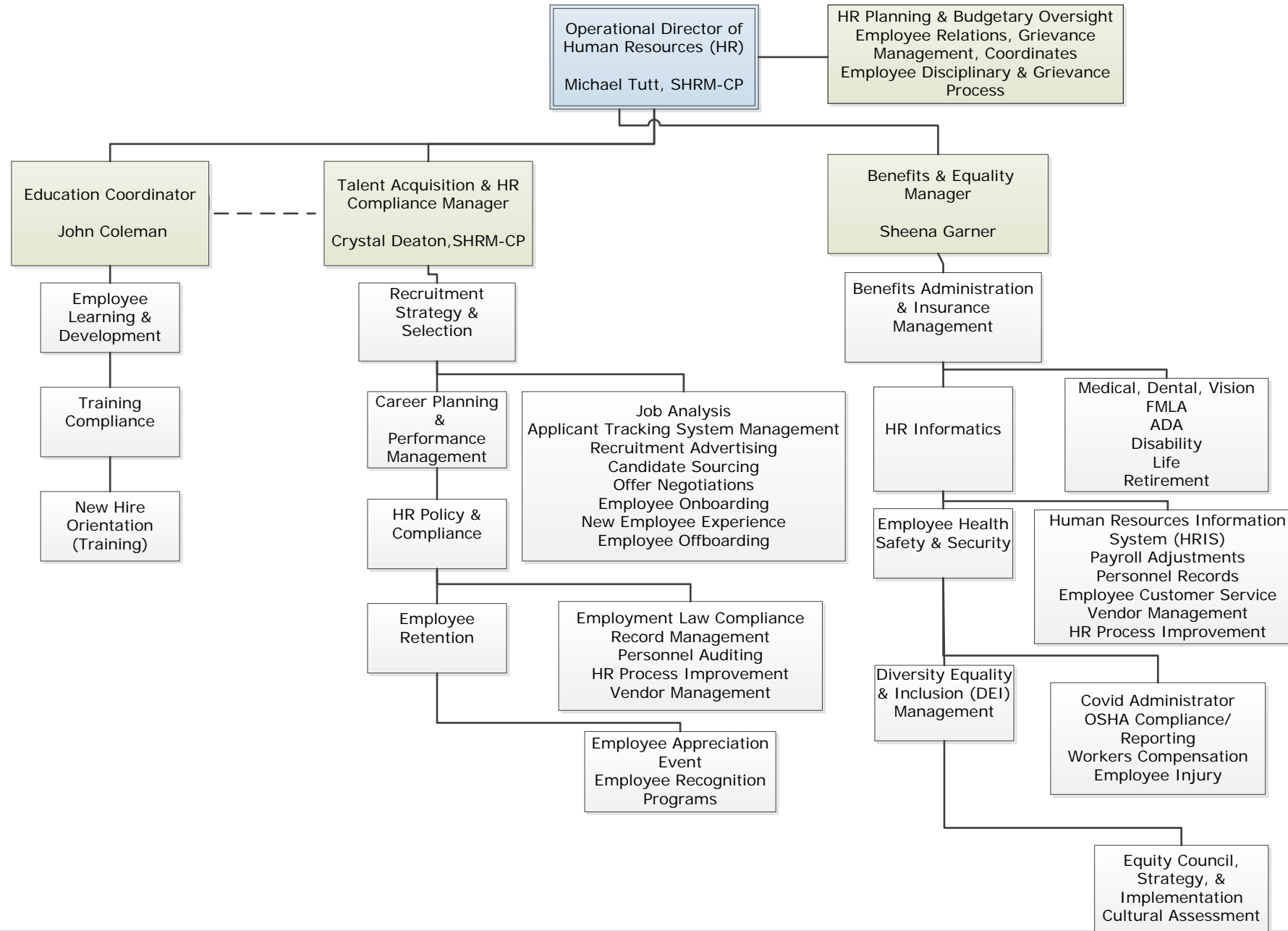
Regional Programs

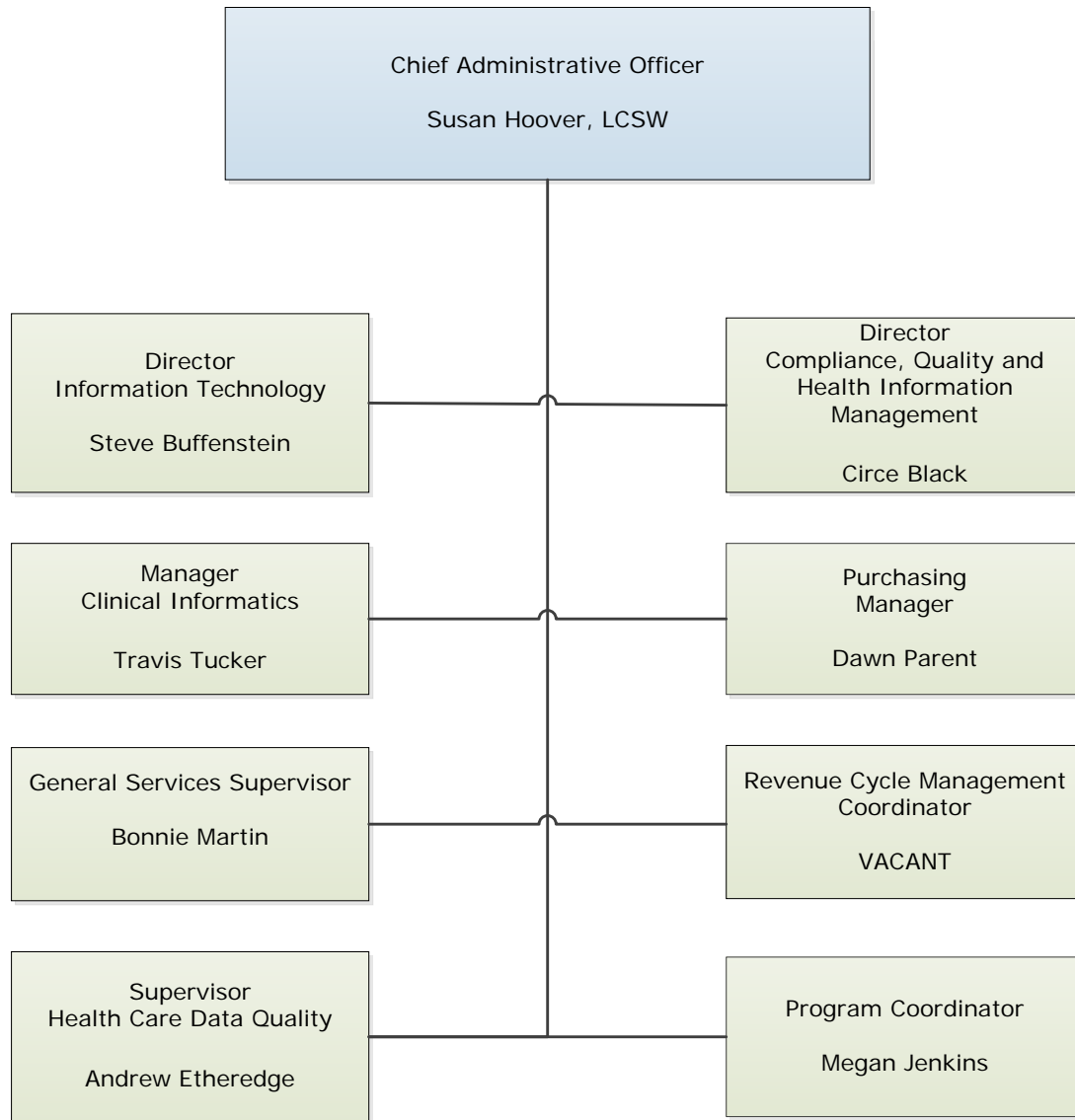


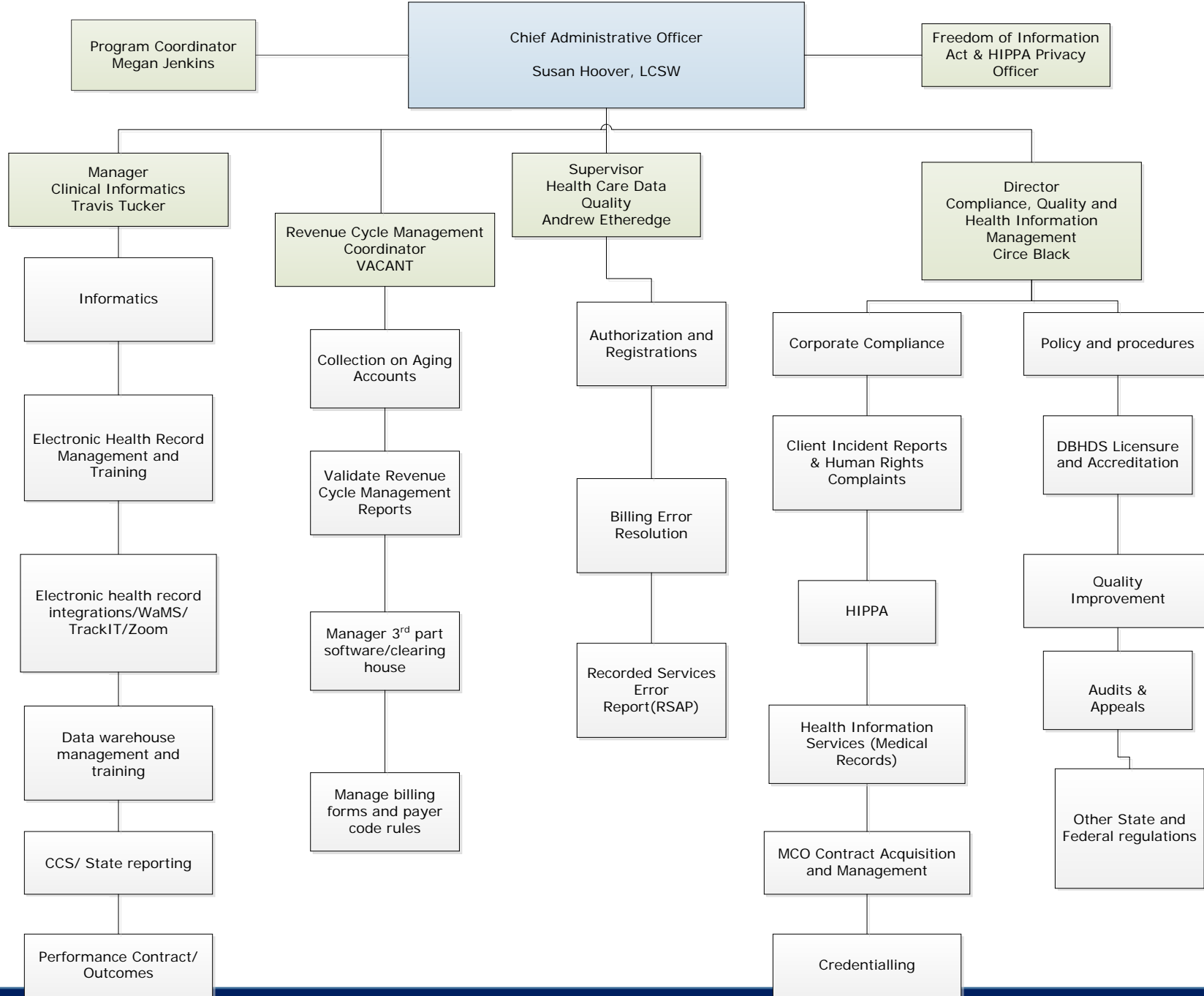
Human Resources Department

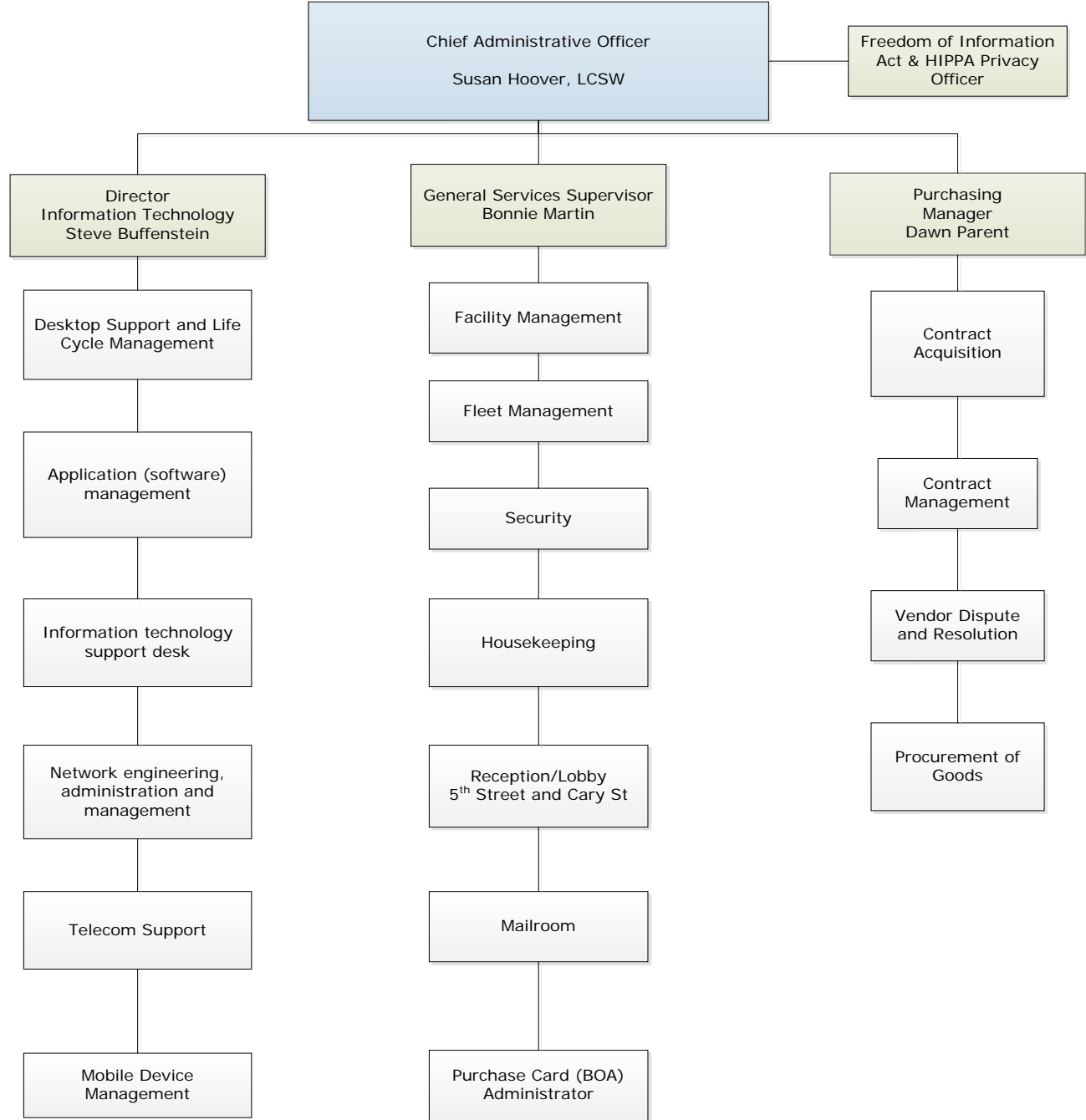


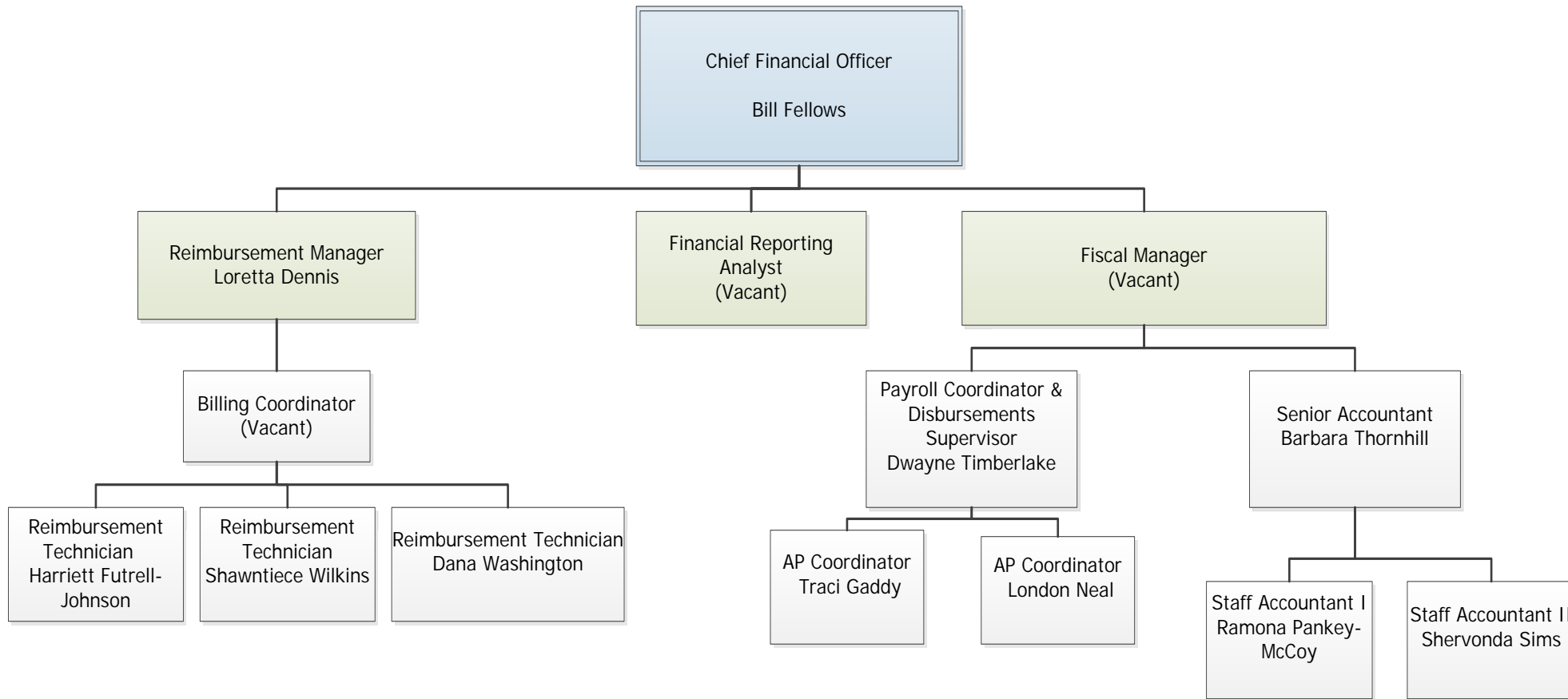
Human Resources Department











The End.

Thank you.