

BOARD OF DIRECTORS MEETING MINUTES
January 9, 2024

This RBHA Board of Directors Meeting was held as an electronic meeting due to weather conditions precluding in person participation.

Board members and staff participated by teleconference/videoconference via Zoom. The general public was able to participate by teleconference/videoconference via Zoom.

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

RBHA Board members absent: Shauntelle Hammonds and Ashley Young.

Staff present by roll call: Susan Hoover, Acting CEO; Dr. John Lindstrom, CEO Emeritus; Amy Erb; Bill Fellows; Dr. Jim May; Shenee McCray; Carolyn Seaman; Michael Tutt; Cristi Zedd; Scott Ward; and Meleese Evans, Executive Assistant.

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

Guests: None.

Proceedings:

- The meeting was called to order at 3:05 p.m. by Irvin Dallas, Board Chair.
- **Motion:** Dr. Cynthia Newbille moved that today's Board meeting take place virtually, due to weather conditions precluding in person participation; seconded by Malesia "Nikki" Taylor. The motion carried by the following Board member roll call vote: (8:3). Jenny Aghomo, Eduardo Vidal, and Rev. Dana Sally-Allen were not present during the vote.
- RBHA Board meeting minutes for November 14, 2023, were approved with a motion by Karah Gunther, and seconded by Dr. Cynthia Newbille. The motion carried by the following Board member roll call vote: (8:3). Jenny Aghomo, Eduardo Vidal, and Rev. Dana Sally-Allen were not present during the vote.
- **Public Comment:** None.

Employee Recognitions

- The Mental Health Staff Appreciation Committee was recognized as team of the month.
- Jenny Kelly, LPC LSATP, Region 4 Hub Manager in Regional Programs, was recognized as employee of the month.

Presentation: The FY 2023 Audit Report was presented by Chris Murray, CPA, of Brown Edwards & Company. The reports were sent electronically to RBHA Board members.

Motion: Malesia Taylor moved to accept the FY 2023 Audit Report as presented, seconded by Karah Gunther. The motion carried by the following Board member roll call vote: (10:1). Jenny Aghomo was not present during the vote.

Board Chair Report – Irvin Dallas, Chair

- Irvin Dallas thanked everyone for their flexibility in meeting virtually today.

Chief Executive Officer Report - Dr. John Lindstrom

- The CEO Report was discussed and is included in today's Board meeting packet and with today's meeting minutes.
- Dr. Lindstrom stated we have negotiated an acceptable property sale/transfer agreement with Virginia Supportive Housing and asked the Board to approve the contract for sale/transfer, having been negotiated and vetted by legal.

Motion: Stephen Willoughby moved to approve the Purchase and Sale Agreement with Virginia Supportive Housing, seconded by Dr. Cynthia Newbille. The motion carried by the following Board member roll call vote: (10:1). Rev. Dana Sally-Allen was not present during the vote.

RBH Foundation (RBHF) Report – Carolyn Seaman

- The RBH Foundation Development Report was discussed and is included in today's Board meeting packet and with today's meeting minutes.
- Carolyn stated January is Mental Wellness month and we currently have 5 staff from our Mental Health Outpatient Services team at the NBC Call 12 Center answering calls.

Access & Service Delivery Committee Report – Scott Cannady for Rev. Dana Sally-Allen

- The Access & Service Delivery Committee completed a thorough review of the revised consumer services data handouts, which summarize the 1st Quarter of FY-2024; the Rapid Access report for the 1st Quarter of FY-2024; and the Human Rights reports.
- The Committee also determined upcoming Board education presentations; reviewed CReST services volumes and REACH services volumes over the 1st Quarter of FY-2024; and discussed the RICH Recovery Clinic receiving 58 new referrals in the month of November, while maintaining a very low wait time of 2 days for a first appointment.
- A draft report of the Access and Service Delivery Committee meeting is included in today's Board meeting packet.

Advocacy & Community Education Committee Report – Scott Cannady

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

Executive Committee Report – Irvin Dallas

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

Finance Committee Report – Malesia “Nikki” Taylor

- Total cash in the bank at October 31st was \$29.6 million, and RBHA's share of that cash is \$9 million.
- RBHA's current operating reserve ratio for October was 0.86 or just under 2 months of expenses. The ratio is low due to three payrolls in August and reimbursements still due from the City of Richmond and Federal funds.
- RBHA's net worth is \$9.6 million and year to date net income on October 31st was a gain of \$5.7 million.
- Gross Accounts Receivable is \$8.5 million and net Accounts Receivable, after the allowance for doubtful accounts, is \$4.0 million due from the Managed Care Organizations.
- The note payable balance at October 31st was \$2.5 million.
- A draft report is included in today's meeting packet.

Human Resources Committee Report –Karah Gunther

- The Human Resources Committee met and finalized the CEO job description. The Committee also reviewed public facing documents to advertise the CEO position and screening questions to help in refining the pool of applicants.
- The Committee agreed to post the CEO position before the holidays.
- The Committee will meet again next week to begin reviewing applications and will bring the top applicants back to the full Board for interviews.
- A draft report is included in today's meeting packet.

Nominating & By-Laws Committee –Tameisha Archer

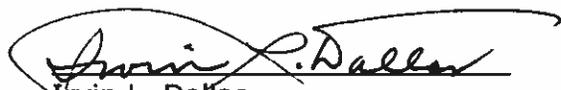
- The Nominating and By-Laws Committee has not met since the last Board meeting.

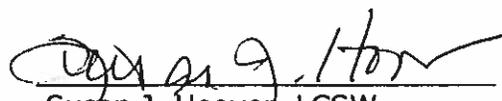
Presentation: Clinical Decision-Making Process was presented by Shenee McCray, LCSW, COO Mental Health Services; Cristi Zedd, LCSW, COO Developmental Services/REACH Region IV/ITC of Richmond; Erin Austin, LCSW, RPT-S, Children's Services Manager in Developmental Services; Dr. Jim May, COO Planning, Development, Research, Evaluation & Substance Use Disorders Services; and Kate Faina, LCSW, CSOTP, CSAC, CCTP, Program Manager in SUD Outpatient Services. The presentation is included with today's meeting minutes.

The meeting adjourned at 5:01 p.m. with a motion by Nikki Taylor and seconded by Scott Cannady.

The next Board of Director's meeting will take place on **Tuesday, February 6, 2024, at 3:00 p.m., in the Boardroom at RBHA, 107 S. 5th Street, Richmond, VA 23219.**

Respectfully Submitted:


Irvin L. Dallas
RBHA Board Chair


Susan J. Hoover, LCSW
Acting Chief Executive Officer

Richmond Behavioral Health Authority
Board of Directors
Chief Executive Officer's Report
January 9, 2024

Where did 2023 go and what's ahead in 2024? These questions are common to all of us as we reflect on the year past and anticipate what the new year will bring. No doubt, 2023 was a huge year for RBHA in terms of challenges, growth, and opportunity. The summary provided during June's Board Retreat described RBHA's evolution to date and, it is safe to say, much more transpired during the second half of the year, with much more to come.

The fall of 2023 saw the kick-off of our new **EHR implementation**, further expansion of the **988 Call Center** and **Mobile Crisis** implementation, and the opportunity to compete for **DBHDS expansion allocations**. This report will focus on recent and near-term developments, including a few significant on-going projects, new resources, and a good deal of hope for the new year.

Since the last Board meeting, I have been focused on preparing for **transition in leadership**. Susan Hoover has taken the reigns as Acting CEO. We are meeting regularly to **coordinate, inform, and confer** on matters important to operations.

Our HR Department and Keel & Company are working to effect the **RRS/VRS transition** compensation adjustments and required employee contributions with the January 19 paychecks. Similar details will be addressed by our Finance Department related to the accounting and transfer of employee contributions to the Richmond Retirement System. This will set the stage for the **April 1 transition to the Virginia Retirement System**. The next three months will be busy working out technical aspects, conducting employee information sessions, and enrolling current RRS members who wish to enter VRS.

All **documents** necessary for joining the Virginia Retirement System have been **submitted**. After the Board approves the November meeting minutes, proof that the Board approved the required **resolutions will be submitted**.

RBHA is once again filing for a **waiver of the State-required 10% local match**. Several factors contribute to the local funding deficit, and the primary issues relate to differences in the timing of the budget development process (City, State, RBHA) and post budget awards. Even though approval of the waiver should be automatic, without correction, the deficit leaves RBHA underfunded.

Our CFO and I **met with City representatives in December**, following a series of preliminary discussions throughout the fall. All parties appear to agree that RBHA's "ask" of the City should incorporate **projected needs based on historical data**.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer for Finance and Budget, and her budget staff, accepted figures based on projections. RBHA present City allocation is \$3,994,162. Post budget state allocations produced an estimated match deficit in FY 24 of approximately \$807,000.00, translating to a total match requirement of 4.8 million dollars. Since we already know of additional state allocations coming in FY 24 and continuing into FY 25, we are projecting a City match requirement of roughly 5.7 million dollars starting July 1.

Details of match history, along with Code language requiring the 10 percent match were conveyed. At this time, RBHA's match needs have been included in the draft FY 25 City of Richmond Budget. If funded, RBHA will receive an increase of approximately 1.8 million dollars over current City funding. This is BIG news. As part of the increased funding, RBHA will be expected to service approximately **\$200,000.00** per year in debt related to the City's issuance of Pension Obligation Bonds (RBHA's share).

The annually required **RBHA Board Report** has been submitted to the City Clerk's Office. This includes meeting schedules, attendance rosters, and major accomplishments. The report was submitted in December, in advance of the deadline. We do have a few vacancies to work on and we will request updated information on any existing applications.

The **RBHA FY 23 Annual Report** is now complete, save final edits and formatting. It is expected to be online shortly and go out for print by the end of the week. Last week we received the **VACSB Annual Report**. Please note that information on Region 4 and RBHA can be found on pages 31-38, respectively.

The **VACSB Legislative Conference** will take place in Richmond next week, January 16 and 17. See Meleese for more information.

Our Internal Auditor, Tim Winstead, is working on a new Federal Indirect Cost application. A request for delayed submission has been filed and we expect the final application to be submitted soon. In the past, getting a federally approved indirect cost rate has been particularly important for easing financial information requirements in grant applications. **It is now more important than ever since DBHDS permits the use of an approved Federal rate in drawing down Block Grant dollars. Without a Federal rate, RBHA would be restricted to 10 percent.** In general, *RBHA will need to continue to advocate for a more realistic view of indirect costs by DBHDS.*

With the assistance of Christian & Barton, we have negotiated an acceptable property **sale/transfer agreement with Virginia Supportive Housing**. The remaining issue was arriving at a specific number of units available to RBHA Permanent Supportive Housing clients, regardless of the total units under development. VSH intends to develop 80 units, but if the approval process results in a lower number of units, we will now be assured access to 12 units. The Board is asked to approve the contract for sale/transfer, having been negotiated and vetted by legal.

Already referenced in this report is the history of receiving post-budget/Performance Contract approval allocations from the Department. While this presents some accounting and reporting challenges, we graciously accept these awards. The Board was previously informed of the **\$500,000 one-time award in support of infrastructure**. We recently received detail about new ongoing funds for **compensation and benefits (\$881,522), mid-year FY 24 and fully annualized for FY 25**. In December, we were informed of additional allocations related to RBHA proposals under Crisis expansion funds. RBHA will receive **\$2,001,791 in both FY 24 and FY 25 for operation of the Crisis Receiving Center** (North Campus) and approximately **1.6 million for Adult Crisis Stabilization Unit enhancements**. Roughly half will be ongoing funds for program/staffing expansion and half in one-time funds for facility expansion and renovations.

Finally, **RBHA's Mobile Crisis service is now fully 24/7**. Additional hires of MH Mobile Crisis staff and coordination with REACH personnel, this most important performance expectation has been achieved.

I wish the Board, Executive leadership, staff, and, most importantly those we serve, a hopeful and healthy new year.

Respectfully submitted,



John P. Lindstrom, Ph.D., LCP
CEO, Emeritus

**RBHA Board Meeting
Development Report – January 9, 2024**

Richmond Behavioral Health Foundation

YTD Unrestricted to RBHF: \$53,696.33

YTD Restricted Funds (outside of grants) to RBHF: \$0

YTD grants awarded: \$116,000

YTD gifts-in-kind: \$88,523.40

YTD Total Revenue: \$153,819.73

	Current Year (FY24)	Past Year (FY23)	2 years ago (FY22)
	Total Grants/Requests Submitted in FY24 (July 1, 2023 – June 30, 2024)	Total Grants/Requests Submitted in FY23 (July 1, 2022 – June 30, 2023)	Total Grants/Requests Submitted in FY21 (July 1, 2021 – June 30, 2022)
Number of Submitted Grants/Requests	4	3 carried over from FY22 \$178,000 10	14 Total: \$667,500.00
Number of Funded Grants/Requests	3	10	7
Dollar Value of Awarded Grants/Requests	\$116,000	\$232,500	\$86,000.00
Number of Pending Grants/Requests	1	0	2
Dollar Value of Pending Grants/Requests	\$30,000	0	\$178,000.00
Number of Denied Grants/Requests/Postponed	N/A	5	3
Dollar Value of Denied or Partially Funded Grants/Requests	\$91,160	\$161,000	\$403,500
Gifts in Kind - Monetary Value (Includes Value of Volunteer Hours and Value of donated items)	\$41,753.40 (Volunteer Hours Value) \$46,770 (Donated Items Value) TOTAL: \$88,523.40	\$78,427.92 (Volunteer Hours Value) \$47,680.00 (Donated Items Value) TOTAL: \$126,107.92	\$65,242.44 (Volunteer Hours Value) \$43,330.00 (Donated Items Value) TOTAL: \$108,572.44

**RBHA Board Meeting
Development Report – January 9, 2024**

Volunteer Hours	1313	2036	2306
------------------------	------	------	------

Update on Grants and Gifts: See attached chart

Volunteer Projects:

07/18/23 – Group Room Mural & Canvases for the Crisis Stabilization Unit – Altria Employees

08/30/23 – W&L Students – Landscaping Projects at Chelsea Hill

09/21/23 – Altria Employees – Chelsea Hill

Upcoming:

11/15/23 – McKesson @ McKesson – 900 Nourishment Kits

11/29/23 – DIY Project Drop-off #1, 11am – 2pm

12/08/23 – DIY Project Drop-off #2, 11am – 2pm

12/19/23 – DIY Project Drop-off #3, 11am – 2pm

RBHF & RBHA Board Member DIY Project – Date TBD

Community Engagement:

10/11/23 – North Campus OPEN HOUSE

Events:

Appeals:

Giving Tuesday – November 28th – Limited Edition T-Shirts available for 48 hours only

Year End Appeal – on-going November – December via direct mail, social media, email

Clinical Decision-Making Presentation

RBHA Board of Directors
January 9, 2024

1

No Wrong Door Approach

RBHA recognizes that each person is unique, has unique needs, and begins their journey seeking support through different ports of entry to RBHA.

The case examples presented today depict the entryways of Rapid Access and CReST. Rapid Access is the most common entryway.

There may be different assessment procedures for youth and adults depending on the services being accessed.

2

What is Rapid Access?

Rapid Access is the same day process available to all individuals seeking mental health and/or substance use treatment services through RBHA

It is the primary way that individuals start services at the agency and get assigned to their ongoing service provider- but it is not the only way individuals are able to connect with RBHA

Rapid Access, Outpatient Psychotherapy, & Psychological Services Team



Rapid Access Assessment Process

Screening Measures administered:

- Drug Abuse Screening Test (DAST)
- Alcohol Use Disorders Identification test (AUDIT)
- Patient Health Questionnaire (PHQ 9)
- Adverse Childhood Experiences (ACE)
- Columbia Suicide Severity Rating Scale (CSSRS)
- Pediatric Symptom Checklist (PSC)

Comprehensive Needs Assessment (CNA):

15 primary areas spanning a person's entire life experience including developmental history, treatment history, legal history, abuse/trauma, family history, resources, current symptomology, preferences/needs, medical, diagnostic formulation, and initial treatment planning

Assessment Process *continued*

CNA Incorporates American Society of Addiction Medicine (ASAM) criteria to determine level of care for substance use disorder treatment

DLA 20 A comprehensive functional assessment and outcome measurement tool which is re-administered quarterly by the ongoing primary service provider

Initial Paperwork also includes review of treatment recommendations, signing of consents, authorizations, and preliminary treatment plan

Case Example 1: *Mental Health – Youth*

Lauryn is a 14 yo female who attends Thomas Jefferson High School. She 1st accessed RBHA services on 9/18/2023. Lauryn had eloped from the home and when she returned she was verbally aggressive, prompting her mother to call the CReST line. A mobile crisis response to the home occurred, alleviating the crisis at that time and diverting an out-of-home-placement.

Lauryn continued to receive Community Crisis Stabilization services from CReST until 11/17/2023. The CReST clinician assisted Lauryn with connecting to longer term RBHA services via Rapid Access. Lauryn and her mother were assessed via Rapid Access at the RBHA office on 11/15/2023.

Richmond Behavioral Health

7

Lauryn's progress



Richmond Behavioral Health

8

Lauryn today

- Lauryn has accessed additional recommended treatment services including a Psychiatric Evaluation which took place on 1/3/2024 and Psychological Evaluation which will take place on 1/22/2024.

Richmond Behavioral Health

9

Case Example 2: *Developmental Services - Child to Adult Transition*

- John – 18 years old
- Initially presented to services for placement on the DD Waiver Waiting List in 2016 at the age of 10.
- Diagnoses:
 - Mild ID
 - Autism
 - ADHD

Richmond Behavioral Health

10

Assessments Conducted

- **Outside psychological evaluation completed in 8/2013** which was used to determine initial eligibility for the DD Waiver Waitlist.
- **Virginia Individual Disability Eligibility Survey (VIDES)** - functional behavior measurement for DD Waiver Eligibility. Completed annually since 2016.
- **Child and Adolescent Needs Strength (CANS)** completed quarterly in 2019-2021 by Intake Coordinator for presenting case at Family Assessment Planning Team (FAPT) meeting with Department of Social Services/Comprehensive Service Act.

Richmond Behavioral Health

11

Assessments Conducted *continued*

- **Risk Assessment** – completed annually since 2020.
- **Psychological evaluation conducted by RBHA Psychologist in 2023** - included the Kaufman Brief Intelligence Test, Conners 3, and Autism Spectrum Rating Scales.
- **Aid to Capacity evaluation by RBHA Psychologist in 2023**
- **Adaptive evaluation** - Developmental Profiler 4 in 2023 by Support Coordinator (SC)

Richmond Behavioral Health

12

John's service history at RBHA

DS Service Monitoring – 8/1/16 - 3/31/20

REACH – involved from 8/20/17 to 9/26/23

Mobile supports - 3 episodes of treatment between 8/29/19 to 9/30/20

Psychiatric & Hospital Admission History:

- CCCA Psychiatric admission – 7/19 and 9/19
- SJV CSU Admission 11/19
- VTCC (2017, 2018, 2019)
- Tucker Pavilion 8/19

Richmond Behavioral Health

13

John's service history *continued*

DD/ID Targeted Case Management – 4/1/20— with SC. Received one of the Developmental Disabilities Waivers - Family Individual Support (FIS) but cycled into a Residential Treatment Center until March 2020 before utilizing FIS waiver services, which included Day Support, In-Home Residential, and Therapeutic Consultation (Behavior and OT).

In 2023, John's negative behaviors increased including numerous admissions and evaluations by the crisis system. John had 9 Community Hospital and Psychiatric Admissions from 1/23 to 8/23.

REACH – involved from 1/28/23 to 9/26/23

Mobile supports - 2 episodes of treatment 1/23 to 8/23

Child CTH stay 1/31/23-2/7/23

Adult CTH stay 8/11/23-8/25/23 which greatly assisted to stabilize John for discharge into a group home.

Richmond Behavioral Health

14

Current Status & Future Supports

- SC requested in early 2023 through DBHDS and was successfully awarded an upgrade to John's DD Waiver to the Community Living (CL) Waiver on 8/10/23 in order to access residential level services. Since moving into the group home and starting day support, John has not had any hospital or psychiatric admissions.
- Future Supports
 - Supported Employment
 - Housing Voucher and Supported Living

Richmond Behavioral Health

15

Case Example 3: *Substance Use Disorder – Adult*

Meet Christine P

- **Rapid Access** 10/2/2018
- **SUD Case Management Services** began 10/4/2018
 - Bipolar Disorder; Suicidal Ideation
 - Daily crack cocaine use, weekly alcohol use and monthly THC use
 - Chronic medical complications
- **HOPE Residential Treatment** 10/2018 - 11/2018
 - ASAM 3.5 recommended due to endorsing withdrawal symptoms, unstable housing and dysregulated mood to include suicidal ideation
- **IOP/OP Services** 11/16/18 (*didn't engage and was d/c 12/5/18*)
 - Referred to ASAM 2.1 as a "step down" from Residential to assist in the transition and in stabilizing within the community while establishing community supports.

Richmond Behavioral Health

16

Christine's story *continued*

HOPE Residential Treatment 2/2020-3/2020

Readmitted to residential due to daily crack/cocaine use, weekly alcohol use and monthly THC use, unstable housing and dysregulated mood and lack of community supports

IOP/OP Services and Individual Therapy 3/2020-10/2020

Referred to ASAM 2.1 as a "step down" from Residential to assist in the transition and in stabilizing within the community. Targeting establishing community network and recovery supports to include NA, a sponsor and relocating to more stable housing.

Discharge IOP 10/2020 to OP Group therapy and Individual Therapy

Richmond Behavioral Health

17

Christine's story *continued*

Increase Level of Care to IOP 11/2021-8/2022 and Individual Therapy

Relapsed using cocaine after a period of several months of sobriety and the loss of her father

Discharge IOP 8/2022 to community supports and Individual Therapy after a period of several months of sobriety, gaining a sponsor and a network of peers in NA

Discharge Individual Therapy 9/2023
Stopped engaging/showing up for appointments

Richmond Behavioral Health

18

Christine today

- Individual Therapy 10/2023 restarted after the loss of her mother and a brief relapse
- Recent relapse after receiving inheritance
- Had been disconnected from NA and AA, recently re-engaged
- Readmitted to IOP, plus OP Therapy due to the relapse on 11/16/23

Richmond Behavioral Health

19

RBH RICHMOND
BEHAVIORAL
HEALTH

Questions?

Thank you.

20