



BOARD OF DIRECTORS CONFERENCE CALL MEETING MINUTES

April 14, 2020

The Richmond Behavioral Health Authority (RBHA) Board met by conference call to discuss RBHA's situation in relation to the public health emergency, coronavirus (COVID-19).

RBHA Board members present on the call: Thomas Bannard; Dr. Joy Bressler; Denise Dickerson, **Secretary/Treasurer**; Scott Cannady; Irvin Dallas, **Vice Chair**; Dr. Cheryl Ivey Green, **Chair**; Karah Gunther; Dr. Cynthia Newbille; Melodie Patterson; Malesia "Nikki" Taylor; Eduardo Vidal and Dr. Michelle Whitehurst-Cook.

RBHA Board members not present on the call: Sabrina Gross and Chelsea Higgs Wise.

Staff present on the call: Dr. John Lindstrom, **CEO**; Amy Erb; Bill Fellows; Susan Hoover; Dr. Jim May; Shenée McCray; Carolyn Seaman; Michael Tutt; Cristi Zedd and Meleese Evans.

RBHA's Legal Counsel present on the call: Jon Joseph of Christian & Barton, LLP.

Guests: None.

I. Welcome/Phone Roll Call

- Dr. Cheryl Ivey Green welcomed everyone and began the conference call meeting at 3:02 p.m.
- Meleese Evans took the roll call. Board members and staff present on the phone are noted above.

II. Executive Committee Decisions Regarding Meeting Adjustments

- Dr. Cheryl Ivey Green discussed the Executive Committee's decisions from their March 23, 2020 call regarding RBHA's operations and business adjustments necessitated by the emergency – COVID-19.
 - RBHA's Board Chair and CEO will discuss how to conduct board business within the current crisis.
 - Executive Committee agreed it would be best to defer the upcoming June retreat and then possibly plan a joint activity with the RBHA Board and RBH Foundation Board.
 - The Performance Contract and Budget Approval will take place during June's board meeting.

III. Operating Status of RBHA/Additional Service and Personnel Actions

- Dr. John Lindstrom discussed his CEO Report of RBHA's current operating status and additional service and personnel actions. The CEO Report is included with today's meeting minutes.
- RBHA was fortunate to receive a significant supply of face masks and other personal protective equipment (PPE) last week. The Dental Foundation delivered

another 1200 procedure masks and we received a sizeable allotment from the Richmond Health District. Thanks to the efforts of some of our staff who have been hard at work making fabric face masks and a generous contribution of 500 face masks by Studio 23, we are working to get washable masks out to all RBHA staff. Because restocking of medical grade masks remains uncertain, we must reserve use to those conducting medical screening, attending to symptomatic individuals, and residents in our residential treatment programs. All RBHA staff are expected to wear, at a minimum, fabric face masks while in public or in public areas of any of our facilities.

- Eduardo Vidal offered to forward information to Dr. Lindstrom from Extreme Audio, a local vendor making and donating shield masks for healthcare providers.

IV. Current Financial Impact

- The Board received RBHA's draft balance sheet and draft income statement from the last Finance Committee meeting.
 - Cash declined in February. Concerned about further decline in coming months. Hoping to bring everything back in a healthy fashion as soon as possible.
- Bill Fellows, CFO, will provide a cash received report regularly.
- RBHA's stimulus package should be coming soon.
- Revenue decrease during this time is expected.
- About \$500,000 in grants pending, many related to COVID-19. Just finished grant for telehealth.
- Executive Leadership Team will soon receive agency data dashboard around COVID-19.

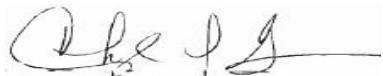
V. Next Steps

- Attorney Jon Joseph will see if today's conference call meeting can be counted as one of the ten meetings the RBHA Board is required to have annually according to the by-laws.
- If meeting in person, will need a minimum of eight board members, less than ten people in one room. All others would participate by phone.
- RBHA's Director of Information Technology is looking at City Council's process for conducting public meetings and streaming to determine if we can conduct our meetings the same way.

The conference call meeting adjourned at 4:25 p.m.

RBHA's next Board of Directors meeting will take place on **Tuesday, May 5, 2020 at 3:00 p.m.**

Respectfully Submitted:



Dr. Cheryl Ivey Green
RBHA Board Chair



Dr. John P. Lindstrom
Chief Executive Officer

Richmond Behavioral Health Authority
Board of Directors
Chief Executive Officer's Report
April 14, 2020

In just a little over a month, our world has been turned upside down with the speed and vengeance of COVID-19. RBHA has responded admirably, modifying and otherwise adapting services and the way in which we work day by day. Striking the right balance between meeting the needs of individuals, practicing sound disease prevention strategies, and organizational health has been foremost on our minds. RBHA continues to be guided by its vision and directed by its mission, but we cannot do things the way we did them before. I commend the executive leadership team and the entire RBHA staff for taking up the challenge. The tough decisions, creative solutions, and determined efforts are testimony to the commitment of the entire RBHA family.

Operating Status

RBHA's service structure remains in place with varying degrees of modifications depending on the nature of specific programs. All modifications were driven by the public health strategies of physical distancing, heighten infection control, and the Governor's Stay-at-Home order and prohibition of gatherings with group sizes about ten.

Crisis services (Emergency and Mobile) are operating using telephonic and/or telemedicine platforms to the maximum extent possible. Face-to-face interactions in the community are severely limited. Video conferencing is being used to collaborate with other partners. For example, civil commitment hearings are now held via video link. REACH mobile crisis staff are doing some in-home interventions only after telephonic health screening and with the use of personal protective equipment (PPE).

Outpatient services (Rapid Access, counseling, psychiatric, etc.) now are delivered using telemedicine. Our offices are closed to walk-ins in order to manage exposure risk, and individuals are seen by appointment only. Front door health screening, including thermal temperature scans, has become a matter of routine.

Case Management/Support Coordination services are also using telephonic and video conferencing as standards pertaining to face-to-face contacts have been relaxed by DMAS and DBHDS. Our provision of transportation has been significantly curtailed. Like in most service areas, telework has been dramatically expanded.

Homeless Services & Permanent Supportive Housing have remained very active to date and also have moved to a largely telephonic strategy for engaging individuals and partners. The same is true for Mental Health Skill Building and other outreach services.

Residential Services remain operational. The REACH Child and Adult Crisis Therapeutic Homes remain fully operational. Like all residential programs, staff are using PPE when indicated and visitations have been curtailed. The Adult Crisis Stabilization Unit reduced capacity from 16 to 9, moving to a single guest per room. Capacity on the North Campus has also been roughly halved for the same purpose.

Other Operational Challenges - Personal Protective Equipment, Sanitizers, staffing, managing suspected exposures

Reporting

Each Division/Department completing daily situational report

Weekly Status Report to Richmond Human Services CAO

Daily RBHA Status Report to DBHDS

Weekly Financial Report to DBHDS

Cost Containment

Freeze on hiring (with exceptions)

Freeze on travel

Freeze on discretionary spending

Judicious use of Part-time and/or PRN staff

Reducing or suspending contracts (parking, housekeeping, purchased services, medical)

Monitoring staffing ratios to reflect lower census

Suspended operations at Psychosocial Rehabilitation Center

Suspended School-based TDT services

Furloughed 30 full-time and 19 part-time staff

Increased monitoring of productivity

Deferred interior improvements to Red Cross Building

Deferred remodeling of 1st floor at 107 S. Fifth Street

Respectfully submitted,



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